



Tudományos Bizottság

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Academic Committee

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APPLICATION FOR WINNING TUTORING 2022-2023 Spring

Application deadline: 16:00 14th July 2023

The application documents must be sent to the email address of ELTE BTK HÖK Academic Committee! tudomany@btkhok.elte.hu

Tutorial:

Tutorial is a very specific form of education that can be obtained for one or two semesters, which support independent research with an appropriate teacher cooperation. During this, the student fulfills individual study requirements based on an approved research plan with the support of an instructor, or the tutor, who is helping and monitoring his/her progress. Actually, these are personalized lessons between the tutor and the tutored to support research, which means extra credits which can be completed free of charge and involve holding at least two prior agreed contact hours per week with the tutor, as well as submitting the tutored dissertation to the Commission as the final product.

Documents to be attached and related information:

- filled application form
- research plan (at least 5,000 characters which details the aims and the motivation of the research),
- the professional reference of the chosen tutor, and the declaration of consent to tutoring
- the consent of the responsible person/people of the relevant course unit, in case the student wishes to redeem a course unit with the tutoring hours
 - Only one course unit can be redeemed within the framework of a single tutoring status!
- Applications are reviewed by the Faculty's Talent Management Committee.

About the reporting obligation:

- The student who won the application, at the end of the tutoring is obliged to prepare a tutoring dissertation and send it to the Committee. The dissertation must be prepared according to the referencing and formal requirements of the Első Század Online journal, and its length is 30,000-80,000 knocks. The tutor's textual criticism must be attached to the dissertation.
- In addition to the criticism, the tutor can also recommend the dissertation for publication, in this case, if the student also agrees that, the dissertation can be published in the next graduate copy of the Első Század journal.



RELEVANT PARAGRAPH OF THE ACADEMIC REGULATIONS FOR STUDENTS

**Section
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26**

- (1) Tutoring is a type of training aimed at nurturing the talent of Students with outstanding academic performance in order to widen their knowledge in their chosen academic field and to develop their skills needed for scientific research, during which Students fulfil individual academic requirements based on an individual syllabus or research project with the assistance of a tutor, i.e. and instructor who is charged with personally helping, motivating and evaluating the Student.
- (2) During the activities carried out in the framework of the tutorial, the Student fulfils the curricular requirements of his/her programme or other study units by following an individual course offered only to him/her, which also serves to complete the given study unit, but whose content requirements and/or number of contact hours greatly surpass those of the standard course. The Student is exempted from completing the prerequisites of the study unit.
- (3) Study units completed within the framework of the tutorial can be accorded a credit value of the Student's choice, provided that they do not constitute a requirement of the programme's curriculum. Thus, if the Student prefers, credits completed within the framework of the tutorial will not be deducted from the extra 10% of tuition-free credits that may be taken on top of completing the mandatory number of credits within a programme, as defined in Nftv Section 49(2).
- (4) Each faculty establishes a committee that evaluates tutorial applications, and accord tutorials for a maximum of two consecutive semesters per application. The application must include an individual syllabus or research project developed by the Student and his/or her Tutor, and an attestation or the approval of instructors responsible for all study units mentioned in the individual syllabus or research project.
- (5) The Student must submit a report to the committee in charge of the tutorial during the exam period at the end of each semester.
- (6) During the exam period at the end of the semester, the tutor must evaluate the Student's performance in writing, containing, beyond the assessment of his/her academic achievements, the study units completed within the framework of the tutorial, and the grades awarded.
- (7) The committee may withdraw its permission for the Tutorial on the recommendation of the Tutor, or if the Student fails to submit a research paper by the given deadline, or if he/she violated any other condition for the tutorial.

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- (1) The tutor can be a lecturer/researcher under contract with the university, who holds at least a PhD degree.
- (2) The lecturer/researcher is usually only permitted to tutor one student, however he/she may work with up to 3 students, depending on the nature of the project.
- (3) One student may only participate in one tutorial at a time.
- (4) The application contains the data sheet, research plan, approvals from the persons responsible for the relevant study units, and the tutor's recommendations for the research and the student.
- (7) The tutor agrees that he/she shall meet with the tutored student for at least two contact hours per week. The tutor may count no more than 4 contact hours among his own.



- (9) The student taking part in the tutorial must submit a report to the tutor and to the evaluation board once every semester. The report shall compare the research plan with the results achieved. The report shall be 30 000 to 80 000 characters in length. In accordance with Section 26 (6) of this Regulation, the tutor shall prepare a 2 000 - 5 000 character-long written evaluation of the report.

By submitting the application, I confirm that I have taken note that the status I have obtained entails a reporting obligation, which I am obliged to write after tutorial until the deadline set by the Commission. I understand that there is no appeal if my application is rejected.

