



CALL FOR APPLICATION FOR STUDY CIRCLE INSTRUCTORS

The Faculty of Humanities at Eötvös Loránd University in collaboration with the Committee of Scholarships and the Student Union advertise a scholarship called study circle instructor for the spring semester of 2024/2025 based on law 2011. CCIV. 85/C. § ac) subsection, regarding the benefits and reimbursements of higher education students based on 51/2007. (III.26) Government Order 10. § (4) paragraph and ELTE's Organisational and Operational Regulations 96. § (6) paragraph, a 97. § and 106. §.

The aim of the study circle

With this study circle, the Student Union of the Faculty of Humanities wishes to grant support for students to get better grades in certain subjects with the help of other students. The call for application is primarily for those students who are prepared to take on the responsibility of helping their peers in university subjects that are challenging for them and believe that they have the sufficient knowledge and tools to assist them in getting better results.

Who can apply?

Any student of the Faculty of Humanities (BA, MA, Teacher Trainee, PhD) is eligible to apply if they have active student status on a full-time, state-funded or self-paid course. Teacher Trainees must have one of their majors at the Faculty of Humanities in order to be eligible. The applicant must have at least a grade Good (4) in their target subject.

Application process

Students can apply via *Neptun - Administration - Requests*.

The application period is from **3rd until the 21st of February (4pm) 2025**.

Late or incomplete submissions will not be considered.

Must-have documents

- professional CV (including researches, publications, competition results or any relevant events)
- motivation letter
- a recommendation letter from a professor who currently teaches the chosen course at the university
- an index of the semester proving that the applicant has successfully fulfilled the chosen course's requirements (including grade)
- the lesson plan of the first three lessons
- **a list of student interested in the study circle**
- if the applicant finishes their studies in the same semester as the course or if they plan to have a passive semester, they must indicate that during their application

Formal requirements

The applicant must submit a maximum one page long motivation letter which includes:

- the motivation behind the desire to teach
- the justification of suitability
- the target (chosen) course
- mention of any relevant experience

The instructor must upload the attendance sheet and the lesson plans according to the template provided by the Student Union.

Requirements for winning the scholarship

- the request is submitted properly without missing details and documents (there is no late submission)
- paying close attention to the need of the students the applicant instructs
- the content and the value of the application
- the decision is made by the Student Union's point system and by a professor of the applicant's target course

The list of courses with demand for study circle instructors:

| Major | Subject | Course Code | Person needed |
|------------------------------------|---|------------------------------------|---------------|
| Anglisztika / Angol OT | <i>Angolszász politikai kultúra</i> | AME-121 / BBN-AME-121 | 1 person |
| Anglisztika | <i>Hangtan</i> | ANG-241 | 1 person |
| Anglisztika | <i>Mondattan</i> | ANG-251 | 1 person |
| Anglisztika / Angol OT | <i>Nyelvi alapvizsga</i> | ANG-11-001 / OT-ANG-001 | 1 person |
| Egyiptológia BA | <i>Bevezetés az egyiptomi nyelvbe 1.</i> | EGY-101 | 1 person |
| Egyiptológia BA | <i>Újegyiptomi szövegolvasás 1.</i> | EGY16-211 | 1 person |
| Germanisztika BA/ Német OT | <i>Német alapvizsga</i> | NEM-11-001 / NEM17-001 / OTNEM-199 | 1 person |
| Germanisztika BA (német szakirány) | <i>Német nyelvű országok magyar szemmel</i> | BBN-NEM11-141 | 1 person |
| Japán BA/OT | <i>Alapvizsga japán nyelvből</i> | BBN-JAP-001 | 1 person |
| Kínai BA/OT | <i>Alapvizsga kínai nyelvből</i> | BBN-KIN-001 | 1 person |

