



EÖTVÖS LORÁND UNIVERSITY
FACULTY OF INFORMATICS
STUDENTS' UNION
FACULTY SCHOLARSHIP COMMISSION

This translation is only a guidance for applying. Any problems that arise will be dealt with according to the original document which can be found in Hungarian in Neptun.

ONE-TIME STUDENT COMMUNITY SERVICE SCHOLARSHIP'S ANNOUNCEMENT

The Faculty Scholarship Committee of the Faculty of Informatics of Eötvös Loránd University is announcing a proposal for the One-time Student Community Service Scholarship for the 2026/2027/1 semester based on the 2011 CCIV. Section 85 / C (ac) of the Act on National Higher Education, Act No. 51/2007 Coll. (III.26) pursuant to Section 10 (3) and (4) of the Government Decree and Section 93 (4) (c) and Section 96 (6) and Section 103 of the ELTE Academic Regulations for Students.

NAME OF THE APPLICATION TO BE SUBMITTED

One-time Student Community Service Scholarship

PURPOSE OF THE APPLICATION

Rewarding the activities done for students of the Faculty.

WHO CAN APPLY?

All students in the Eötvös Loránd University's Faculty of Informatics participating in state-funded/Hungarian state (partial) scholarship and fee-paying/self-financed either full-time undergraduate, master's, undivided full-time undergraduate, from the previous system: university and college-level undergraduate studies, higher vocational education, or doctoral training, with an active student status in the semester of the application, who acted in the interest of the Faculty's audience and has not previously received any remuneration for this activity.

PLACE AND DATE FOR SUBMISSION

The application for scholarship is done through the study system (Neptun), via the application template in the "Requests" submenu of the "Administration" menu item. Applications submitted between September 7, 2026, 08:00 and December 4, 15:59, applications submitted by 15:59 on the 11th of the current month will be evaluated.

METHODS OF SUBMISSION

The application may be verified in the following ways:

Paper-based verification:

A high-quality photograph or scanned copy of paper documents authenticated with a handwritten signature (and/or official stamp).





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Electronic verification:

A PDF document created electronically and authenticated with a digital signature or electronic certification. The electronic signature must be linked to both the signing organization and the individual signer, and must meet at least the requirements of an advanced electronic signature.

Combined verification:

Cases where both paper-based and electronic verification must be submitted together, in accordance with the formal requirements described above.

**CATEGORIES CONSIDERED DURING THE AWARDING OF SUPPORT
AND DOCUMENTS REQUIRED FOR PROOF**

Only applications for events and activities that have already taken place and are connected to the Faculty of Informatics can be submitted. The applicant is obliged to declare what remuneration they received for the applied activity.

Category	Required Proof	Awardable Amount
Officer of the IK HÖK or IK DÖK	Monthly report on the tasks associated with the position.	According to individual evaluation
Minute-taking ¹	Certificate authenticated by the presiding chair of the relevant committee.	3,000 HUF per report
Participation in event execution	Authenticated certificate that the applicant participated in the organization/execution, and it includes a detailed description of the performed activities/tasks, and the applicant's detailed report ² on the work done.	Max. 40,000 HUF
International/Academic mentor	Report ¹ on the completed activities, as well as a certificate authenticated by the chief mentor or coordinator verifying this.	Max. 8,000 HUF
Club activity organization	Properly authenticated certificate verifying the club activity with the DTK stamp and the applicant's detailed	Max. 40,000 HUF

¹ Writing a log of a Student's Union meeting

² A report template can be found on ikhok.elte.hu next to the calls for application as a docx.





