

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
- DÁP 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:

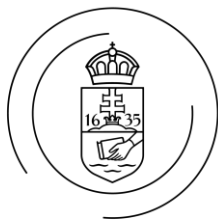
- motivation,
- listing of the organisers and participants; the reasons for the organisation and participation,
- a description of the event,
- the professional development opportunities available to participants in the event.

BUDGET DRAFT:

What should be included in a budget draft?

- 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 worklog must contain the individual work items carried out by the student, indicating the content of the work item and the student's working hours.





EÖTVÖS LORÁND UNIVERSITY
FACULTY OF HUMANITIES
STUDENT'S COUNCIL
COMMITTEE OF ACADEMIC LIFE MATTERS

- the budget must include the signature of an instructor or be certified by a DÁP certification.

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,
- certification from an instructor.

REVIEW CRITERIA

Which criteria are preferable in the evaluation process:

- applications for activities closely related to the student's field of study,





EÖTVÖS LORÁND UNIVERSITY
FACULTY OF HUMANITIES
STUDENT'S COUNCIL
COMMITTEE OF ACADEMIC LIFE MATTERS

- applications that use green travel modes or cost-effective accommodation solutions (e.g. student hostels, dormitories),
- group applications that achieve a high level of student participation in addition to the organisers,
- proposals that contribute to the professional or academic advancement of the student or community,
- will be given priority in the evaluation process.

DECLARATION

By accepting the declaration, the student agrees to comply with the terms of the application and the reporting obligations. If the student fails to comply with the reporting obligation, the Faculty Scholarship Committee will charge the student with a repayment obligation in Neptun.

Budapest, 2025. 03. 17

Gila Gergő Zsolt s.k.
Vice-President for Science
ELTE BTK HÖK Committee of Academic Life
Matters
tudomany@btkhok.elte.hu

