

## ISZTK- Professional scholarship

### Support for participation in academic competitions and conferences

2024/2025/1 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 2024/2025/1 semester for the award of **Professional Scholarships** based on 96. § (6), 97. §, 102. §, 106. § of the [ELTE Student Requirements System](#).

#### **AIM OF THE APPLICATION**

The purpose of the application is to support the professional development of students attending the faculty, to support those students who educate themselves beyond their studies, participate in professional conferences or achieve a place in professional competitions.

#### **ELIGIBLE PERSONS**

All students who participate in full-time state-supported or self-funded education and have an active status are eligible for the application. A student who educates themselves beyond their studies, participates in a professional conference or achieves a place in a professional competition can receive a scholarship.

#### **WHERE, WHEN AND HOW TO SUBMIT YOUR 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 01<sup>st</sup> of September 2024, 08:00 (8 AM), to**

- **10<sup>th</sup> of September 2024, at 11:59 p.m.,**
- **10<sup>th</sup> of October 2024, at 11:59 p.m.,**
- **10<sup>th</sup> of November 2024, at 11:59 p.m.,**
- **1<sup>st</sup> of December 2024, at 11:59 p.m.**

Failure to meet the deadline is void. **You can only upload missing documents ONCE, no later than 1<sup>st</sup> of December 2024, at 11:59 p.m.**



**YOU CAN APPLY IN THE FOLLOWING CATEGORIES:**

<b>Categories:</b>	
<b>Participation in a pedagogical course</b>	Free participation.
	Paid participation.
<b>Attending a conference</b>	Free participation.
	Paid participation.
<b>Performance in a competition related to university studies</b>	
<b>Holding classes for children (not within the scope of practice)</b>	
<b>Other</b>	

**REQUIRED DOCUMENTS**

<b>Categories:</b>		<b>Document to be attached</b>
<b>Participation in a pedagogical course</b>	Free participation.	A certificate of participation in the course issued by the organizers AND/OR an invoice in your name, which proves that the participation is free of charge.
<b>Participation in a pedagogical course</b>	Paid participation.	The certificate of participation in the course issued by the organizers AND/OR the invoice in your name, which proves the payment of the participation fee.



<b>Attending a conference</b>	Free participation.	The certificate of participation in the conference issued by the organizers AND/OR an invoice in the name of the participant, which proves that the participation is free of charge.
<b>Attending a conference</b>	Paid participation.	The certificate of participation in the conference issued by the organizers AND/OR an invoice in the name of the participant, which proves the payment of the participation fee.
<b>Performance in a competition related to university studies</b>		Proof of participation in the competition and/or the result achieved.
<b>Holding classes for children (not within the scope of practice)</b>		Recommendation from the organizers/institution, which proves that the student does not receive an allowance for keeping the session AND proves how many hours a week he/she did the activity AND when he/she started doing the activity.
<b>Other</b>		Document certifying activity.

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

**You can only apply for events that have already started AND/OR completed. There can be a maximum of 6 months between the events specified in the category and the submission of the application.**

The documents proving the activity must be uploaded to Neptun in **JPG, PDF, JPEG, PNG, JFIF** format. Any document uploaded in a different format (doc, docx) and size will be rejected by the KÖB. The document which is not in Hungarian language must have to attach the translation from the applicant or translator.

### Application procedure:

<b>Application period</b>	<ul style="list-style-type: none"><li>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.</li><li>This deadline is forfeiture deadline, so failing to comply your application by the closing date means you can't apply to the application in that semester.</li></ul>
<b>The completion of (missing) the documents</b>	<ul style="list-style-type: none"><li><b>You can only upload missing documents ONCE.</b></li></ul> <p>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.</p>



	<ul style="list-style-type: none"><li>• 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.</li><li>• There is one time during the semester to make up for additional certificates, but in this case the reference cannot be guaranteed for the given month.</li></ul>
<b>Evaluation</b>	<ul style="list-style-type: none"><li>• The evaluation and aggregation of the applications is carried out by the Steering Committee appointed by the KÖB, but the final decision is made by the KÖB.</li><li>• The application will be assessed by the KÖB based on the activity listed in the Neptun application.</li><li>• <b>A student who has already received a scholarship for the activity listed in his/her application may not submit an application.</b></li></ul>
<b>Appeal</b>	<ul style="list-style-type: none"><li>• 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".</li></ul>
<b>Bank Transfer</b>	<ul style="list-style-type: none"><li>• The scholarship student who supports the application can win it once, in a lump sum after submission.</li><li>• The scholarship can be paid in October, November, December or January, depending on the application.</li></ul>



- The scholarship determined based on the application submitted by the application deadline(s) indicated above will be awarded in the following relevant month.
- The amount of the scholarship is regulated by § 103 of the HKR. The committee judges each application individually.
- 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)

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 may 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](mailto:palyazat@tokhok.elte.hu).

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