

GUIDE FOR THE SUBMISSION OF THE NATIONAL HIGHER EDUCATIONAL SCHOLARSHIP ESSENTIAL INFORMATION

1. Application form:

Eötvös Loránd Tudományegyetem/ Eötvös Loránd University
Bölcsészettudományi Kar/ Faculty of Humanities

PÁLYÁZATI LAP /SUMMARY FORM FOR THE ANNEXES

a 2023/2024-es tanévre szóló /AY 2023/2024

**Nemzeti Felsőoktatási Ösztöndíj elnyeréséhez /For application
for the National Higher Educational Scholarship**

A nyomtatványt nyomtatott betűkkel kérjük kitölteni! / **The form is to be filled in with capital letters!** Az átláthatóság kedvéért a központipályázati lap oszlopaiba is ezeket a sorszámkat kérjük a megfelelő helyre beírni, és eszerint kérjük a mellékleteket is beszámozni. / **For the sake of transparency, please use the same numbering on the main data form for application, and number the attachments accordingly.**

A pályázó neve/ **Applicant's name:**

NEPTUN kódja/ **NEPTUN code:**

Születési helye, ideje (év, hónap, nap) / **Place and date of birth (year, month, day):**
.....

Szakja(i)/ **Study programme(s):**

Elérhetősége (telefonszám, e-mail) / **Contact data (Phone/e-mail):**

A pályázathoz csatolt mellékletek / Documents attached to the application:

1) lap/ **form**

2) lap/ **form**

3) lap/ **form**

4) lap/ **form**

5) lap/ **form**

6) lap/ **form**

7) lap/ **form**

2. Point-chart:

NEMZETI FELSZÓKATÁSI ÖSZTÖNDÍJ 2023/2024. tanév - PÁLYÁZATI LAP / NATIONAL HIGHER EDUCATIONAL SCHOLARSHIP AY 2023/2024 - DATA FORM FOR APPLICATION

[illegible]

3. Statement:

NYILATKOZAT/DECLARATION

Az ELTE BTK hallgatóinak Nemzeti Felsőoktatási Ösztöndíj pályázathoz. / For ELTE BTK's call for applications for National Higher Educational Scholarship

Név/Name:.....

Szakja(i)/Study programme(s):.....

.....

Neptun kód/Neptun code:.....

Felvétel éve/Year of admission:.....

A Hallgatói Követelményrendszer 348. § (1) bekezdése alapján kijelentem, hogy:/
In accordance with Section 438 Part (1) of Academic Regulations for Students, I
declare that:¹

a) Köztársasági vagy Nemzeti Felsőoktatási Ösztöndíjat eddig még nem
nyertem el. / I have not been granted the Scholarship granted by the
Republic, nor the National Higher Educational Scholarship before.

b) Köztársasági vagy Nemzeti Felsőoktatási Ösztöndíjban részesültem
a/.....tanévben. / I have been granted the Scholarship granted by
the Republic/ National Higher Educational Scholarship in the academic
year/.....

b) pont választása esetén kérjük mellékelni az adott pályázatban felhasznált
tudományos és közéleti tevékenységek felsorolását! /In case you marked b), please,
attach the list of professional and public activities you had submitted for the given
scholarship.

Büntetőjogi felelősségem tudatában kijelentem, hogy adataim a valóságnak
megfelelnek, valamint elfogadom, hogy amennyiben a Nemzeti Felsőoktatási
Ösztöndíj pályázatokat bíráló bizottság igazolhatóan szabálytalanságot
tapasztal, kizárja pályázatomat. / In the awareness of full criminal responsibility,
I declare that the data I provided is true and correct, and I accept that the
committee judging the applications for the National Higher Educational
Scholarship excludes my application, if any irregularities are noticed.

Budapest,/...../2023

.....
pályázó aláírása /
Applicant's signature

¹ Kérjük a megfelelőt jelölni, valamint értelemszerűen kitölteni. /Please, mark and fill in as appropriate.

4, 5. Two recommendation letters/documents signed by the chosen professors of your field
(electronic signature accepted with the additional “s.k.” after the name). We can only accept
recommendations from teachers who have doctoral degree.

6. Credit certificate of your last two completed semesters

7. CV: typed and signed (in case of electronic signature, add “s.k.” right after your name) **Should your application lack any of the documents mentioned above, your application will automatically be invalid.** The Credit certificate will be attached by the Registrar electronically to your application. The documents verifying the jogcím will be only considered valid with the necessary signature (electronic signature will be accepted only with the additional “s.k.” after the name). **Non-validated categories will not be taken into account.** Applicants may visit <http://btkhok.elte.hu/> website to find further information on the procedure of getting the required certificates, verifications, and documents properly.

