

Call for application

Faculty application for short-term professional study trips

The Faculty Scholarship Committee of the ELTE PPK (hereinafter: KÖB) announces an application for short-term professional study trip grants for the semester of 2023/24/1 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.

In case of foreign travels the current regulation of [JOKT](#) operates!

Aim of the call:

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.

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).

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 8-10 sentences is needed in the section “Short description of the activity” describing the most important details of the study trip (including: date, place, the time duration of the program, number of participants, etc.).

If the event took place before the application period: the application will be paid as 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, and KÖB will judge the amount of the scholarship based on these.

A student who was not a student at the ELTE Faculty of Education and Psychology at the time of the event will not be considered for funding.

Application documents to be attached in case of post-financing:

1. A summary of the purpose and professional benefit of the trip, in addition a description of the program in minimum half, maximum 2 pages extent.
2. A precise budget with accurate and valid receipts, **addressed to the applicant's name.**
3. A recommendation from a lecturer at the Faculty of Education and Psychology; the lecturer should send a message to palyazat@ppkhok.elte.hu from his/her own email address provided by ELTE, detailing his/her support for the applicant's activities.
4. In case of a group activity list all the names of the participants (those who study at the faculty must be highlighted)

If the application is incomplete even after the one-time opportunity of completion of documents the KÖB will reject it without substantive evaluation.

If the event takes place after the application period: the application will be supported as pre-financing: The student can submit the application before the event takes place. The draft of the expected sums spent on the event can be verified with authentic price offers, the amount of the scholarship will be judged by KÖB based on these. **No later than 15 days after the occurrence of the event, the applicant must prove that the event has occurred.**

If the student graduates in the fall semester of the 2023/24 academic year, his/her pre-financing application will not be supported.

Application documents to be attached in case of post-financing:

1. Description of the event – In no less than a half and in no more than 2 pages. It must include the purpose of the application, reasons, motivations, the number of the participants, and the duration of the project (the time of implementation)
2. A recommendation from a lecturer at the Faculty of Education and Psychology; the lecturer should send a message to palyazat@ppkhok.elte.hu from his/her own email address provided by ELTE, detailing his/her support for the applicant's activities

3. Budget - Presentation of the expenses for the application, certified quotations for the costs of organizing the event (screenshots from booking sites, webpages of conferences are accepted, as well)

The use of the pre-applied grant must be reported to the Faculty Scholarship Committee. The report must be sent to the Commission via tudomany@ppkhok.elte.hu email address within 15 days of the end of the event, but no later than 8th May 2024. If the applicant fails to comply with the reporting obligation, no further applications will be considered eligible. If the amount awarded is not used, the applicant will be requested to reimburse the difference via Neptun.

The report must include:

- invoices **in the name of the applicant** justifying the activity
- a description of how the event was carried out

If the student graduates in the fall semester of the 2023/24 academic year, his/her pre-financing application will not be supported.

If the application is still incomplete after the one opportunity to rectify the deficiencies, it will be rejected by the KÖB without a decision on the merits.

Application deadline: 20th November 2023 08:00 – 26th November 2023 16:00

Time period to submit missing documents: 26th November 2023 16:00 – 1st December 2023 24:00

Eligible period: 7th May 2023 – 5th May 2024

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

Important information:

1. The applicant has only one opportunity for completion of the documents, thus we would like to ask the students to attain the needed documents as soon as possible.
2. A new application can not be handed in during the time period to submit missing documents.
3. 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 KÖB, and the applicant will be notified of the result through Neptun within 10 working days after the decision is made.

4. KÖB only accepts PDF and JPEG files. (Uploaded files cannot be larger than 2 MB each.)
5. Applications may not be submitted for programs outside the period indicated.
6. 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.
7. 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.
8. 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".
9. 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.
10. 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.
11. 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.
12. For further information, solutions to problems related to Neptun, and questions related to the application, please contact us at palyazat@ppkhok.elte.hu!

Budapest, 16.10.2023.

Faculty Scholarship Committee
ELTE PPK