



GUIDE

How to upload the application, structure of the application

In this guide we offer a possible order of the upload of the application to the website. This order is not required, you can complete the steps in any order. Moreover we made a summary about those elements which are necessary to be visible on the website (filling in data fields or uploading attachments) in order to submit a valid application. It is required to fill in certain data fields or upload certain attachments otherwise the application will fail. The system will indicate any failure.

It is worth clicking on button **Save** under the top menu bar during and after each step. You can abort the upload process at any time and after logging out you can continue the upload process of the application later. In this case you can open the application form by clicking on the list of applications, then on the applicant's name.

Obligatory elements:

- 1) Data of the applicant (under the „Application” main menu): the application system imports these data from the AAT data sheet of the applicant. You can modify these data only in the AAT via the website: <https://aat.mta.hu/aat>. The **first step** for uploading the applicant is the update of the AAT data. After updating the administrators have to approve the changes, so the updated data can be seen on the application website only in 1 or 2 days. Aside from this confirmation you can continue filling in the other data and uploading the attachments.
- 2) Data of the application (under the „Application” main menu): for the **second step** you have to fill in the data of the application (the postdoctoral candidate and the research theme) on the application website. More information can be read as to how to fill in the data fields on the „speech bubbles” (tooltips) if you move the cursor above the field. Not all fields are required. If you leave an obligatory field blank and try to finish the application, that field will have a red border. It means that the application cannot be finished without filling in this signed space.
- 3) Upload **Attachments** (under the „Attachments” main menu): for the **third step** you have to upload the attachments of your application listed in this menu (you have to add these attachments using those templates found under the „Download” menu). You have to convert the attachments to PDF/A format, because only these kinds of file formats can be uploaded to the website. Not all attachments are required to be uploaded. Each attachment has template format, except the one named „Other optional document” and the „Research plan in details”. In the Other optional document you may add those pieces of information which could be relevant to the application.

- 4) The **last step** is to complete and print the application. After completing the application, it is not possible to change the data submitted. You cannot complete the application as long as certain attachments are missing. After completing the application you can print the whole application.

If you have more questions about applications, please contact us: postdoc@titkarsag.mta.hu Secretariat of Hungarian Academy of Sciences; +361 411 6258. For more information about informatics issues please call +361 411 6592.

The following print screens made from the application website provide some more related information how to fill in application data and upload attachments.

ENTER THE SYSTEM

Signing in to https://palyazat.mta.hu/post_doc/ website.



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Updating data from Akadémiai Adattár 

The data of the applicant will be updated from the AAT every time you sign in.

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Teszt Elek [teszt.elek] | magyar | **english**



Updating data from Akadémiai Adattár 

Choose the English version!

LOGIN TO THE WEBSITE

Starting the application:

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[Main page](#) | [List of applications](#) | [Application](#) | [Attachments](#) | [Evaluation result](#) | [Download](#) | [View/print](#) | [Help](#)

Categories

Categories:

Apply

For starting the application click on "Application" menu.

Further steps

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Application Attachments Evaluation result Download View/print Help

Records: 1 - 1 / 1

Name of the applicant	Registration number	Title of the application	Type	Open to apply
Teszt Elek	POSZTD-1	Mice and men and cats		2014.11.18. 12:00 - 2015.03.04. 12:00

Click on to the applicant's name (leader researcher) to get to the application page!

UPDATE THE DATA OF THE APPLICATION

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Main page List of applications Application

New application Close the application Print

Data of the applicant

Data of the applicant:

Basic data

Name: Teszt Elek

Academic data

research speciality: irodalomtudomány
Scientific degree: tudományok doktora (Szlovákia)
tudomanyos_fokozat_szakterulet_hu: Irodalomtudomány
koztestuleti_azon:

Employment

Data of the applicant (supervisor) (under the „Application” main menu): the application system imports these data from the AAT data sheet of the applicant. You can modify these data only in the AAT via the website: <https://aat.mta.hu/aat>. The first step for uploading the applicant is the updating of the AAT data. Data field signed by red border is required. You have to upload your professional CV too whose format is PDF/A.

FILL IN THE DATA OF THE APPLICATION

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Main page | List of applications | Application | Attachments | Evaluation

New application | Close the application | Print | Save

Data of the applicant | Data of the application

Data of the application:

Basic data of the Postdoctoral Applicant

Name of the applicant postdoc: a

Citizenship: sftgh fgzuzsfgh

Place of birth: sfghsfgh

Date of birth: 2014.11.07.

