Submitting applications for social support (501, 502, and 503) at Pázmány Péter Catholic University from the 2018/2019 school year
Student Information

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1. Introduction

Starting from the 2018/2019 school year, students entitled to social support can access the following applications in the Neptun system:

- 501 Application for regular social support
- 502 Application for basic support
- 503 Application for extraordinary social support

A student entitled to receive social benefits: a student participating in a tertiary vocational program, bachelor, master, single-cycle, or doctoral program who

- participates in state-funded training or is a recipient of a Hungarian scholarship, or
- started studies in state-funded training and would be entitled to participate in a state-funded program on the basis of the number of semesters started in vocational training at the given major.

Applications 501, 502, and 503 are visible to students eligible for social support by selecting the given program in HWEB, on the **"Available applications"** tab under the *"Administration" / "Applications"* menu item. Applications can be completed only in the validity period set in the semester schedule. The start and end of validity are displayed in the application row.

The application can be completed by clicking on the name of the form. The student's personal data and the other information required by the form are automatically populated from Neptun data, including the equal opportunity data recorded in the Neptun system. Students have to check these data before completing the application.

Checking the data included in the Neptun system; the data reconciliation period

The equal opportunity data recorded by the Higher Education Information System (FIR) are taken into account when establishing social status based on the Neptun data. In HWEB, these data can be viewed under the "Own data" / "Personal data" menu item on the "Preference" tab, and will also be automatically included in the application.

Students can record/change data during the data reconciliation period specified in the semester schedule, by submitting the original supporting documents as proof in the following manner:

- **If the address data need to be corrected or if the student is receiving a ministerial scholarship not displayed on the application:** the student should contact the educational administrator and present the original supporting documents.

- **If the student's equal opportunity data are incorrect:** the student should print the "Equal opportunity data report" form available under the HWEB Information/General forms menu point, indicate the data to be reported, list the attached original documents being submitted, and submit the documents to the Student Welfare Committee administrator during the data reconciliation period. The faculty Student Welfare Committee administrator receives the document and the supporting documents from the applicant and forwards the request to the Committee for evaluation. The Student Welfare Committee notifies the student of the rejection of any factors. Approved factors are recorded no later than the workday following the end of the data reconciliation period. The Student Welfare Committee forwards approved supporting documents to the Registrar's Office so they can be retained with the student's documents.

After the data are recorded, the application will now include the student's new/corrected data. Applications should be submitted only after they include the correct data.

2. The process for submitting the form "501 Application for regular social support"

Completing and submitting the application

On applications, students can indicate/select the factors that apply to them. They have to upload the applicable supporting document(s) in PDF format to each of the points thus selected, without which they cannot submit the application. Documents to be uploaded may be no larger than 10 MB. (Proof for the distance between the home address and the campus is provided as described in the Annex, as applicable to the applicant.)

After completing the form, press "Next" to continue. This displays a preview of the entire form so the student can check the provided data. Press "Back" to return to the previous screen and make corrections. The completed application can be submitted by pressing the "Submit

application" button at the bottom of the preview page. The data entered in the application can then no longer be changed.

After submission, the form is moved to the **Submitted applications** tab, which allows students to monitor the status of the application. The student is continuously shown the total score awarded for the application, which can be considered final inly after the application status is changed to "Scores finalized."

Commenting, return for correction

Submitted applications are forwarded to commenting groups consisting of members of the faculty's Student's Union.

The commenting of the application entails checking the data provided by the applicant based on the submitted supporting documents. If the submitted supporting document does not unequivocally prove what is stated by the student in the application, the student's answer will be considered incorrect.

In case of incorrect substantiation, the reviewer may return the application in question to the student for correction on one occasion, by the end of the third week of term time (which is why it is best to submit the application as soon as possible).

Standing on the **"Submitted applications"** tab in the **"Administration" / "Applications"** menu point, the student can see that the status of the application is *"Returned for correction"*, and will also be notified of this fact. Corrections can be made by clicking on "Correction" in the menu that opens from the + sign at the end of the row. When logging in, the student receives a confirmation message containing the text written by the reviewer in the *Reason for the correction* field. When making the correction, the same text is displayed at the top of the application.

The student can re-submit the corrected application, no later than by Wednesday on the fourth week of term time. If the student does not correct the application, (s)he will not be awarded points for the data in question, and the application will be assessed on the basis of the other correct data included in it.

Hearing of self-dependent students

If the student marks that (s)he is "Self-dependent" on the application, (s)he has to appear before the representatives of the faculty's Social Committee in the days following the submission of the application. All students eligible for social support will be notified beforehand of the exact time and place of the hearing.

If the student fails to appear at the set time, the application may be rejected on the grounds that the personal consultation is a part of the certification process of the income situation of self-dependent students.

Decision

Commented applications are forwarded to decision-making groups consisting of members of the faculty's Student's Union.

In the case of application 501, the decision results in the finalization of the scores that can be given for the various points; it may also result in the rejection of the applications where either the income situation cannot be determined (the income statement is missing) or the official document certifying the number of persons registered in the household is missing.