Applicants for the National Higher Educational Scholarship are aware of their büntetőjogi responsibility when filling out the Statement document. The applicant in this document states that the documents they submit in this year’s application have not been submitted before for the same purpose. If the reviewer committee finds contradiction and/or malpractice, the applicant will immediately be excluded.

“(1) The applications for the National Higher Education Scholarship shall be submitted at the Office of Educational Affairs. The Office of Educational Affairs may not accept applications after the expiration of the deadline.

(2) The applications shall be ranked in accordance with the principles laid down in the Special Provisions.

(3) If the Student did not receive the National Higher Education Scholarship due to the Faculty’s fault, the funds of the National Higher Education Scholarship shall be provided to the Student from the Faculty’s own revenues.

(4) The applications ranked by the Faculty shall be transferred to the Vice Rector for Education by the Head of the faculty at the latest 20 days before the due date specified in Section 24 of the Decree.

(5) The Vice Rector for Education shall transfer the ranked applications – with taking into consideration the appeal procedures as well – to the Minister responsible for education.

(6) The applicant shall obtain the documents necessary for the application. All titles shall be justified separately with an authentic document. The document shall become authentic with the signature of the person justifying the title and with an official seal. No points may be awarded to a title that is not justified by an authentic document.

(7) The documents that may be rectified shall be announced clearly by the Office of Educational Affairs in the faculty’s call for application. The documents that may not be rectified may not be submitted after the expiration of the deadline. In the absence of the necessary documents, the application will be rejected by the faculty’s decision-making body responsible for the assessment of the applications.”

FORMS TO FILL OUT

1.) NEMZETI FELSŐOKTATÁSI ÖSZTÖNDÍJ 2023/2024. tanév -

Point-chart

(compulsory)

This form is a general form distributed to each university, therefore, applicants should not alter it, only fill it out properly. When uploading to Neptun, please number the document and provide an unequivocal name that refers to its content. When filling out the Point-chart form, you will only have to indicate the number of the document since you numbered it previously.

2.) ELTE BTK PÁLYÁZATI ADATLAP a 2023/2024. tanévre szóló

Nemzeti

Felsőoktatási Ösztöndíj elnyeréséhez - **Application form (compulsory)**

This form was specifically created by the Faculty of Humanities. If you submit more than one document for the indicated line, add extra lines for further documents. **The names of the uploaded documents should be in sync with the names provided in other forms.** It is suggested to give relatively obvious names for the documents, so you will not have any trouble filling out the form.

3.) Statement

“When submitting an application for the National Higher Education Scholarship, the student shall declare in honour that he/she is not submitting research or public documents that the student has already submitted, and won with. The student must submit this statement on a form specifically designed for the National Higher Education Scholarship application, and must attach it to the application. If the assessment board suspects a breach of the rules, for which there is enough evidence, the board will exclude said applicant. The various validation documents are to be submitted on separate forms. The rules of procedure of the evaluation process can be found in the call for application”

TIPS FOR SUBMISSION

- For every document uploaded to Neptun, you should provide a number and a name referring to the document's content, e.g.: 1_application_form, 2_point-chart, 3_statement
- Make sure each document is legible, and pay special attention to scanned documents.
- When asking for a credit certificate from Registrar, make sure you ask for the last two active semesters and that every subject is listed.

REASONS FOR EXCLUSION

1. If the applicant falsely claims that they have not submitted any of the now-submitted documents beforehand, meanwhile they did and won a scholarship for it, it will automatically exclude the applicant. For this reason, it is essential and mandatory to correctly fill out the *Statement* form.
2. Any uncorrected or failed comprehensive examination or course unit examination will exclude participation.
3. Students using additional/extra semesters cannot apply. This will be checked by a colleague at the Registrar.

The review and raking of the National Higher Educational Scholarship at the Faculty of Humanities will be based on the following categories:

I.) Studies

1) **(compulsory)** In this category, points can be awarded based on your GPA, you can only get 20 points at most. For those who are doubling majors at this faculty, an average will be derived from all of their GPAs.

- a) 5,0=20 points
- b) 4,99–4,95 = 19 points
- c) 4,94–4,9 = 18 points
- d) 4,89–4,85 = 17 points
- e) 4,84–4,8 = 16 points
- f) 4,79–4,75 = 15 points
- g) 4,74–4,7 = 14 points
- h) 4,69–4,65 = 13 points
- i) 4,64–4,6 = 12 points
- j) 4,59–4,55 = 11 points
- k) 4,54–4,5 = 10 points

l) 4,49–4,45 = 8 points

m) 4,44–4,4 = 6 points

n) 4,39–4,3 = 4 points

o) 4,29–4,2 = 2 points

p) 4,19–4,0=1 point

q) 3,99 and under = 0 point

The GPA of each semester will be counted by the Registrar after every grade has been entered into Neptun. In the Point-chart, for the Grade average (Átlag) section, applicants do not need to write anything, it will be filled out by the reviewer committee.

