



Eötvös Loránd Tudományegyetem
Pedagógiai és Pszichológiai Kar
Hallgatói Önkormányzat

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

Call for application Faculty application for short-term professional study trips PRE-FUNDING

The Faculty Scholarship Committee of the ELTE PPK (hereinafter: KÖB) announces an application for short-term professional study trip grants for the semester of 2023/24/2 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.

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, which is 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



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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.).

The application will be **supported with pre-financing** if the event is organized **after** the end of the current application period (see below).

So 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.

After the occurrence of the event, the applicant must prove the occurrence of the event, that is sending a report to the Student Council, no later than the 10th day of the following month.

The report must be sent to the following email address: tudomany@ppkhok.elte.hu.

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

Application documents to be attached in case of pre-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)

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

A student who received a pre-funded grant has a reporting obligation to the Faculty Scholarship Committee. The report must be sent to the Committee by the 10th day of the month following the implementation of the event via the email address tudomany@ppkhok.elte.hu. 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.

The application form can be found at:
in the Neptun → Administration → Requests menu item.

Each student can submit one faculty application for a short-term professional study trip each semester. This applies to both pre- and post-financing applications.

The deadlines for the submission of applications and the submission of reports for the second semester of 2023/24 can be seen in the following table:

| Application deadline | Completion of documents | Payment | Dates of the occurring event | Report deadline |
|----------------------|-------------------------|------------|------------------------------|-----------------|
| February 5th | February 10th | March 10th | March 10th - April 9th | April 10th |
| March 5th | March 10th | April 10th | April 10th - May 9th | May 10th |
| April 5th | April 10th | May 10th | May 10th - June 9th | June 10th |
| May 5th | May 10th | June 10th | June 10th - July 9th | July 10th |
| May 5th | May 10th | June 10th | July 10th - August 9th | August 10th |
| May 5th | May 10th | June 10th | August 10th - September 9th | September 10th |
| May 5th | May 10th | June 10th | September 10th - October 9th | October 10th |

Application deadline: By the 5th of each month from February to May 2024.

Time period to submit missing documents: until the 10 th day of the month following submission of the application

Eligible period: March 10, 2024. - October 9, 2024.

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 application for short-term professional study trips, 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 faculty application for short-term professional study trips 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, 08.01.2024.

Faculty Scholarship Committee
ELTE PPK