

## **CALL FOR ONE-TIME PROFESSIONAL SCHOLARSHIP THE SPRING SEMESTER**

**2023/2024 ACADEMIC YEAR**

The Scholarship Committee (hereinafter: KÖB) of the Faculty of Sciences of Eötvös Loránd University (hereinafter: ELTE) announces a call for application for a one-time professional scholarship for the spring semester of the academic year 2023/2024 on the basis of § 96 (6), § 106 and § 563 of the ELTE Student Requirements Regulations (hereinafter: HKR), taking into account § 558 (2) of the HKR.

### **Purpose of the application:**

To support students of the Faculty of Natural Sciences (hereinafter referred to as the Faculty) who regularly assist a group of students in their studies (tutoring), who perform a demonstrator tasks in a department of the Faculty or who have been awarded the title of Outstanding Student of the Faculty in 2024 and have not yet received a grant, or students who have performed other professional activities at the Faculty.

### **Students who are eligible to apply:**

The scholarship specified in the call for applications are open to students who are **enrolled in full-time studies**, are **active students** and are studying at the Faculty

- a bachelor's or master's degree or
- in a combined teacher

A student who has been awarded credit for an activity may not apply for a one-time professional scholarship for the same activity.

### **Where and when to apply:**

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

**Application period:** 29 April 2024 8:00 - 8 May 2024 20:00

**Period of correction:** 29 April 2024 8:00 - 15 May 2024 20:00

### **General rules and information on correction procedure after submission**

- You may make a correction in your application after you submit your application, even before the deadline for submission of applications, but no later than deadline of the correction period 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 need 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 comply with the deadline will result in forfeiture of the application.**

**Further conditions and procedures of application:**

The application must include appropriate references to verify or prove the applicant's activity. The application must therefore be accompanied by a document, filled and signed by the person authorised to do so, which may be obtained from the annexes to the call for applications. Without a fully filled and attached annex, the application will not be considered eligible by the Commission.

If the Commission finds a significant discrepancy between the certificates of students giving different courses in the same subject, it will take the average of the number of hours submitted as the real value (except in the case of other activities).

**Other professional activities:**

- participation in the organisation of an event of a professional/scientific nature
- helping to organise professional/scientific events of an informative nature, presenting experiments, giving lectures
- organising tutoring activities
- departmental activities, running laboratories, preparing exercises (If not part of the student's duties as a demonstrator.)

In the case of other professional activities, it is necessary to attach a certificate in which the student explains his/her activities, indicating the place and date of the activity, if necessary (e.g. for an event), and the number of hours deducted by activities. The certificate must be certified by the lecturer (departmental activity, organisation of tutoring activities) or the organiser of the event, as appropriate to the activity.

**Group applications may NOT be submitted!**

**The event must take place between 05.12.2023 and 08.05.2024 at 20:00! If the applicant has previously been awarded a grant for the same event by the TTK KÖB, no further partial grants for the same event may be requested!**

The Faculty Scholarship Committee will reject applications for any activity or part of an activity that has already received funding from any source.

### **The amount of money that can be awarded:**

A maximum of 150 hours can be awarded to a demonstrator, 100 hours to a tutor and 50 hours to a person performing other professional activities. The maximum number of hours that can be supported for a person participating in both demonstrator and tutor activities is 150.

For the purposes of calculation, 1 contact hour is 45 minutes of uninterrupted activity (including online activities).

Information on the hourly rate: depending on the available sources. The scholarship was 1400 HUF/hour in the autumn semester 2023/24.

The evaluation will take into account the responsibility associated with the activity, the time involved, the number of students the activity has an impact on and the available funding.

A student who has been awarded the title of Outstanding Student of the Faculty may receive a one-time scholarship as determined by the Faculty, if their application is received.

### **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.

### **More 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 will only be accepted if the signature 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 **an own translation/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 [osztondij@ttkhok.elte.hu](mailto:osztondij@ttkhok.elte.hu) or visit the in the north building in person.**

\*Including students who are not enrolled in a bachelor's degree programme at the Faculty of Science but are pursuing a combined programme for teaching with one of their degree courses at the Faculty of Science, provided that they have completed the activities described in the other parts of the call for applications. In this case, only the activity carried out in the Faculty of Science will be taken into account. Group applications for these students may continue to be accepted.