



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

Instruction to application submission

What is the 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.

Where can I submit my application?

Through the Neptun study system, selecting the proper application under the menu item Administration/Requests.

When should I submit my application?

Application deadline: By the 10th of each month from February to May 2024.

Time period to submit missing documents: until the 12th day of the month following submission of the application

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

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

What does pre-financing mean?

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

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.

Where and when should I send my report?

- within 15 days of the end of the event
- however, it has to arrive to us no later than May 8, 2024
- sent your report to the Commission via the tudomany@ppkhok.elte.hu e-mail address

If the applicant fails to comply with the reporting obligations, their further applications will not be eligible.

- if the amount applied for is not used, the difference will be posted for repayment via Neptun

What do you have to include in your report?

- invoices **in the name of the applicant** justifying the activity
- a description of how the event was carried out which is at least half a page long

Kik pályázhatnak?

Pre-financing

Everybody, who in the current semester...

1. *has an active registration*
2. *is full-time student at ELTE PPK*
3. *participate in bachelor's, master's and undivided programmes, higher vocational training or higher vocational training and doctoral programmes*
4. *both state-funded and self-funded students can apply*
5. *for those who graduate in the fall semester of the 2023/24 academic year, their pre-financing application will NOT be supported*

Application documents to be attached:

1. Description of the program
2. Invoices or bill of costs in the applicant's name or budget plan
3. A recommendation from a lecturer
4. A list of all the names of the participants

More details can be found in the call for application!

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

What items can be supported?

- accommodation
- meals
- travel costs
- entrance and registration fees
- summer university costs
- travel insurance fee
- visa fee
- organizing independent programs

Who can I contact if I have questions?

If you have any additional questions, feel free to contact us at palyazat@ppkhok.elte.hu!

Highly 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. KÖB only accepts PDF and JPEG files. (Uploaded files cannot be larger than 2 MB each.)
4. Applications may not be submitted for programs outside the period indicated.

What should I do if I missed the pre-financing?

No problem, during the semester it will also be possible to apply for post-financing, as usual. If you are not sure which one you should apply for, write to us at palyazat@ppkhok.elte.hu.