Notification of the student of the assessed application and of the scholarship

After a decision has been made, the application can have the following statuses on the student's "Submitted applications" tab:

- · "Scores finalized" - the student can see the final score awarded for the application.
- · "Rejected" - if the applicant failed to suitably certify income data and the income per capita cannot be determined or the official document certifying the number of persons registered in the household is missing.

The University Student Welfare Committee then determines the amount of the scholarship, which is approved by the Rector. The President of the University Student Welfare Committee publishes the approved amounts and score limits on the University website, either at the beginning of October or March, respectively.

3. The process for submitting the form "502 Application for basic support"

A student establishing a student legal status for the first time in a state-funded, full-time tertiary bachelor or single-cycle program, or a master program, is due, upon request, basic support as of first registration, if (s)he:

a) is in need for reasons of disability or a health condition,
b) suffers from multiple disadvantages,
c) is the breadwinner,
d) has a large family,
e) is an orphan,
f) is disadvantaged,
g) has a guardianship terminated due to age,
h) is a half-orphan.

Completing and submitting the application

The form is automatically populated with the student's equal opportunity data, with the exception of "The situation of the applicant's guardianship," which the University does not have to report to the Higher Education Information System (FIR). As a result, this is the only point to which supporting documents have to be indicated and attached, if the student is requesting basic support on the basis of this point.

After completing the form, press "Next" to continue. This displays a preview of the entire form so the student can check the provided data. Press "Back" to return to the previous screen and make corrections. The completed application can be submitted by pressing the "Submit application" button at the bottom of the preview page. The data entered in the application can then no longer be changed.

After submission, the form is moved to the *Submitted applications* tab, which allows students to monitor the status of the application.

Return for correction, decision

Submitted applications are forwarded to decision-making groups consisting of members of the faculty's Student's Union.

In this case, the application can be returned for correction only if the student did not provide suitable substantiation for the point "has a guardianship terminated due to age." The student's application then receives the status "Returned for correction," about which the student is informed via a message.

The student can re-submit the corrected application. If the student does not correct the application and has no other basis for receiving the basic support, the application will be rejected.

Notification of the student of the assessed application

After a decision has been made, the application can have the following statuses on the student's "Submitted applications" tab:

- "Approved" - the amount of basic support will be transferred to the student at the specified payment time.
- "Rejected" - if the applicant is not eligible for basic support.

4. The process for submitting the form "503 Application for extraordinary social support"

The application for extraordinary social scholarship may be submitted by the student eligible for social support who suffers a sudden and unforeseeable deterioration in living conditions and, after such change, would be eligible for regular social scholarship.

Completing and submitting the application

The form is automatically populated with the student's equal opportunity data.

On the application, the student has to describe the sudden deterioration in living conditions, which has to be proven by attaching supporting documents. The student also has to indicate the amount (s)he is requesting.

After completing the form, press "Next" to continue. This displays a preview of the entire form so the student can check the provided data. Press "Back" to return to the previous screen and make corrections. The completed application can be submitted by pressing the "Submit application" button at the bottom of the preview page. The data entered in the application can then no longer be changed.

After submission, the form is moved to the *Submitted applications* tab, which allows students to monitor the status of the application.

Return for correction, decision

Submitted applications are forwarded to commenting groups consisting of members of the faculty's Student's Union and, after commenting, to the University Student Welfare Committee.

In this case, the application can be returned for correction only if the student did not provide suitable substantiation for the justification. The student's application then receives the status "Returned for correction," about which the student is informed via a message.

The student can re-submit the corrected application. If the student does not correct the application within 15 calendar days, the application will be returned to the commenting group in its original form.

Notification of the student of the assessed application

After a decision has been made, the application will receive either the "Approved" or "Rejected" status, depending on the decision.

If the application is approved, the justification of the decision informs the student of the amount awarded. The amount awarded may differ from the amount requested.

Budapest, May 27, 2020

Central Registrar's Office

Annex

The distance between the applicant's residence and the campus

Proof for the distance between the applicant's residence and the campus on form "501 Application for regular social support" has to be provided as follows:

