 ELTE PPK <small>PEDAGÓGIAI ÉS PSZICHOLÓGIAI KAR</small>	Eötvös Loránd Tudományegyetem Pedagógiai és Pszichológiai Kar Hallgatói Önkormányzat
	1075 Budapest, Kazinczy utca 23-27. Tel., Fax.: 061/461-4500/347

Call for application
Scientific, cultural, sport scholarships
PRE-FUNDING

The Scholarship Committee of ELTE PPK calls for entires for the faculty’s cultural, sport and science scholarship for the semester of 2024/25/1 on the basis of the Act No. CCIV. 85/C of 2011 on Higher Education, the edict about compensations and allowances of students in higher education (51/2007. (III.26) and the Academic Regulation for Students.

Aim of the call:

Awarding scholarships to those applicants:


- who organized cultural events for a department or the whole faculty and would like to acquire support for these events

- who organized scientific events for a department or the whole faculty, edited scientific publications, organized scientific conferences, or participated in said conferences and would like to acquire support for the expenses

- and those,
 - who are competing for ELTE and wish to receive support for any competition entry,
 - who have organized a sporting event, a lecture, a camp, or a regular sporting activity for a department, or for the whole faculty or any student of ELTE,
 - who have placed in an international or national competition (with regard to the sports that can be applied for in the competition results category, the MEFOB's list of officially accepted sports is the guide during the evaluation).

Placement achieved in a national competition	1. maximum 150 000 2. maximum 100 000 3. maximum 50 000
Placement achieved in a international competition	1. maximum 300 000 2. maximum 250 000 3. maximum 200 000

The given amounts vary according to the current framework of the Faculty Scholarship Committee.

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Who can apply?

Any student who in the given semester has an active registration on a full-time course at ELTE PPK, thus state-funded and self-funded students as well. Active student status is required.

The amount cannot exceed:

- a) 400% of the student norm, if the activity named in the application concerns a minimum of 50 students
- b) 300% of the student norm, if the activity named in the application concerns a maximum of 49 students
- c) 200% of the student norm, if only the applicant is concerned.

The student norm is 166 600 Ft/ year on the basis of the Act No. CCIV. 114/D § (1 a). of 2011 on Higher Education.

How to apply: Through the Neptun academic system, under the "Administration" and "Requests", choosing the correct category (Cultural/Scientific/Sport). In the "Brief summary" („Tevékenység rövid leírása") column a **8-10 sentences long brief summary** has to be written, in which the most important details of the activity have to be explained and also has to include the date, the location and the duration of the activity. One student is eligible only for one application per semester (cultural, scientific or sport).


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:

- in case of scientific application: tudomany@ppkhok.elte.hu
- in case of cultural application: kultura@ppkhok.elte.hu
- in case of sport application: sport@ppkhok.elte.hu

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If the student graduates in the fall semester of the 2024/25 academic year, his/her pre-financing application will not be supported.

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

1. 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

The following document is required to verify sports results:


1. A document in your own name, with a stamp or signature confirming your participation and your placement in the competition.
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.

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 appropriate email address (see above). 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.

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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 first semester of 2024/25 can be seen in the following table:

Application deadline	Completion of documents	Payment	Dates of the occurring event	Report deadline
October 5th, 2024	October 10th, 2024	November 10th, 2024	November 10th, 2024 - December 9th, 2024	December 10th, 2024
October 5th, 2024	November 10th, 2024	December 10th, 2024	December 10th, 2024 - Március 9th, 2025	Március 10th, 2025

Application deadline: By the 5th of each month in October and November in 2024


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

Eligible period: 10th of November, 2024. - 9th of March, 2025

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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. A student is entitled to submit one faculty application per semester (scientific or cultural or sports).
4. 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.
5. KÖB only accepts PDF and JPEG files. (Uploaded files cannot be larger than 2 MB each.)
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

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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!](mailto:palyazat@ppkhok.elte.hu)

Budapest, 23.08.2024.

Faculty Scholarship Committee
ELTE PPK