



EÖTVÖS LORÁND TUDOMÁNYEGYETEM
TERMÉSZETTUDOMÁNYI KAR
KARI ÖSZTÖNDÍJBIZOTTSÁG

**ONE-TIME SCHOLARSHIP FOR ACTIVITY IN
PUBLIC LIFE 2025/2026 ACADEMIC YEAR SPRING
SEMESTER**

The Scholarship Committee of the Faculty of Sciences (hereinafter: TTK KÖB) of Eötvös Loránd University (hereinafter: ELTE) announces call for applications for **one-time scholarship for activity in public life** for the spring semester of the academic year 2025/2026, based on 96. § (6) and 106. § of the ELTE Student Requirements Regulations (hereinafter: HKR), in accordance with 558. § (2) of the HKR.

1. Purpose of the application:

To support students of the Faculty of Natural Sciences (hereinafter referred to as the Faculty) who have engaged in community service activities at the Faculty that go beyond their curricular requirements **within a maximum of 90 days** (exact details in point 4) prior to submitting the application. The primary objective is to support one-time public activities in the Students' Union of the Faculty, with particular emphasis on supporting the editors of the Faculty's newspaper and the judges of the various scholarship applications.

2. The students who can apply:

Students who are enrolled **full-time**, have an **active student status** and are studying at the Faculty:

- undergraduate or master's degree programme
- a combined degree programme *
- or doctoral studies.

We cannot provide scholarships to students with guest student status!

3. Place and date of application:

Applications can be submitted in *Neptun - Administration menu – Requests submenu*.

Application period: 4th of February 2026, 8:00 – 10th of May 2026, 16:00



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The applications can be submitted constantly from 4th of February 8:00 until the last deadline of the semester that is 10th of May 16:00. If the application is submitted before the deadline of the given month, the payment happens in the month following the month of the application!

Deadlines of the submission periods in the autumn semester:

- 13th of February, 20:00
- 10th of March, 20:00
- 10th of April, 20:00
- 10th of May 16:00

Last deadline of correction: 12th of May, 16:00!

General rules and information on correction procedure after submission:

You may make a correction in your application after you've submitted your application – even before the deadline for submission of applications, but no later than the last deadline of correction – if you have received a notice to make corrections on your application. Corrections to applications returned for correction can be made by clicking on the + sign next to the application in the Submitted requests tab of the Neptun - Administration menu - Requests menu - by selecting the Correction command. Here, the applicant can see which incorrect or missing document/data is needed to be corrected.

It is possible to make corrections only once. After the student has finalised the application form, the Commission will assess the application, based on its final contents.

Failure to meet the deadline will result in forfeiture of rights!

4. Further conditions and procedures of application:

Only students are supported in the application who:

- are an elected/appointed official of the Faculty's Student's Union, or
- are the president of the Faculty's Doctoral Student's Union, or



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- who have carried out public activities at the Faculty that go beyond their curricular requirements.

The application can be submitted within 90 days from the date of the activity that forms the basis of the application. If the activity to be certified is for a specific period of time, the application must be submitted within 90 days from the last day of that period. The days of January, June, July and August are not included in the 90 days. Applications submitted for activities determined on the basis of the above and submitted earlier than 90 days will be automatically rejected by the Commission! If the applicant has been awarded a grant for the same activity/event by the TTK KÖB in the previous semester, no further partial grant for the same event may be requested.

Only activities carried out in the Faculty may be supported in the application. The following activities are not eligible for a public grant:

- activity in another faculty
- activity in a dormitory
- activity in specialised college (except if the given program is available to all students of the faculty/institute)
- academic activity
- artistic activity
- sports activities
- previously rewarded activity.

The application must include appropriate references which can be used to verify and prove the applicant's activity. The document must include the number of hours worked, except where the activity cannot be measured in hours (e.g. article in the case of a faculty newspaper, number of applications evaluated by a faculty), and a report on the activity carried out (maximum 1 page summary). In the case of activities carried out at the faculty newspaper, the application must include a recommendation from the editor-in-chief!

If the student has completed a specialist college activity that is available to all students of the faculty/institute, the condition for issuing a certificate issued by the President of the TTK HÖK is a letter of support (e-mail) from the head of the specialist dormitory (mandatory content



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elements of the letter of support: the given program was open to all students of the faculty/institute, the applicant did not receive funding from other sources for the activity and the number of hours of activity completed by the applicant student).

When describing the activity on the Neptun interface, it is mandatory to detail the student's/doctoral candidate's task, as well as the date and number of workhours, in at least 1-2 sentences. Failure to do so will result in rejection for formal reasons! Help for filling out the application form can be found in Annex 1 of the announcement.

