ISZTK– Scientific demonstrator scholarship
2023/2024/2 semester

The Faculty Scholarship Committee of the Faculty of Primary and Pre-School Education of Eötvös Loránd University (hereinafter: ELTE) (hereinafter: KÖB) announces an application for the 2023/2024/2 semester for the award of the **Scientific Demonstrator Scholarship** based on 96. § (6), 97. § and 101. § of the ELTE Student Requirements System.

AIM OF THE APPLICATION

The aim of the application is to support the students of the Faculty who engage in departmental assistance work, carry out activities besides their studies, providing tutoring to their fellow students, organize study groups.

ELIGIBLE PERSONS

Every student is eligible to apply for the scholarship who is enrolled in a full-time, state-supported, or self-financed program and has active status. A student may receive a scholarship if, beyond the curriculum requirements, they assist the departments, provide tutoring to fellow students, and conduct workshops.

Demonstrator positions can be applied for in the following organizational units:

• Department of Digital Pedagogy (4 positions)

• Department of Music and Singing (5 positions)

• Department of Foreign Languages and Literature (English and German language 4-4 positions)

• Library (5 positions)

• Department of Hungarian Language and Literature (5 positions)

• Department of Mathematics (5 positions)

• Department of Educational Sciences (6 positions)

• Department of Social Sciences (4 positions)

• Department of Natural Sciences (4 positions)

• Department of Physical Education (4 positions)

• Department of Visual Education (4 positions)

• Dean's Office (2 positions)

• Marketing and Communication Demonstrator for the Faculty (5 positions)

DUTIES OF THE DEMONSTRATOR

The demonstrator is obliged to perform the assigned tasks accurately, on time, and in accordance with their best knowledge. Possible tasks of the demonstrator include:

- Providing assistance in data analysis and research methodology tasks,
- Preparing materials for practical exercises,
- Assisting in departmental programs,
- Inputting textual material into the computer,
- Providing assistance in professional events organized by the department,
- Supervising exams in the presence of instructors,
- Conducting workshops,
- Offering assistance in other student-related matters.

PLACE, TIME AND METHOD OF SUBBMITING THE APPLICATION

The application form can be submitted via the study system (Neptun), via the application template in the "Applications" submenu of the "Administration" menu, **from 19th of February 2024, 08:00 (8 AM) to 01st of March 2024, 23:59 (12 PM).**
The completion of (missing) the documents is **from 01st of March 2024, 08:00 (8AM) until 08th of March 2024, 23:59 (12 PM).**

Failure to meet the deadline is void.

The complete and accurate filling out of the Scientific Demonstrator Scholarship application form, which is available on the ELTE TÓK HÖK **website, requires a brief presentation of the demonstrator's tasks, the instructor's recommendation, and the instructor's signature.**

REPORTING OBLIGATION

Students who have been awarded the scholarship are demonstrators in the spring semester. They are required to submit two reports on their activities by filling out the demonstrator report form on the ELTE TÓK HÖK **website.** The deadline for the first report is 10th of April 2024, and for the second report, it is 10th of May 2024. The reports must be uploaded by 11:59 p.m. in each case. In the May report, the planned activities to be systematically completed by the end of the examination period can be pre-confirmed by the instructor/department head. The reports must include a brief explanation of the activities,

broken down by hours, and must be signed by the instructor/department head. The evaluation of the reports is based on performance.

A student who does not submit their reports by the specified deadlines, or whose reports lack the instructor/department head's signature or an explanation of the completed activities, will have their report considered invalid by the Scholarship Committee.

The applicant must upload the report in **JPG, PDF, JPEG, PNG, JFIF formations.** Other formations (.doc, .docx) will be automatically denied by the KÖB.

The professor and the student must fill the report with their own handwritten signature, which means the committee is not obliged to accept signatures which marked by own hand and cut in by imagine editor signature. Without the signature the committee is not obliged to accept the report.

Application procedure:

Application period	- You must submit your application by the closing date (see where, when, and how to apply). An application is considered as submitted if it is listed under the tab "Submitted applications" in the Neptun - Administration menu - Applications menu. - This deadline is forfeiture deadline, so failing to comply your application by the closing date means you can't apply to the application that semester.
The completion of (missing) the documents	**You can only upload missing documents ONCE.** - No new applications may be submitted during this period. - If the student does not finalize the application by the end of the deadline (the application period), the Committee will assess the application based on its current content. - Only certificates uploaded using the Attachment button next to each field will be taken into consideration by the Committee. Documents uploaded to Documents (in Neptun) but not attached to the application by the student using the Attachment button will not be taken into consideration by the Committee.

Evaulation	• The evaluation and aggregation of the applications is carried out by the Steering Committee appointed by the KÖB (Faculty Scholarship Committee), but the final decision is made by the KÖB (Faculty Scholarship Committee). • The application will be assessed by the KÖB (Faculty Scholarship Committee) based on the activity listed in the Neptun application.
Appeal	• The decision may be appealed within 15 days of the official notification, which must be submitted to the ELTE Chancellery, Legal, Administrative and Public Procurement Directorate (1056 Budapest, Szerb utca 21-23.), marked "For the Student Legal Appeal Committee".
Bank transfer	• The scholarship will be determined based on the report submitted for the previous month. The student can receive the scholarship for 2 months. In May and June with monthly one scholarship will be transferred. • The amount of the scholarship is determined together by the members of the KÖB depending on the work/activity performed. • Payment of the grant awarded can only be made if the applicant's (default) bank account number, tax identification number and place of residence (permanent address in Neptun) are entered in Neptun. In the absence of any of these data, payment will not be possible. If the applicant fails to enter or correct the data required for payment in Neptun by the third payment attempt, he/she will lose the right to the scholarship awarded. (ELTE Student Requirements System 97. § (9) paragraph)

- Monthly scholarship amount:

Number of hours	Amount
2-4 hours	5000 Ft
5-7 hours	8000 Ft
8-10 hours	11 000 Ft
11-13 hours	14 000 Ft
14-16 hours	17 000 Ft
17-18 hours	20 000 Ft
19-22 hours	23 000 Ft
22+ hours	individual

- The amounts described above may be varied by the Committee on a case-by-case basis. If the payment would exceed the amount that can be used from the budget, the Faculty Scholarship Committee will reduce the amount of the grant by a percentage/range that is within the available budget!

Reporting obligation	**Students who have been awarded the scholarship are demonstrators in the spring semester. They are required to submit two reports on their activities by completing the demonstrator report form.** - In the May report, the activities planned to be systematically completed by the end of the examination period can be pre-confirmed by the instructor/department head. - The reports must include a brief explanation of the activities, broken down by hours, and must be signed by the instructor/department head. The evaluation of the reports is based on performance. - The awarded student must upload the report in **JPG, PDF, JPEG, PNG, or JFIF format.** The KÖB is not obligated to accept reports uploaded in a different format (.doc, .docx) or exceeding a certain length.

The applicant declares, under penalty of criminal liability, that the information provided on the application form is true and that the supporting documents enclosed are authentic. You acknowledge that the Faculty of Primary and Pre-School Education will take disciplinary action against you if you provide false information and that this will result in the termination of your student status.

For other information and questions about the applications, please contact Barnabás Magyari, the Applications Officer at *palyazat@tokhok.elte.hu*.

ELTE Faculty of Primary and Pre-School Education Faculty Scholarship Committee