

Post Your Initiative - Rules and Regulations

InSINC Centre launched the *Post Your Initiative* call to support creative, student-led activities that enrich university life at ELTE. Initiatives, that bring students together, strengthen the sense of community, and contribute to a vibrant campus beyond academic activities, are welcomes.

This initiative is designed to support meaningful ideas that engage students across the university, not activities limited to a single faculty or a small private group.

Please submit a proposal only if your initiative:

- is student-led and actively involves students;
- promotes social, cultural, or community engagement;
- has relevance for students from multiple faculties;
- demonstrates clear planning and feasibility;
- is bilingual or language-independent;
- contributes positively to campus life at ELTE.

Types of support available

Selected initiatives may receive the following types of support:

- 1. Organisational support:** Guidance and coordination support from the InSINC team where needed.
- 2. Marketing support:** Visibility through the [**Initiatives platform**](#) and communication channels.
- 3. Financial support:** Funding may be granted only if expenses are clearly justified and detailed in the submitted expense plan. (*see Funding section*)

Eligibility

- Any student (Hungarian or International) currently enrolled at ELTE with an active status and not currently holding an elected or appointed position in a recognised student body, in order to provide opportunities to students who are not represented through formal student governance structures
 - Note: active student status is going be reviewed in Neptun after submission
- Initiatives may be individual-led, or group-led (*in the case of a group-led, a leader must be identified*)
- Faculty, staff or external individuals may participate only in a supporting or advisory capacity.
- Initiatives must demonstrate university-wide relevance and impact beyond a single faculty.
- Proposed initiatives must be supporting social, cultural, and community engagement within university life beyond academic activities.

Submission guidelines

Initiatives must be submitted via the official “Post Your Initiative” form at least one month prior to the initiative date.

Each submission must include the following:

- Initiative title
- Full description
- Organizer name, Neptun Code and email address
- Faculty or Campus
- Type of the initiative (event, workshop, lecture, etc.)
- Category (academic, cultural, professional development, social, sports and well-being)
- Date/time/location (possibly adding a map on how to get there)
- Language accessibility (language-independent, bilingually accessible)
- Maximum capacity of participants
- The need for volunteers to help (their roles, application)
- The need for help or advice in the process from the InSINC team
- Link to the initiative, poster, or cover image (if ready)
- Detailed calculation of the expenses requested to be covered by InSINC

Each submission must indicate that the student initiative rules and regulations have been reviewed and accepted.

Evaluation and approval

The centre will review the submissions.

The evaluation is based on:

- Relevance to student life and community engagement
- Feasibility and resource requirements
- Creativity and innovation
- Inclusivity and safety considerations

The centre may request clarifications or modifications before approval.

Approval is required before any promotion on the Initiatives webpage.

Conduct and responsibilities

All participants must adhere to university policies and regulations.

Any form of harassment, discrimination or misconduct is strictly prohibited and may lead to disqualification.

The leader/s of the initiative must:

- Ensure the initiative is conducted safely
- Manage resources responsibly
- Communicate updates to participants and the InSINC

Marketing and communication

Initiative will be promoted on the InSINC webpage after approval.

Usage of the university name, logo or branding must adhere with the official guidelines.

Funding and resources

Requests for funding or material support must be submitted along with the initiative proposal. Approval of funding is at the discretion of the InSINC and may be partial or conditional/tentative.

Up to 50,000 HUF (*gross*) may be provided to support implementation.

Students are encouraged to explore alternative resources such as sponsorships, collaborations, or volunteer support. (*Note: Volunteer support is to be requested in the application.*)

Reporting and feedback

Students must submit a post-initiative report detailing outcomes, participation, challenges, and lesson learned.

Feedback from participants will be used to improve future initiatives.

Amendments and compliance

The InSINC reserves the right to amend these rules and regulations at any time.

Failure to comply with the rules may result in revocation of initiative approval.

Contact

For questions or assistance, please contact: insinc@rk.elte.hu with a subject "Post Your Initiative".