**ONE-TIME SCHOLARSHIP FOR ACTIVITY IN PUBLIC LIFE** **2024/2025** **ACADEMIC YEAR AUTUMN 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 autumn semester of the academic year 2024/2025, based on § 96 (6), § 106 and § 563 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 Sciences (hereinafter referred to as the Faculty) who have carried out public activities at the Faculty that go beyond their curricular requirements up to one semester prior to the submission of 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.

1. **The students who can apply :**

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

* **in full-time undergraduate or master's degree programme**
* a combined degree programme \*
* or doctoral studies.
1. **Place and date of application:**

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

**Application period:** 4th of September 2024 8:00 – 10th of December 2024 20:00

The applications can be submitted constantly from 4th of September 8:00 until the last deadline of the semester that is 10th of December 20:00. *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:***

* *12th of September 20:00*
* *10th of October 20:00*
* *10th of November 20:00*
* *10th of December 20:00*

**Last deadline of correction:** 12th of December 20:00. **Failure to comply with the deadline will result in forfeiture of the application.**

**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 comply with the deadline will result in forfeiture of the application.**

1. **Further conditions and procedures of application:**
* Only students are supported in the application who
	+ are students of the Faculty, or an elected/appointed official of the Doctoral Student’s Union
	+ or who have carried out public activities at the Faculty that go beyond their curricular requirements.
* Only activities carried out in the Faculty may be supported in the application.
* Only activities carried out between 8th of May 2024 20:00 and 10th of December 2024 20:00 may be supported! 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.
* **The following activities are not eligible for a public grant:**
	+ activity in another faculty
	+ activity in a dormitory/specialised college
	+ 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).
* 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.
* A maximum of 50 hours of activity per student will be considered by TTK KÖB, excluding activities that cannot be measured in hours (e.g. contributing to a faculty newspaper, preparing a memo, or in recognition the scholarships evaluation).

1. **Documents to be attached to the application**

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| ACTIVITY | DOCUMENT |
| 1. Elected officeholder of the Students’ Union
 | Chronological breakdown of the latest report submitted to the Student’s Union Delegate Assembly**Exception:**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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| 1. Elected officeholder of the Doctoral Student’s Union
 | Chronological breakdown of the latest report submitted to the Doctoral Student’s Union Delegate Assembly |
| 1. who have carried out public activities at the Faculty that go beyond their curricular requirements
 | A certificate signed by the president or vice-president 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 od the applicant.
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1. **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 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 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!***

1. **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.

1. **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 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 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.**

\*Excluding 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, if they have completed the activities corresponding to the other parts of the call for applications. In this case, only the activity carried out in the Faculty of Science will be considered. Group applications for these students may continue to be accepted.