

 <p><b>BME</b> BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS</p>	<p><b>RECTOR'S ORDER</b></p> <p><b>ON THE ESTABLISHMENT OF THE EELISA ACTIVITY STUDENT GRANT</b></p>	<p>ID: 4/2025.</p> <p>Version number: 00.</p>
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Professional Reviewer:	<b>Dr. András Nemeslaki</b>	Vice-Rector for International Affairs
Legal Reviewer:	<b>Dr. Barbara Bíró</b>	Chief of Staff to the Rector, Chamber Legal Advisor
<b>Decision-making Body:</b>	<b>Rectoral Management Team</b>	Decision No. RMT-6/2025. (3 Sept.)
<b>Responsible for Publication:</b>	<b>Dr. Kitti Nagy-Tóth</b>	Legal Executive

Version No.	Publication Date	Date of entry into force	Version History
00.	4 September 2025	4 September 2025	<p><b>Publication</b></p> <p>Decision No. RMT-6/2025. (3 Sept.)</p>

The Rectoral Management Team of the Budapest University of Technology and Economics (hereinafter: the University), acting pursuant to the authorisation set forth in Section 10 (5) d) of Book One (Organisational and Operational Provisions, hereinafter: SZMR) of the University's Rules of Organisation and Operation (hereinafter: SZMSZ), and in accordance with Section 84 (2) c), hereby establishes a grant entitled the EELISA Activity Student Grant (hereinafter: the Grant) within the framework of the European Engineering Learning Innovation and Science Alliance (EELISA), in line with Section 85/C d) of Act CCIV of 2011 on National Higher Education and Section 37 (1) of the Code of Fees and Benefits.

## **1. The EELISA Activity Student Grant**

### **Section 1** [*Purpose of the Grant*]

- (1) The purpose of the EELISA Activity Student Grant (hereinafter: Grant) is to promote student participation in EELISA-affiliated events or activities organised by partner universities of the EELISA university alliance, as defined in the relevant call for applications, through financial support provided in the form of a grant.

### **Section 2** [*Eligibility and Application Requirements*]

- (1) Based on the University's cooperation with the members of the EELISA alliance, the Grant may be awarded to students pursuing full-time, evening or correspondence studies at bachelor's, master's (both multi-cycle and single-cycle), or doctoral level, provided that they hold active student status at the time of submitting the application and at the time of signing the grant agreement, in accordance with the provisions of this Order and the call for applications.
- (2) Students who receive financial support for the same activity from other sources are not eligible to apply for the Grant.
- (3) A student may receive the Grant if they:
  - a) participate in an EELISA programme, event, or professional community activity organised by a partner university, lasting a minimum of 1 and a maximum of 7 days, conducted exclusively in the form of physical mobility, and carry out EELISA-related activities, professional community work, preparatory professional tasks, EELISA promotion, or other relevant preparations, as specified in the call for applications;
  - b) keep a report suitable for electronic publication (e.g. blog, vlog, or similarly formatted journal) about their EELISA-related activities during their stay at the partner university;
  - c) agree to take out, at their own expense, health, liability, travel cancellation, and accident insurance for the duration of the mobility;
  - d) agree not to accept any other ERASMUS-funded scholarship during the activity period for which they apply;
  - e) consent to the use of their journal entries and report by the University and the EELISA alliance for promotional purposes.
- (4) The University encourages applicants to join the EELISA Community; however, failure to do so does not constitute grounds for exclusion.
- (5) Applicants may apply for the Grant only once per application period.
- (6) The following are exceptions to paragraph (4), as they fall under separately allocated

funds:

- a) participation in the EELISA Scientific Student Conference (TDK) as a nominee or delegate of the University;
- b) activities conducted under the EELISA Joint Call involving selected students;
- c) any other EELISA activity for which the University delegates a student to participate in a representative capacity.

**Section 3**[*Call for Applications, Required Documents, Evaluation Process*]

- (1) The Grant is awarded through an open call for applications. Calls for applications are issued in August for the autumn term and in January for the spring term by the Vice-Rector for International Affairs.
- (2) The call for applications containing the detailed formal and content requirements must be published on the University's website.
- (3) Grant applicants must submit at least the following documents:
  - a) completed application form;
  - b) confirmation issued by the host institution of registration for the selected EELISA event, if such confirmation is available; if not, a news item or informational material proving the organisation of the event;
  - c) a signed declaration stating that the applicant agrees to the conditions specified in the call for applications.
- (4) Applications shall be evaluated by an Evaluation Committee appointed by the EELISA Coordination Body. The Evaluation Committee consists of three (3) members: the Chair is the institutional coordinator of the EELISA project, and the members are staff members designated by the Vice-Rector for International Affairs.
- (5) Applications are received and evaluated on a rolling basis, in order of submission, until the Grant budget is exhausted. Applications submitted after the budget is depleted will be rejected.
- (6) Successful applicants must sign a grant agreement. The University official designated in the call for applications is responsible for concluding the agreement.

**Section 4**[*Amount and Disbursement of the Grant*]

- (1) The Grant is funded through the "EELISA, Erasmus GA 101124676" project.
- (2) The amount of the Grant shall be determined by the call for applications based on the destination country and the number of days spent.
- (3) The University shall pay the Grant in a lump sum via bank transfer within 45 days of the signing of the grant agreement.

**Section 5**[*Loss of Eligibility, Repayment of the Grant*]

- (1) A student shall lose eligibility for the Grant if:
  - a) the term of the grant agreement expires;

- b) their student status terminates before completing the mobility activity defined in Section 2 (3) a) of this Order;
  - c) the funding source underlying the Grant ceases for any reason.
- (2) If a student loses eligibility, the next applicant with a valid application may be awarded the Grant. This decision is made by the Evaluation Committee.
  - (3) If the University disburses the Grant but the recipient subsequently loses eligibility or fails to fulfil the obligations stated in the grant agreement – and the agreement includes a repayment clause – the recipient must repay the Grant to the University in accordance with the terms of the agreement.
  - (4) If the University disburses the Grant to a student who was not eligible, the recipient must repay the Grant to the University in accordance with the terms of the grant agreement.
  - (5) The detailed rules of repayment are set out in the grant agreement.

## 2. Closing provisions

### Section 6[Closing provisions]

- (1) The institutional coordinator of the EELISA project is responsible for implementing the tasks associated with the Grant.
- (2) This Order enters into force on 4 September 2025.

Dr. Charaf Hassan

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