

SCHOLARSHIP CALL FOR ONE-TIME SUPPORT FOR PARTICIPATION IN STUDY COMPETITIONS AND SCIENTIFIC CONFERENCES

SPRING SEMESTER 2023/2024 ACADEMIC YEAR

The Scholarship Committee of the Faculty of Natural Sciences (hereinafter: TTK KÖB) of Eötvös Loránd University (hereinafter: ELTE) announces a call for applications for the spring semester of the academic year 2023/2024 for the one-time scholarship for participation in study competitions and scientific conferences in accordance with § 96 (6) and § 102 of the ELTE Student Requirements Regulations (hereinafter: HKR), taking into account § 558 (2) of HKR.

Purpose of the application:

To support students of the Faculty of Natural Sciences (hereinafter referred to as the Faculty) who, participate in scientific conferences, study competitions or summer/winter/spring/autumn school in addition to their regular studies.

Students who are eligible to apply:

The call for application is open for students enrolled in full-time studies with active student status at the Faculty

- in a bachelors or masters programme
- a combined degree programme
- doctoral studies.

Place and date of application:

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:

Only reimbursement of costs already paid for may be requested by attaching a copy of **the original invoice issued on your own name certifying payment** – we cannot provide support for future costs in advance.

If the amount paid relates to more than one person, the invoice does not have to be for the name of the applicant. In this case either the invoice must state the amount relating to the applicant (e.g. registration fee) or the person to whom the invoice is issued must declare how the sum was split (e.g. shared accommodation).

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

If the student has applied for a grant from ELTE, in this case the TTK KÖB will accept an invoice for the University (not in the student's own name). If any other grant has been awarded, the Commission can only award a partial grant.

If the payment was not made in HUF, the **exchange rate at the time of payment** must be attached!

Applications may only be submitted for items **for which the applicant has not received a full grant from another source. You must submit a certificate of this!** Proof must be provided in the form of a written declaration from the supervisor. If the applicant student does not have a supervisor yet, a written declaration from the head of department is required. In the case of previous or parallel funding, please indicate for what and how much funding the applicant has received from other sources!

Group applications are NOT accepted!

An individual application may be submitted by one person during the application period, but may cover more than one event as defined in the call for proposals! In the case of multiple applications by one person, the Commission will consider the most recent application submitted last and will reject all previous applications!

You can only apply for reimbursement of petrol costs if you provide a copy of your travel plan with a map showing the distance travelled, a technical document showing the consumption of the vehicle and a copy of the original invoice for the petrol costs in your name (if the document proving the amount paid is for more than one person, the student must indicate his/her share). **We also request official proof (from the supervisor, association leader, etc.) that the use of the vehicle is justified.**

Eligible events:

- scientific conference
- spring/summer/autumn/winter school
- academic competition in which the applicant is actively participating (competing)

The following expenses are eligible only:

- participation/registration fee, abstract submission fee
- poster printing fee
- accommodation costs (for the duration of the event)
- travel expenses

The amount of the grant will be limited to the following:

The amount per person per semester cannot be more than 100% of the student's normative amount (**166660 HUF**) and a **maximum of 80% of the amount per person can be subsidised**. If the 80% of the certified eligible item exceeds HUF 166660, the Commission will set the maximum amount of the grant at HUF 166660.

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, the Faculty Scholarship Committee will reduce the amount of the grant by a percentage/range that will remain within the available budget!

Please round the amounts applied for to the minimum 100 HUF.

Application result:

The student will be informed of the result of the evaluated application via 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 and PNG** formats, i.e. doc, docx or JPEG documents are NOT accepted.

Documents to be validated with a signature and seal will only be accepted if the signature and seal certifying authenticity are on the document and are 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!

In view of the current situation, we strongly advise you to inform yourself in advance regarding the travel conditions and the Rector's instructions in force at the time!

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