Applications must be for activities for which the applicant has not received full funding from other sources! **Group applications may NOT be submitted!***

A person can submit a request for an activity only once. The committee will consider the latest, most recent application submitted, and will reject any earlier ones. **Separate applications must be submitted for different activities. If an official submits an application for multiple months, each month must be submitted in a separate application.**

5. Documents to be attached to the application:

ACTIVITY	DOCUMENT
I. Elected officeholder of the Students' Union	Chronological breakdown of the latest report submitted to the Student's Union Delegate Assembly. <u>Exception:</u> 1) Before the first Students' Union assembly of the given academic year: we request a timeline of events for the last period that has not yet been discussed and lacks a report 2) Due to the time of election, if no report is yet available, we request a timeline of events for the period without a report.



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II. Elected president of the Doctoral Student's Union	Chronological breakdown of the latest report submitted to the Doctoral Student's Union Delegate Assembly.
III. who have carried out public activities at the Faculty that go beyond their curricular requirements	A certificate signed by the president or vicepresident of the Student Union and stamped with the seal of the Union. The document contains the following: • description of the activity • date of the activity; • name of the applicant; • Neptun-code of the applicant; • training code of the applicant.

In point III of the table, it is considered a faculty activity:

- Participation in the organization of events (including professional events) organized for TTK students/doctoral students (e.g. packing, registration, organizing accommodation and travel, room supervision, advertising events, wardrobe, etc.)
- or participation in a recruitment event promoting the faculty/institute (e.g. EDUCATIO, Open Day, Parents' Forum, etc.); and
- these include: reviewing scholarships, preparing the faculty newspaper (Tétékás Nyúz), preparing memos and minutes of the faculty student council meetings, etc.

Please break down the activities by number of hours within the template certificate (e.g.: organizing accommodation 4 hours, packing 2 hours. Total 6 hours).

6. The amount of money that can be awarded:

TTK KÖB will determine the amount of support for one hour of activity based on the applications submitted (in the case of support for faculty assessors, considering the decision of



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the EHSZÖB). If the activity cannot be measured in hours, TTK KÖB will determine the amount of support specifically for the given application activity, comparing the different activities.

Applications submitted in Category III will be considered by TTK KÖB for a maximum of 50 hours per student.

Please send your certificate/stamp requests to the competent person (elnok@ttkhok.elte.hu) at least 3 days before the submission deadlines.

Please note that the amount of money that can be awarded is determined by the applications received during the application period! If the payment would exceed the amount that can be used from the ISZTK budget, TTK KÖB will reduce the amount of the grant by a percentage/range that will remain within the available budget!

Please round the bid amounts to the nearest 100 HUF.

7. The result of the application:

The student will be informed of the result of the evaluated application via a personal message in Neptun.

The personal data provided during the application process will be processed by the members of the TTK KÖB and their authorised representatives. These data will be used exclusively for the assessment of the submitted application and related tasks. Personal data will be processed in accordance with the regulations in force. In relation to the processing and protection of personal data, applicants may contact the National Authority for Data Protection and Freedom of Information or seek judicial redress.

8. Legal remedy procedure:

An appeal against the decision can be filed within 15 days of the notification (from becoming aware of it), which must be sent to the e-mail address hjb@kancellaria.elte.hu, with the indication "For the Student Redress Committee". The activities of the Student Redress Committee exclusively cover the remedying of legal violations affecting students and decisions contrary to university regulations. As a body acting at second instance, the Student Redress Committee cannot exercise fairness and does not decide on fairness requests. The mandatory content elements of the appeal are: the student's name, Neptun code, address, e-mail address,



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name of the constituent faculty, and the identifier of the decision against which the student wishes to appeal. The appeal must indicate which provision and which part of the first-instance decision the student objects to. From now on, a precise request must be submitted regarding the extent to which the Committee should change the contested provision or part of the first-instance decision and for what reason. The Student Appeals Committee will communicate its decision to the student through the Neptun Unified Study System, and its decision can be accessed under the Official Entries tab in the Studies menu – Progress menu.

9. Transfer:

The awarded grant can only be paid if the applicant's bank account number, tax identification number and place of residence (in Neptun: permanent address) are listed in Neptun. In the absence of any of these data, payment is not possible. If the applicant does not record or correct the data required for payment in Neptun by the third payment attempt, he/she will lose his/her entitlement to the awarded scholarship.

10. Further important information on the relevant documents:

TTK KÖB only accepts electronic documents in PDF, JPG, JPEG and PNG formats, e.g. doc, docx are NOT accepted.

Documents to be validated with a signature and seal will only be accepted if the signature and the seal certifying authenticity is on the document and is clearly visible and legible on the electronic document. Multi-page documents are only valid if all pages are uploaded.

Documents in languages other than Hungarian must be accompanied by a translation or content extract in Hungarian (except for documents in English)!

The size of each individually uploaded document must not exceed 2 MB.

Please note that any false declaration of data may lead to initiation of disciplinary and/or criminal proceedings!

For further information and questions about the application process, please contact palyazati@ttkhok.elte.hu or visit the Nordic Student Office in person.



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*: Except for those students participating in non-TTK full-time teacher training who are completing one of their majors at TTK, if they have completed activities that meet the rest of the announcement. The group application is still acceptable for these students. In such cases, please contact the teacher training specialist coordinator at tanarszk@ttkhok.elte.hu!