

## ISZTK- Regular scientific Scholarship

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 **Regular scientific Scholarships** based on 96. § (6), 97. § and 101. § of the [ELTE Student Requirements System](#).

### AIM OF THE APPLICATION

Support for students, who carry out significant scientific activities beyond their studies, take part in research with a professor. The students, who won the scholarship they have the support in November, December, January months with monthly 30000 HUF.

### ELIGIBLE PERSONS

All students who are enrolled full-time in a state-funded or self-financed course and have active status, who carry out significant scientific activities beyond their studies, take part in research with a professor.

The application cannot be submitted for graduate students or foreign language field of study students for their term paper and/or thesis research, except the research for Scientific Student Conference.

### 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 23<sup>rd</sup> of September 2024, 08:00 (8 AM) to 30<sup>th</sup> of September 2024, 23:59 (12 PM)**.

The completion of (missing) the documents is **from 30<sup>th</sup> of September 2024, 08:00 (8AM) until 10<sup>th</sup> of October 2024, 23:59 (12 PM)**. Failure to meet the deadline is void.



### **REQUIRED DOCUMENTS**

The Regular scientific scholarship form can be found on [ELTE TÓK HÖK](#) website. You must fill the form completely and must contain the short introduction of the activity, professor's recommendation and signature.

The document which is not in Hungarian language must be attached with the translation from the applicant or translator.

The application form must be uploaded to Neptun in **JPG, PDF, JPEG, PNG, JFIF formations**. Other formations (.doc, .docx) will be automatically denied by the KÖB.

### **REPORTING OBLIGATION**

The scholarship can be obtained for 3 months (November, December, January). After one months the applicant must prepare a report. **The report must contain the aims of the research, course of research and the results of the research in 1 side.** The report must be submitted to the Neptun study system **by 23:59 (12 PM) on 25<sup>th</sup> of November 2024**. The submission of the (missing) report is **until 1<sup>st</sup> of December 2024, 23:59 (4 PM)**.

The report should be **ONE page** (A/4), in Times New Roman font, 12-point font size, justified, 1.5-point line spacing and must contain a dating and the signature of the professor. If the applicant fails to upload the report faultless, the KÖB will obligate the student to refund the scholarship and will exclude the applicant from the next semester's application.

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 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:**

<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><li>• No new applications may be submitted during this period.</li><li>• 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.</li><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></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 student receives the scholarship for 3 months. November, December, January months with monthly one scholarship will be transferred.</li><li>• 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!</li><li>• 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. (<a href="#">ELTE Student Requirements System</a> 97. § (9) paragraph)</li></ul>
<b>Reporting obligation</b>	<ul style="list-style-type: none"><li>• The applicant must submit his/her report by the end of the reporting period (see Reporting obligations). The application is considered as submitted if it is listed under the tab "Submitted applications" in Neptun - Administration menu - Applications.</li><li>• If the applicant fails to upload his/her report, or if it does not correspond to the requirements of the calling for tender, the KÖB will obligate the student to repay the scholarship and will exclude him/her from the next semester.</li><li>• The winning student must upload the report in <b>JPG, PDF, JPEG, PNG, JFIF</b> format. Any report uploaded in any other format (.doc, .docx) and size will be rejected by the KÖB.</li></ul>



**The completion  
of the (missing)  
report**

- **You can only upload the missing report ONCE.**
- No new applications may be submitted during this period.
- If the student does not finalize the report by the end of the deadline (the application period), the Commission 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 Commission. 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 Commission.

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 Magyar, the Applications Officer at [palyazat@tokhok.elte.hu](mailto:palyazat@tokhok.elte.hu).

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