



Tudományos Bizottság

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Academic Committee

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## SCIENTIFIC AND RESEARCH APPLICATION Autumn 2019–2020.

### Application goals:

The Scientific and Research Application of ELTE BTK Students' Union aims to support students and student groups, who are either doing research, traveling abroad with scientific purpose or publishing books and papers. An application can be issued for three categories explained below. Basic mandatory attachments are the same for every category.

### Application deadlines:

20th of September, 2019. 16:00  
4th of October, 2019. 16:00  
8th of November, 2019. 16:00  
6th of December, 2019. 16:00

These are **limitation periods!** Any applications sent in after the deadline will be rejected without further judgment.

### Eligibility:

Every ELTE student – either state-subsidized, or reimbursed – is eligible for the application, if participates in full-time education. The few examples are listed below. PhD students are eligible for the application, too.

In the following: **eligible student**

Non-eligible is an ELTE student, who:

- Does not belong to the Faculty of Humanities by his/her training, or
- Overran the recommended semesters of his/her studies

In the following: **non-eligible student**



With reference to the **101.§** of Common Standards of ELTE Students (CSES) the maximum of obtainable monthly sums are the following:

- 1, 400% of the current student financing cap, if there are at least 51 participants in the application,
- 2, 300% of the cap, if the number of participants is between 2 and 50 persons.
- 3, 200% of the cap, if only the applicant is involved.

## **FORMAL REQUIREMENTS:**

The application consists of four basic mandatory and four variable (but also strictly needed) attachments. *If an application does not meet the following criteria, it will be rejected by the Committee.*

## **MANDATORY ATTACHMENTS:**

1. **Description** – A brief summary (1-2 pages) which contains the cause, the goal, the motivation and the time of completion of the application.
2. **Teachers' recommendation** – **Two** recommendations from the lecturers of ELTE Faculty of Humanities. *It must be emphasised, that part-time lecturers and PhD students do not count.* The recommendations must be **both signed and stamped**. (Either a Department or an Institute can provide stamps.) *Recommendations must be uploaded separately, or they will count as one.* If doubtful, the Committee can ask the applicant any time to present the recommendation paper.  
**It is also of utmost importance, that the recommendations cannot predate the application deadline by more than four months. Recommendations not meeting this requirement will be judged as outdated and thus invalid. If a recommendation is invalid for any cause, the whole application is rejected.**
3. **Budget** – An Excel file, which sums up all costs of the application. We would like to ask to include your **own contribution** in the budget. Statements of the budget should be in perfect accordance with other documents, such as bills or bids. If there are (or were) any other applications for financial support, including them in the budget is mandatory.
4. **List of participants**, which should contain those eligible for receiving the sum as well. For those who are designated for receiving the support, NEPTUN code and training code must be included next to their names.

Non-eligible students **can** participate but cannot receive directly any kind of financial support.



## Variable attachments:

1. **Bills** – If the application takes place *after* the applied event, bills are necessary to verify the spendings. Bills must include VAT and should strictly bear the name of the applicant. **The Committee will not support any spendings that are not verified.**

**or**

2. **Bids** – If the application takes place *before* the applied event, bids are necessary. These can be the following:

- a time-stamped electronic bid from the provider of the service (ie. an e-mail copy, or a screenshot)
- a bid on paper, scanned and attached to the application,
- a website screenshot from the provider of the service. If multiple objects are on the screenshot, the one(s) needed must be highlighted.
- If the bid is an airplane ticket booked online, the screenshot must be taken from the actual price (This is necessary because websites like *Skyscanner* are operating with rapidly changing prices.)
- any miscellaneous bids.

**The Committee will not support any spendings that are not verified.**

**One applicant can only apply once in a monthly term. Also, only one application can be presented for one event** (ie. it is not possible to separately apply for printing a paper and for the editors' cost).

After the event is over, the applicant has **30 days** to make a settlement. This includes attaching all of the bills and writing a short report. (If the application is posterior, no further settlement is needed.)

Applications have to be submitted online via a form on *btkhok.elte.hu*. **Marking the correct category of the application is greatly important. If the marking is incorrect, the application could be deemed wrong and will be rejected as a result.**

**If an application is rejected because formal requirements are not met, it can only be appealed against by submitting the application in the next month again.**



## **Category I: Research support for individuals and groups (conference participations, study visits)**

In this category the following items can be supported:

- tickets and traveling fees (bus, train, airplane, public transport),
- accomodation fees, excluding food and catering (in case of a pension, 80% of the price will be deemed fair, because the full price includes breakfast)
- entry fees to museums and archives necessary to the research
- any miscellaneous programs depending on the Committee

Cannot be supported:

- food, catering,
- fuel,
- phone bills,
- sightseeing,
- representation expenditures,
- paper and stationery,
- purchasing technical items (ie. laptop),
- buying books or papers.



## **Category II: Hosting conferences and other scientific programmes**

This category is strictly for scientific programs. Public and/or political events are not eligible for support. In

this category the following items can be supported:

- rental of premises,
- rental of technical items (ie. projector),
- printing brochures and leaflets,
- representation expenditures depending on the Committee

Cannot be supported:

- food, catering,
- fuel,
- phone bills,
- sightseeing,
- representation expenditures,
- paper and stationery,
- purchasing technical items (ie. laptop),
- buying books or papers.



### **Category III: Scientific publications**

This category is only for publishing studies and books.

In this category the following items can be supported:

- printing expenditures, by a declaration of intent or a bid from the publisher
- editing costs (*strictly for editing*)

A kategóriában **nem támogatható:**

- clicker fees,
- graphical designer fees,
- translator fees,
- corrector fees,
- license fees,
- any miscellaneous fees, including the ones from Category I and II.

#### **Information:**

Any questions can be submitted to the Committee via email ([tudomany@btkhok.elte.hu](mailto:tudomany@btkhok.elte.hu)) or in person at the Students' Union Office during the consulting hours of the Committee.

