



Academic and Research Scholarship

APPLICATION GUIDELINES

TEACHER'S RECOMMENDATION:

What should be included in a teacher's recommendation:

- the instructor's statement of support for the acceptance of the application,
- a brief statement by the instructor that he/she is familiar with the content of the application and that it complies with the application guidelines.

In what format is the teacher's recommendation acceptable:

- - the instructor's signature and the stamp of the Institute/Department, clearly visible and legible (both are required for digital documents; the Institute/Department's coat of arms on the sample documents cannot be counted as a stamp!), OR
- a screenshot of a consent e-mail sent from the instructor's official e-mail address (@btk.elte.hu or @elte.hu), clearly showing the entire e-mail address from which the recommendation was sent OR
- AVDH certified document containing the teacher's recommendation.
- For all forms of recommendation, the recommendation is valid and acceptable for a maximum of 4 months, for older documents a new recommendation document is required!

APPLICATION DESCRIPTION:

What should be included in an application description:

- motivation,
- listing of the organisers and participants; the reasons for the organisation and participation,
- a description of the event.

BUDGET DRAFT:

What should be included in a budget draft?





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- the amounts needed to carry out the event, broken down into items,
- a list of other sources, if any, and the items covered by them,
- summary, with the final amount tendered prominently marked and specified in HUF.

The following items are eligible for funding under the application:

- space rental,
- hire of technical equipment,
- poster and flyer printing,
- coverage of specific promotional material for the event at the discretion of the jury,
- travel costs (bus, train, plane, boat, ferry, local transport)
- accommodation costs not including meals,
- tickets for museums, archives, conferences and other scientific and professional activities,
- other scientific or professional programmes at the discretion of the selection panel,
- the time invested in the event, broken down by hours (only for full-time students of ELTE BTK).

The following items are not eligible for funding under this application:

- meals, catering,
- fuel costs,
- telephone and internet costs,
- representation costs,
- honoraria for guest speakers,
- any costs arising from the work or participation of any person who is not an active full-time student of the ELTE BTK (e.g. hiring a driver, musician, photographer/videographer; their labour or accommodation costs).

PROGRAM PLAN (REQUIRED FOR ALL APPLICATIONS IN THE II. CATEGORY!):

What should be included in a program plan?

- a detailed breakdown of the activities and programmes identified in the event,





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- certification from an instructor.

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Gila Gergő Zsolt s.k.

Vice-President for Science

ELTE BTK HÖK Committee of Academic Life
Matters

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