



Faculty application for short-term professional study trips POST-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: 22th April 2024 08:00 – 28th April 2024 16:00

Time period to submit missing documents: 28th April 2024 16:00 – 5th May 2024 16:00

Eligible period: 20th November 2023 – 28th April 2024

What does post-financing mean?

The project will be supported by post-financing if the event takes place before the end of the current application period, in this case **before the 28th of April** (see above).

Therefore, students can submit the application after the event has taken place. The amount spent on the event must be verified by invoices **issued in the applicant's own name**, and KÖB will judge the amount of the scholarship based on these.

Who can apply?

Post-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. *a student who was not a student at the ELTE PPK at the time of the event will not be considered for funding*

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

What items can be supported?

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

What exactly is the amount I can apply for?

A maximum of 200% of the faculty norm, thus HUF 333,200, can be successfully applied for.

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.