| | | | |
|---|--|------------------------------|-----------|
| Kínai BA/OT | <i>Kínai kultúr- és eszmetörténet 1.</i> | BBN-KIN11-251 | 1 person |
| Kínai BA/OT | <i>Kínai kultúr- és eszmetörténet 2.</i> | BBN-KIN11-252 | 1 person |
| Klasszika-Filológia BA | <i>Latin kritérium vizsga</i> | - | 1 person |
| Klasszika-Filológia BA | <i>Ógörög Alapvizsga</i> | - | 1 person |
| Koreai BA/OT | <i>Alapvizsga koreai nyelvből</i> | BBN-KOR22-001 | 1 person |
| Magyar BA/OT | <i>Grammatika</i> | OT-MAGY-130 / BBN-MNYII1-264 | 2 people |
| Magyar OT | <i>Fonetika</i> | OT-MAGY-122 | 1 személy |
| Magyar OT | <i>A magyar nyelv finnugor alapjai</i> | OT-MAGY-123 | 1 személy |
| Média BA/OT, Szabadbölcész BA (kommunikáció és médiatudomány specializáció) | <i>Társadalomelmélet</i> | BBN-KOM-100 / BBN-KOM24-100 | 1 person |
| Média BA/OT, Szabadbölcész BA (kommunikáció és médiatudomány specializáció) | <i>Társadalomtörténet</i> | BBN-KOM-108 | 1 person |
| Néderlandisztika BA | <i>Alapvizsga holland nyelvből</i> | BBN-NED-001 | 1 person |
| Néprajz BA | <i>Rítus és vallás, mentalitás 1.</i> | NEP11-261 | 1 person |
| Orosz BA | <i>A nyelvtudomány alapjai</i> | FLN11-101 | 1 person |
| Spanyol BA/OT | <i>spanyol alapvizsga</i> | SPA17-001 | 1 person |
| Szabadbölcész BA (Film szakirány) | <i>Bevezetés a filmtudományba</i> | FLM-202 | 1 person |
| Tolmács MA | <i>Tolmács államvizsga</i> | - | 1 person |
| Történelem BA/OT | <i>Középkori egyetemes történelem</i> | OT-TRM-101/ BBN-TÖR-221 | 2 people |
| Történelem BA/OT | <i>Középkori Magyar történelem</i> | OT-TÖR22-211 / BBN-TÖR-211 | 2 people |
| Történelem BA/OT | <i>Kora újkori egyetemes történelem</i> | OT-TÖR-241/ BBN-TÖR-241 | 2 people |
| Történelem BA/OT | <i>Kora újkori magyar történelem</i> | OT/TÖR22-231 / BBN-TÖR-231 | 2 people |
| Történelem BA/OT | <i>Újkori egyetemes történelem</i> | OT-TÖR-261 / BBN-TÖR-261 | 2 people |
| Történelem BA/OT | <i>Újkori magyar történelem</i> | OT-TÖR22-251 / BBN-TÖR-151 | 2 people |
| Történelem BA/OT | <i>Jelenkori egyetemes történelem</i> | OT-TÖR-281/ BBN-TÖR-281 | 2 people |
| Történelem BA/OT | <i>Jelenkori magyar történelem</i> | OT-TÖR22-171 / BBN-TÖR-171 | 2 people |
| Zenekultúra BA / Énekzene OT | <i>Zenetörténet szigorlat</i> | OT-ENE-109 / BBN-EZA-109 | 1 person |
| Zenekultúra BA / Énekzene OT | <i>Zeneelmélet-szolfézs 1</i> | OT-ENE-131 / BBN-ZEA-101 | 1 person |
| Zenekultúra BA / Énekzene OT | <i>Zeneelmélet-szolfézs 3</i> | OT-ENE22-133 / BBN-ZEA22-103 | 1 person |

A study circle can be held in further subjects once there is demand from the students' side.

The responsibilities of the study circle instructor

To be eligible for the scholarship, the instructor must fulfill the criteria below:

- preparation for the study circle
- lesson plans
- execution of the study circles (a minimum of **10 occasions/subject**)
- management of attendance sheet (in case of offline lesson, a list of written signatures of the students, in case of online lesson, a screenshot on which all the attendees' name is visible)
- answering questions related to the subject

The amount of the scholarship

The scholarship can be won in a point-based system where the number of attendees influence the amount of the financial support. See below:

| | |
|---------------------------------------|------------------------|
| occasion | 10 points per occasion |
| the attendance rate is over 75% | 10 points |
| the attendance rate is between 74-50% | 8 points |
| the attendance rate is between 49-25% | 6 points |
| the attendance rate is below 25% | 4 points |
| The maximum amount of points | 200 points |

Measurement of financial support:

| Points | Amount |
|----------------|---------------|
| 200-180 points | 80.000 HUF |
| 179-160 points | 70.000 HUF |
| 159-150 points | 60.000 HUF |
| 149-140 points | 50.000 HUF |
| 139-130 points | 40.000 HUF |
| 129-101 points | 30.000 HUF |
| 100-0 points | 0 HUF |

If the instructions decides to hold more than 10 occasions, they are eligible for additional points. However, please note that the maximum number of points is 200.

Additional information

- The instructor is only eligible for the financial support if they consistently hold the study circles (10 occasions/semester) and can prove this with attendance sheets. The applicant cannot miss or skip more than 2 occasions. If so, their request for financial support will be declined.
- The instructor has to conclude the study circle no later than the end of the exam period's first week.
- After finishing all occasions, the applicant must attach every lesson plan and attendance list to their request in Neptun. **Period: 15.05.2025. 8:00 am. - 25.05.2025. 4:00 pm.**
- A member of the Student Union can attend any study circle occasion without previous notice in order to supervise the lesson.
- In case more instructors decide to teach a circle together, the amount of financial support will **NOT** grow accordingly.
- The application of at least 15 students is required to win the scholarship (an exception is any course where the sum of the students do not reach 15). Without students' demand, the scholarship and the financial support cannot be won. In this case, the Student Union will store the applicant's data with the applicant's consent for possible future interest. The scholarship will be transferred at the beginning of the next semester.
- The payment of the scholarship is only possible during an active semester!
- No later than 15 days after the decision can the applicant appeal regarding the results at hjb@kancellaria.elte.hu.