2) (compulsory) The number of credits taken and done in 2 semesters at the Faculty of Humanities can be also rewarded:

In the case of three or more unfinished study units (where the student did not receive any grade) or in case of a submitted request to the Dean (for any additional subject taking), the applicant will not earn points in this category.

a) 55–60 credits 1 point

b) 61–65 credits 2 points

c) 66–70 credits 3 points

d) 71–75 credits 4 points

e) 76–80 credits 5 points

f) 81–85 credits 6 points

g) 86–90 credits 7 points

h) 91–95 credits 8 points

i) 96–105 credits 9 points

j) 106 credits and above 10 points

For this category, only the credit certificate is needed, and for students studying at another Faculty, a certificate of the grade book excerpt of the finished semesters (provided by the Registrar).

3) Language skills

An applicant can only get points in one language for the highest level achieved, there are no additional points for lower-level certificates. Furthermore, only complex language exams will be considered in this category, with a maximum of 21 points. The same language exam that has earned the applicant points in a previous scholarship cannot and will not be taken into account.

4) Parallel Student Status

Students in a Parallel Student Status, or students who are enrolled at the University in the following forms of study and who have an active, registered status in the semesters on which the application is based may receive points as follows.

If the applicant has been in an omitting status in one of the semesters of the course for which the application is based, he/she will receive half of the points available for the parallel course. If the parallel course is evening or correspondence, the applicant may receive half of the number of points.

- a) BA/BSc and/or MA/MSc in addition to BA or MA: 8 points
 - b) BA/BSc in addition to the Teacher Trainee Programme: 8 points
 - c) MA/MSc in addition to the Teacher Trainee Programme: 8 points
 - d) for the second module(s) in the BA programme and for each additional 50 credit module(s) registered in the Electronic Learning System: 4 points
- A certificate issued by the relevant Study Office is required.

II. Professional activity

1) Research activities

If an applicant submits a claim for the same title in more than one category (e.g. a presentation and a publication with the same title), points will be awarded for only one of the titles with the higher score.

- a) research activity in a faculty or departmental research group (except in a Special College working group): 5 points
- b) proven independent research activity (not aiming at writing the thesis): 5 points
- c) participation in organised research outside the compulsory lessons (e.g.: collection of material, bibliography, annotation): 1 point

A certificate detailing the applicant's activities, written by the researcher/lead teacher/researcher, must be submitted, signed and stamped.

2) OTDK (National Conference)

If the OTDK place is not achieved by the student alone, but in a pair or in a group, the number of points awarded for the place or the special prize is halved, and 1 point is awarded for participation.

- a) first place: 10 points
- b) second place: 8 points
- c) third place: 6 points
- d) participation (not placing!): 3 points
- e) special prize: 4 points

- A photocopy of the official diploma and a copy of the programme booklet copied from the OTDK website must be submitted.

3) Achievement in an Academic Scholarship Competition:

a) 20-19 points: 3 points

b) 18-17 points: 2 points

c) 16-15 points: 1 point

4) Honorary status awarded: 4 points

- For confirmation, please contact the Academic Committee of the Faculty of Arts.

5) Publications

If a paper presented at a scientific conference is also published in a conference proceedings, no points can be awarded for both titles, the higher awarded point shall be taken into account.

a) published/pending publication in scientific and artistic journals or edited volumes

- independent study

* 1 to 3 pages (e.g. publication, review, critique, conference report): 1 point * 4-

*up to 15 pages: 4 points

* 16 pages and over: 8 points

- co-authored paper

* 1 to 3 pages (e.g.: communication, review, critique, conference report): 1 point * 4 to 15 pages: 2 points

* 16 pages or more: 4 points

-literature and/or technical translations: 4 points

- co-authored literature and/or technical translation: 2 points

- publication of texts: 5 points

- one independent study in a foreign language (if the foreign language is not the same as the author's language specialisation)

* 1 to 3 pages (e.g. publication, review, critique, conference report): 2 points

* 4 to 15 pages: 6 points

* 16 pages or more: 10 points

In the case of an online journal / magazine / volume of studies, the cover page and the list of contents must also be provided.

- For publications online but not in a journal/magazine/study book, the full article must be attached.
- In the case of a printed publication, the table of contents and a certificate from the editor of the journal / magazine / study book are also required (this should include the exact name of the publication, date of publication, etc.)

b) stand-alone volume/book (academic work): 16 points

c) co-authored volume/book (academic work): 8 points

d) independent translation of volume/book: 10 points

e) translation of a volume/book with a co-author: 5 points

f) editing a scientific volume/book/journal: 2 points

- A certificate from the publisher containing the number of the volume/book/journal, the date of publication and information on the content.
- The Commission will not take into account images and appendices when determining the page number.