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	report ¹ on the club activity and the number of participants.	
Students' Union administrative work	A certificate authenticated by the Students' Union verifying the administrative work and a document authenticated by two witnesses verifying the absence of previous benefits.	According to individual evaluation
Assisting at a Students' Union event	A document certified by the Event Organizing Committee President, a completed work timetable with the exact time of the assistance(s), a report on the completed tasks.	Individual evaluation
Other public life activity	Properly authenticated certificate verifying the other public life activity, as well as the applicant's detailed report ¹ on the work done.	According to individual evaluation

FORMAL REQUIREMENTS

- The Committee processes supporting documents in Hungarian and English. For documents in any other language, a certified translation must be uploaded together with the original document.
- During the evaluation process, the Committee accepts only attachments in PDF, JPG, JPEG, and PNG formats, as well as these documents in ASiC-E file format.
- When writing a report, writing a comment is only mandatory if the applicant refers to a specific proof located in a longer document (e.g., multi-page PDF). In this case, the comment must contain the file name and the relevant page number.
- When mentioning persons, the use of the full, civil name is mandatory in all cases.
- The wording must comply with the rules of Hungarian orthography. The use of slang and emojis is prohibited.
- Only the use of well-known, official abbreviations (e.g., IK, HÖK) is permitted, written in capital letters.

EVALUATION

- The scholarship awarded in the application means a one-time payment, which can be received in the payment period following the evaluation.
- The received applications are evaluated according to the effective legislation, regulations, and this call for application, based on the content of the submitted application and the attached proofs.





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- The applications are evaluated by the Committee, and the applicant is notified of the result via Neptun within 8 working days following the adoption of the decision.
- The Committee may, in justified cases, deviate from the amounts specified in the application.
- We cannot accept proof of events that verify an event older than 90 days. The days of June, July, August, and January are not counted in the 90 days.
- If the applicant's application is incomplete (does not contain the annexes required by this call for application), the Committee may call upon the applicant to supply the missing information. If they do not, or do not fully, comply with the contents of the deficiency notice, or if the replacement arrives outside the application period, the Committee may evaluate their application based on the available documents.
- The Committee may request the original copy of the uploaded documents within 5 years from submission. Providing false data, uploading fake documents, or if the applicant fails to present the original copy in the specified manner and time despite repeated requests, may result in the initiation of disciplinary proceedings.
- The Committee and persons authorized by it are entitled to manage the personal data provided during the application procedure. These data are used exclusively for processing and evaluating the submitted application. The handling of personal data takes place in accordance with the provisions of the ELTE Data Management Regulations.
- Regarding the management and protection of personal data, the applicant may turn to the National Authority for Data Protection and Freedom of Information, and may also seek legal remedy in court.
- An appeal against the decision may be lodged within 15 days of its communication (becoming aware of it), which must be sent to the e-mail address hjb@kancellaria.elte.hu, indicating "For the attention of the Student Appeals Committee" ("Hallgatói Jogorvoslati Bizottság részére"). The activity of the Student Appeals Committee exclusively covers the remedy of legal violations affecting students, as well as decisions contrary to university regulations. As a body acting in the second instance, the Student Appeals Committee cannot exercise equity and does not decide on equity requests. The mandatory content elements of the appeal are: the student's name, Neptun code, residential address, e-mail address, designation of their primary faculty, the identifier of the decision against which they wish to seek legal remedy. The appeal must designate which provision or part of the first-instance decision the student is objecting to. Ezentúl a precise request must be submitted regarding how and for what reason the Committee should modify the contested provision or part of the first-instance decision. The Student Appeals Committee communicates its decision to the student through the Neptun Unified Study System, its resolution is available under the Studies menu – Progress menu item within the Master Sheet tab under Official Entries.
- The payment of the awarded support can only take place if the applicant's bank account number, tax identification number, and place of residence (in Neptun: permanent address) are recorded in Neptun. In the absence of any of these data, payment is not possible. If the applicant does not record or correct the data required for payment in Neptun by the third payment attempt, they lose their eligibility for the scholarship awarded to them.





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For more information and questions related to the applications, contact us at osztondij@ikhok.elte.hu or kob@ik.elte.hu!

Budapest, July 30, 2026

ELTE FI Faculty Scholarship Committee





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Annex I.

WORK TIME TABLE

Name:

Neptun code:.....

Program name:

<u>Date</u> (year.month.day)	<u>Duration (hours,</u> <u>minutes)</u>	<u>Name of activity</u>	<u>Number of</u> <u>participants</u> (approximate or exact value)

This document must be kept for 5 years!