Address: sfghsfgh

E-mail: sfghsfgh

Professional data of the Postdoctoral Applicant

Title of the PhD-dissertation: sfghsfgh

Institute of the PhD degree: Sfghsfgh

Data of the application (under the „Application” main menu): for the second step you have to fill in the data of the application, the postdoctoral candidate and the research theme on the application website. More information can be read as to how to fill in the data fields on the „speech bubbles” (tooltips) if you move the cursor above the field.

SAVE

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Main page | List of applications | Application | Attachments | Evaluation

New application | Close the application | Print | **Save**

Data of the applicant | Data of the application

Data of the application:

Basic data of the Postdoctoral Applicant

It is worth clicking on the Save button under the top menu bar during and after each step. You can abort the upload process at any time and after logging out you can continue the upload process of your application later. In this case you can open the application form by clicking on the list of applications, then on the applicant's name.

UPLOAD ATTACHMENTS

To upload the attachments of your application you have to make these attachments using the templates found under the „Download” menu.

The screenshot shows the top navigation bar with the following items: Main page, List of applications, Application, Attachments, Evaluation result, Download, and View/print. Below the navigation bar, there is a section titled "Documents" containing a list of five items:

- 1: A temavezeto ajanlasi_Supporting letter of the supervisor.docx
- 2: Befogado_nyilatkozat_Declaration of the host institute.docx
- 3: Befogado_nyilatkozat_EGYETEM_Declaration of the host institute_UNIVERSITY.docx
- 4: Temavezeto_szakmai_oneletrajz_2015__CV of the supervisor.docx
- 5: palyazoPD-szakmai_oneletrajz_2015_PD_CV of the PD.docx

For the third step you have to upload the attachments of your application listed in this „Attachments” menu.

The screenshot shows the top navigation bar with the following items: Main page, List of applications, Application, Attachments, Evaluation result, Download, View/print, and Help. Below the navigation bar, there is a section titled "Attached documents" containing a table with the following columns: Name of attachment, Attached, Delete, and Note.

Name of attachment	Attached	Delete	Note
* Declaration of the Acceptance of the Host Institution :	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* Professional CV of the Supervisor:	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* Professional CV of the Postdoctoral Applicant:	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* A Supporting Letter of the Supervisor :	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* A pdf copy of the diploma of the scientific degree :	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* Research plan in details:	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* Optional document:	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>

Attachments marked with stars are required.

RE-ENTERING THE WEBSITE

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Application Attachments Evaluation result Download View/print Help

Records: 1 - 1 / 1

Name of the applicant	Registration number	Title of the application	Type	Open to apply
Teszt Elek	POSZTD-1	Mice and men and cats		2014.11.18. 12:00 - 2015.03.04. 12:00

You can abort the upload process at any time and after logging out you can continue the upload process of the application later. In this case you can open the application form by clicking on the „List of applications”, then on the applicant’s name.

COMPLETE THE APPLICATION, PRINT

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Main page List of applications Application Attachments Evaluation result Download View/print

New application **Close the application** Print Save

Data of the applicant Data of the application

Data of the application:

Basic data of the Postdoctoral Applicant

Name of the applicant postdoc: a

Citizenship: eftok fezurefek

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Main page | List of applications | Application | Attachments | Evaluation result | Download | View/print | Help

New application | **Print**

Application closed, data cannot be modified.

Data of the applicant | Data of the application

Data of the application:

Application closed, data cannot be modified.

Basic data of the Postdoctoral Applicant

Name of the applicant postdoc: a
h fgzuzsfgh
-f-t

In order to print the application material, press the button "Print".

The last step is to complete the application. With the application completed, it is not possible to change the data submitted. You cannot complete the application with certain attachments missing.

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Main page | List of applications | Application | Attachments | H

Pályázat adatainak nyomtatása Word-be | **Print**

Printable documents

- Select all
- Application
- Declaration of the Acceptance of the Host Institution
- Professional CV of the Supervisor
- Professional CV of the Postdoctoral Applicant
- A Supporting Letter of the Supervisor
- A pdf copy of the diploma of the scientific degree
- Research plan in details
- Other optional document

In order to print the entire application material, press first "Select all", then press "Print".

Submission deadline: 12:00 CET, 4th March, 2015.