6) Lecture at an academic conference in Hungarian or, for foreign language majors, in the language of their major: 3 points

- Proof from the conference organiser and a photocopy of the conference poster/programme booklet are required.

7) Presentation at a scientific conference in a foreign language (if the foreign language is not the same as the language specialization of the speaker): 5 points

- Proof from the conference organiser and photocopy of conference poster/programme booklet required.
- In case of a certificate/document in a foreign language, a certified translation is required (This does not mean a translation by a translation agency. It is sufficient if the applicant

attaches the photocopy of a rough translation of the text, signed and stamped by the Director of the Institute/Head of Department).

8) Lecture at an international scientific conference (in Hungary or abroad, in a foreign language, with speakers from several countries): 8 points

- A certificate from the conference organiser and a photocopy of the conference poster/programme booklet are required.
- In case of a certificate/document in a foreign language, a certified translation is required (This does not mean a translation by a translation agency. It is sufficient if the applicant attaches the photocopy of a rough translation of the text, signed and stamped by the Director of the Institute/Head of Department).

9) Other outstanding professional activities

- a) study in a professional college 1 point per college, max. 2 points Points awarded to members of the following professional colleges:

ELTE Bibó István Szakkollégium

ELTE Bolyai Kollégium - ELTE Eötvös Collegium

ELTE Angelusz Róbert College of Social Sciences

Mathias Corvinus Collegium

ELTE Illyés Sándor

- A certificate signed electronically by the director of the specialised college must be submitted.

- b) Participation in tutoring: 3 points

- Certificate from the BTK HÖK Scientific Committee

- c) Organization of scientific activities

Organization of an exhibition: 2 points

- A detailed certificate of the exhibition organizer must be submitted electronically.

Organization of a roundtable: 2 points

- Certificate from the organizer / patron of the roundtable discussion, and in the case of a roundtable organized by the students, the certificate from the director / head of department is required.

Organization of a scientific conference (in Hungary, in Hungarian): 3 points

- Certificate from the conference organizer / patron, and in the case of a conference organized by students, a certificate from the director / head of department is required.

d) Demonstrator assignment (research and / or educational activities every six months): 4 points, max. 8 points

- Certificate from the head of the department detailing the applicant's activities.

e) Section Leadership / Moderation Conference: 1 point

- Certificate from the conference organizer / patron, and in the case of a conference organized by students, a certificate from the Institute / Head of Department is required.

f) Internship (outside the training plan)

1. 100-150 hours: 1 point
2. 151-200 hours: 2 points
3. 201 hours and above: 3 points

- Certification of the employer with a detailed presentation of the activity.
- If the certificate does not indicate the number of hours, the Commission will count on the minimum point.

g) Organization of competition and participation in the implementation: 2 points

h) For at least one semester, independent classroom with a voluntary contract of public interest: 3 points

III) Public and other activities

(maximum score available is 10% of the applicant's total score in category I + II).

1) Elected university, faculty, or college board membership: 3 points

- A signed (electronic) certificate from the chairperson of the board is required.

2) Organisation of events, professional public activities: 3 points

- A signed (electronic) certificate from the President of the Student Council is required.

3) Outstanding social, cultural activity

Contemporary support group member: 3 points

- A signed (electronic) certificate from the group leader is required.

Member of a drug prevention group: 3 points

- A certificate signed by the leader of the group/organisation is required.

Cultural, social, societal or educational work carried out on behalf of a faculty/institution/department 2 points

- A certificate from the head of the faculty/institute/department detailing the activity is required.

Cultural, social or civic activity carried out on an individual basis: 2 points

- A certificate from the head of the organisation to which the activity relates is required.

Demonstrator assignment (library and administrative activities - semesterly): 2 points

- A certificate from the head of the department detailing the applicant's activities

Organisation and participation in the organisation of competitions: 1 point

- A certificate from the competition organiser.

Cooperation with university newspapers/magazines: 2 points

- A certificate from the responsible editor-in-chief is required.

4) Outstanding sporting achievement

1-3rd place in national championships (individual/team) outstanding = Olympic national team member = 5 points

- A photocopy of the competition certificate is required.

5) published literary or artistic work: 2 points

- A certificate from the publisher must be submitted, giving details of when, in what edition and how many works have been published.

Ranking method:

In the case of two or more applicants having the same (final) score, the ranking will be based on the second category (II. Vocational activities). If there are still same-score applicants after the first-round ranking, another will take place based on the first category (I. Studies), taking the points given for your GPA (grade point average) into consideration.

If you have any application-related questions, feel free to contact us at tanulmanyi@btk.elte.hu (preferably preceding submission).

The Student Council of ELTE wishes you a successful application!

Lentulai Martin
President of the Education Committee of the ELTE BTK HÖK