



Eötvös Loránd Tudományegyetem
Pedagógiai és Pszichológiai Kar
Kari Ösztöndíj Bizottság

1075 Budapest, Kazinczy utca 23-27.
Tel., Fax.: 061/461-4500/347

**Faculty application for short-term professional study trips
Call for application**

The Faculty Scholarship Committee of the ELTE PPK (hereinafter: KÖB) announces an application for short-term professional study trip grants for the semester of 2021/22/2 pursuant to Section 85 / C (ac) of the CCIV Act 2011 on National Higher Education, pursuant to Section 10 (4) of Government Decree 51/2007 (III.26) on the benefits of students participating in higher education and certain remuneration to be paid by them, and pursuant to Section 96 (6) and Sections 101, 104 and 105 of the Academic Regulations for Students.

The purpose of the application:

The application provides an opportunity for faculty students or groups of students to participate in various professional study trips related to their studies.

Application for travel expenses is possible for the following activities: participation in conferences, lectures, fieldwork related to professional activities, participation in a professional program organized for a group of students, or other travel related to studies.

It is important that only students studying at the faculty can receive support for professional study trips involving other faculties.

We can support the following items in the application:

- accommodation (without meals)
- travel
- entrance and registration fees
- summer university costs
- travel insurance fee
- visa fee

Organizing stand-alone programs is not supported by this application.

Applicants: All students who have an active registration in the given semester and participate in ELTE PPK's full-time undergraduate, master's and full-time vocational education, higher vocational education, and doctoral education (i.e. state- and self-funded students as well). Fulltime student status is a prerequisite.



Eötvös Loránd Tudományegyetem
Pedagógiai és Pszichológiai Kar
Kari Ösztöndíj Bizottság

1075 Budapest, Kazinczy utca 23-27.
Tel., Fax.: 061/461-4500/347

The amount won may not exceed 200 percent of the student norm, HUF 333,200. (The concept and amount of the student norm is fixed in Section 114 / D (1a) of the CCIV Act 2011 on National Higher Education, based on which the amount is HUF 166,600 / year.)

How to apply: Through the Neptun study system, selecting the appropriate application under the menu item Administration/Requests. A short description of 2-3 sentences is needed in the section “Short description of the activity” describing the most important details of the study trip (include: date, place, duration, number of participants).

The application will be paid with post-financing: The student can submit the application after the event has taken place. You can prove the amount spent on the event with invoices, the amount of the scholarship is judged by KÖB based on these.

Mandatory certificates to be attached to the application:

1. An explanation of the purpose and professional benefit of the trip and a description of the program in a maximum of 2 pages
2. Invoices in the name of the applicant
3. The authentic teacher recommendation with the name and signature of the recommending teacher and the stamp of the department or institute;
4. In the case of a group, the list of participants in the application (Highlighting the students studying at the faculty)

There is no possibility to submit document No. 1 in the rectification period after the application deadline.

The application can be found in Neptun under Administration → Requests.

Deadline for submitting applications: 8:00, 17 November 2022 – 23:59, 24 November 2022
End of rectification: 18:00, 1 December 2022

Eligible period: April 27 2022 - 24 November 2022

Important information:

1. The applications received will be evaluated in accordance with the applicable legislation, regulations, and this call for application, based on the content of the submitted application and the attached certificates. The received applications will be judged by



Eötvös Loránd Tudományegyetem
Pedagógiai és Pszichológiai Kar
Kari Ösztöndíj Bizottság

1075 Budapest, Kazinczy utca 23-27.
Tel., Fax.: 061/461-4500/347

KÖB, and the applicant will be notified of the result through Neptun within 10 working days after the decision is made.

2. KÖB only accepts PDF and JPEG files. (Uploaded files cannot be larger than 2 MB each.)
3. Applications may not be submitted for programs outside the period indicated.
4. KÖB and the persons authorized by it are entitled to process the personal data provided during the application procedure. This data will only be used for the processing and evaluation of the submitted application. Personal data is processed in accordance with the provisions of the Data Protection, Data Security and Data Management Regulations of ELTE.
5. In connection with the processing and protection of personal data, the applicant may apply to the National Authority for Data Protection and Freedom of Information, as well as seek legal redress.
6. The decision can be appealed within 15 days of receipt (from the day of becoming aware), which must be submitted to the Legal, Administrative and Public Procurement Directorate of the Chancellery of ELTE (1056 Budapest, Szerb utca 21-23) to the “Student Appeals Committee”.
7. Payment of the awarded grant can only be made if the applicant's bank account number, tax identification number and place of residence (in Neptun: permanent address) are listed in Neptun. Without any of these details, payment will not be possible. If the applicant does not record or correct the data required for payment in Neptun until the third payment attempt, he/she will lose his/her entitlement to the scholarship awarded to him/her pursuant to Section 97 (9) of the Academic Regulations for Students.
8. The fact that the student receives a faculty cultural/scientific/sports scholarship, and the purpose and amount of the scholarship may be disclosed in accordance with the regulations of the University on data protection, data security and data management. The student acknowledges this fact by submitting his/her application for the faculty's cultural/scientific/sports scholarship or for the position establishing the scholarship entitlement.
9. By submitting his/her application, the applicant accepts the contents of the application notice and acknowledges that in case of false disclosure, the University may initiate disciplinary proceedings against him/her.
10. For further information, solutions to problems related to Neptun, and questions related to the application, please contact us at palyazat@ppkhok.elte.hu!

Budapest, 2022.06.24.

Faculty Scholarship Committee
ELTE PPK