Uploading a tender and applying for the 34th National Scientific Students' Associations Conference

Uploading a tender for the National Scientific Students' Associations Conference and an application can be made through the online system of the National Council of Student Research Societies (http://online.otdk.hu). The application deadline in case of the Medical and Health Sciences Section is Wednesday midnight, 27th February, 2019.

A short summary of the application process to the National Scientific Students' Associations Conference

1. By clicking on the link indicated in the e-mail message sent from the online system of the National Council of Student Research Societies, the website will be open.
2. Enter the system.
   a. If you already have an account, enter the system using it.
   b. If you do not have an account yet, register to the system creating an account for yourself.
3. Select the tender of which related data you would like to edit.
4. Enter the section in which you would like to apply and the affiliation at the Paper/Section and Affiliation (Dolgozat/Szekció és affilliáció megadása) menu.
5. Provide the data of the paper: Paper/Data of Paper (Dolgozat/Dolgozat adatai) menu.
6. Upload the resume: Paper/Resume (Dolgozat/Rezümé) menu.
7. Provide the data of the authors at the Data of Authors (Szerzők adatai) menu.
8. Please, check at Finalizing application (Nevezés véglegesítése) menu whether you have provided all data correctly. If you have, you are provided with the preview of your application form and you have the opportunity to submit your application by clicking on the Apply (Nevezés) button at the bottom of the page.

Registration

You can begin the registration by clicking on the link indicated in the e-mail sent from the online system of the National Council of Student Research Societies. If you do not have a user name yet for the system, please, select your own name from the drop-down menu (it is important in case of multiple tenders, otherwise only your name is indicated), then provide a user name and a password. The user name can be optional, while the password has to be at least 5 characters’ long (accented and special characters are not recommended in any cases either).
If you already have a user name for the system (e.g. because you have introduced two tenders and have been sent two separate e-mails to two separate addresses), please, do not use the upper registration form but provide your name at the login form below it (it is also important only in case of multiple tenders), and your user name and password with which you have entered the system earlier. In this case the first menu after the login will be Selecting Paper (Dolgozatválasztás), where you can identify which of your user names’ tender’s data you would like to edit.

**Login the system**

After the registration when you login the system, on the opening page titled Review Papers (Dolgozatok áttekintése), which menu will be available by clicking on the Review (Áttekintés) button in the upper line. Here you can select the tender you would like to upload with the Select current paper (Az aktuális dolgozat kiválasztása) button (It is necessary to select only if you have more papers. If you have only one paper in the system, it will be indicated there automatically).

**Providing the section and the affiliation**

As the first step you are required to select Paper/Providing Section and affiliation (Dolgozat/Szekció és affiliació megadása) menu in which you can find the following buttons:

- **Affiliation** (Affiliáció): It is relevant in cases of such papers, where the author(s) have student status at another institution than they have participated in the faculty conference with their tenders. That institution and faculty have to be indicated in the affiliation box in which the major part of the job has been done. The institution named here will nominate the tender to the National Scientific Students' Associations Conference. As a tender can be nominated only by one institution, the authors have to agree on which institution their work is linked to.
- **Section** (Szekció): the section is named here in which you would like to apply with the tender.
Providing data of the paper

Following the upload of the paper you have the opportunity to provide all supplement data related to the paper under the Paper/Providing data of the paper (Dolgozat/Dolgozat adatainak megadása) menu.
Please, select at the Most appropriate section (Legmegfelelőbb tagozat) menu that section, indicated in the invitation of the certain section, in which your tender fits the best.

Under Appropriate section (Megfelelő tagozat) you have the opportunity to provide which section that is not included in the invitation, would cover the topic of your tender the most.

On the same form you have to provide the data of your supervisors, too.

**Uploading resumes**

Through the appropriate points of the Paper (Dolgozat) menu you have the opportunity to upload the tender’s resume. The heading of the resume is generated by the online system.
After saving the resume you can check the final preview of the resume on the same page (in .docx format).

In case the section requires, you may record the tender’s key words upon providing the resumes, too.

Regulations regarding foreign language tender resumes:

1. If your tender is written in a foreign language and the section requires only one resume, please, save it under the Resume (Rezümé) menu.

Providing the authors’ data

You have the opportunity to provide the data related to the authors of the tender under the Authors’ data (Szerzők adatai) menu. Some data are imported from the records of the faculty conference, so these data cannot be changed.
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**Student status at the time of faculty conference**

| **Institute**     | Egyetemi/főiskolai |
| **Faculty**       | Ötudai Egyetem     |
| **Degree**        | Neumann János Informatikai Kar |
| **Program**       | BSc                |
| **Program in English** | mémök informatikus |
| **No. of active semesters** | 3 |
| **College**       | Mathias Corvinus Collegium |
| **Name of secondary school** | Középiskola neve |
| **City of secondary school** | Southpark |

A középiskola neve: ahoi érettségizt (vagy középiskolás jogviszony esetén a maga pihenési időig jár)
Checking the application data and finalizing the application

You can check in the Finalizing the application (Nevezés véglegesítése) menu whether all data necessary for the application are uploaded to the system. If anything is missing, the system shows it.

If all necessary data are available, the system prepares the preview of the application form. If all data are appropriate on the application form, you can finalize your application by clicking on the Apply (Nevezés) button on the bottom of the page.
After finalizing the application, your application form can be downloaded. Some sections require the application form, so please, check this, and if the certain section does, you have to submit it signed together with all the other necessary documents (the invitations of the sections include whether there are any of those documents, and if there are, what are these) to person in charge at the institution/faculty.

Budapest, 21st May, 2019

Secretariat of the National Council of Student Research Societies