1. Open Google Maps (https://www.google.com/maps/dir/) on your computer.
2. Click on the *Routes* icon ⬧.

3. Set your permanent address as the starting point and the campus address as the destination. Select the car icon even if you are using public transport.
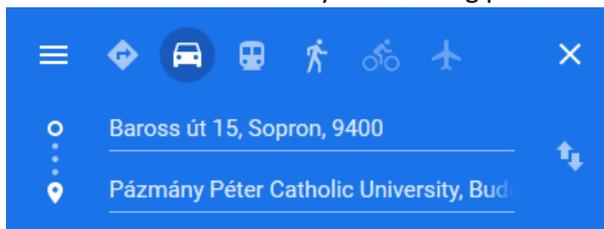
4. Of the available possibilities, select the recommendation that provides the shortest possible route and click *Details*
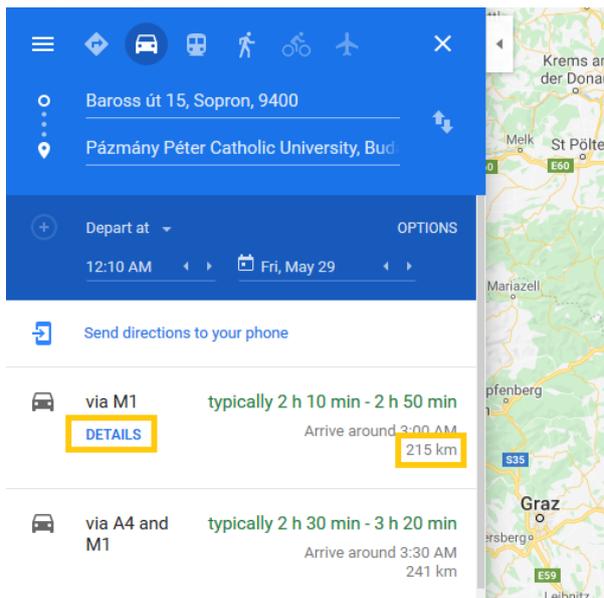
5. Click on the *Print* icon and then select *Print including maps*.
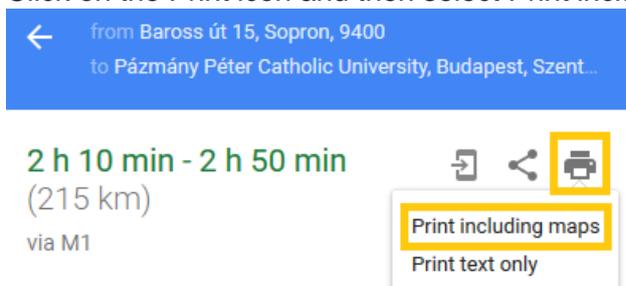
6. Click the *Print* button.
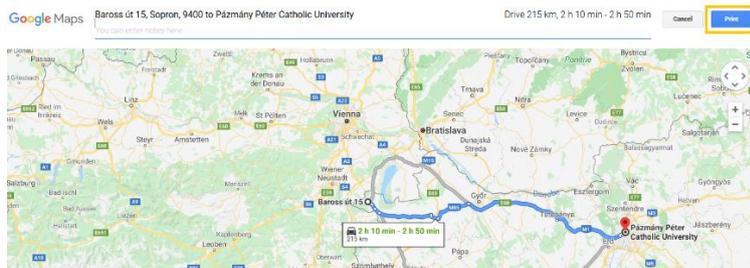
7. On the print page (which might differ from the pictures below, depending on the printer software), select *Save as PDF* using the *Select printer* option.
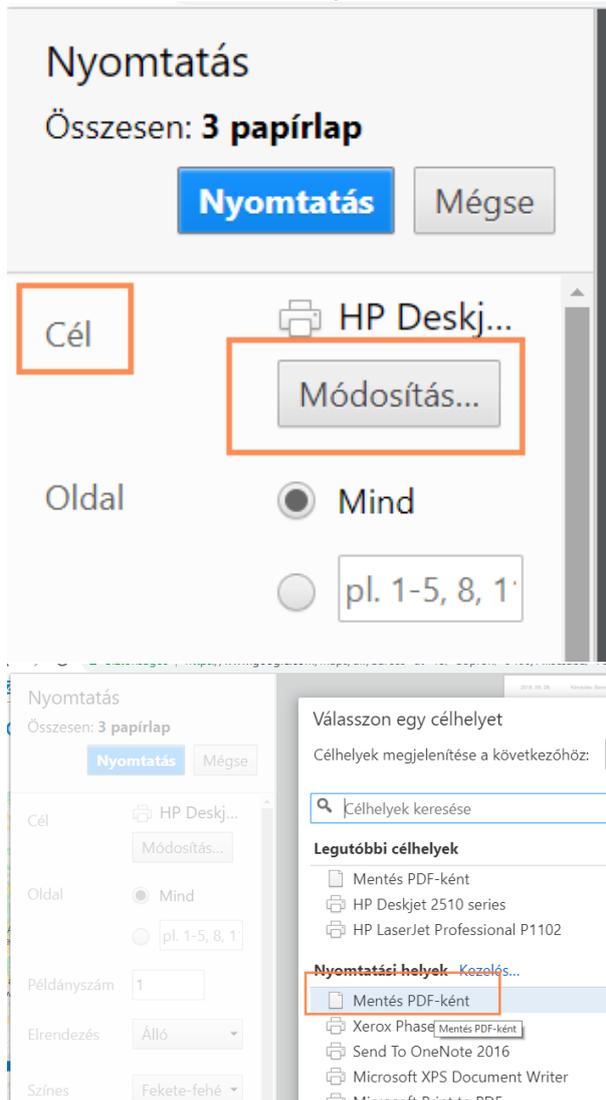
8. In *Pages*, write 1, then click *Save*.

Nyomtatás

Összesen: **1 oldal**

Mentés   Mégse

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Módosítás...

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⦿ 1

9. Attach the saved PDF file to the correct application field.