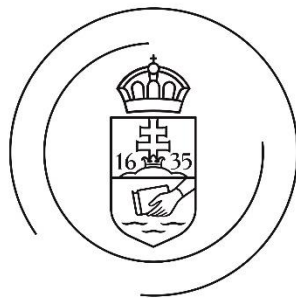


Eötvös Loránd Tudományegyetem
Bölcsészettudományi Kar
HALLGATÓI ÖNKORMÁNYZAT



Eötvös Loránd University
Faculty of Humanities
STUDENTS' UNION

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ELTE | BTK

APPLICATION FOR ACADEMIC AND RESEARCH SCHOLARSHIP 2024/2025 ACADEMIC YEAR SPRING SEMESTER

The Faculty Grants Committee for the Faculty of Humanities of Eötvös Loránd University invites applications for the 2023/2024/1 semester for the award of a one-time academic scholarship in accordance with the Act CCIV of 2011 on National Higher Education, § 85/C. ac) subpoint, Government decree 51/2007 on grants available for and fees payable by higher education students. In accordance with (III.26) Government Decree § 10 (3) and § 10 (4) and the ELTE Academic Regulations for Students § 93 (4) (a), (b) subpoints and § 96 (6) subpoints, § 101.

THE AIM OF THE SCHOLARSHIP: The aim is to provide support for the organization of academic activities that go beyond the curricular requirements for students in the humanities.

Attention! For activities influenced by the epidemiological situation (e.g. travel abroad), the Commission can only support activities that do not contravene the JOKT (ELTE Epidemiological Operative Coordinating Body) guidelines!

APPLICATION DEADLINES:

- Monday, 5th May 2025, 4PM

In the case of applications received after the deadline, the Academic Commission's decision cannot be guaranteed for that month and, in case of a positive decision, the applicant will receive the payment the following month.

ELIGIBILITY TO APPLY:

Eligible to apply are all ELTE students who are enrolled in a state- financed or paid for full-time programme at the Faculty of Humanities. All students are eligible to apply with active student status in bachelor, master, doctoral and single-cycle studies with active student status.

RELEVANT PARAGRAPHS OF THE ACADEMIC REGULATIONS FOR STUDENTS:

§ 101

(1) Students who actively participate in research or have outstanding research achievements are eligible for the research scholarship.

(2) The opening of applications for the scholarship and the rules for awarding it are set out by the EHSZÖB at the university level and by the KÖB at the faculty level. The requirements for applying for the scholarship shall be determined and published on the EHÖK website no later than 30 days ahead of the deadline for submitting the applications.

(3) The monthly amount of research scholarship shall not exceed

- a) 400% of the student normative valid at the time of the approval of the grant if there are at least 50 other students apart from the applicant who take part in the research activity that the applicant is taking part in,
- b) 300% of the student normative valid at the time of the approval of the grant if there are no more than 49 other students apart from the applicant who take part in the research activity that the applicant is taking part in,
- c) 200% of the student normative valid at the time of the approval of the grant if the applicant is the only student taking part in the given research activity.

§ 344

ad § 101.

(1) Scientific scholarships may be paid on the basis of the following two applications:

- a) Scientific scholarship application
- b) Scientific Organisation and Research Competition.

(2) The Scientific Scholarship competition is open to students enrolled in undergraduate, master's and postgraduate courses.

(3) The Scholarship for Research and Research is open to undergraduate, master's, postgraduate and doctoral students.

(4) The decision on the announcement and evaluation of applications is made by Faculty Scholarship Committee on the recommendation of the Academic Committee of the Faculty Student Council.

(5) The balance of the applications referred to in paragraph (1) shall be added to the budget of the next call for proposals for the organisation of research and scholarship.

The level of support for the applications will happen with the possibilities of the budget.

FORMATTING REQUIREMENTS:

- 1. Application description** – In no more than 2 pages, a summary of the application, including the aim, the reason, the motivation, the time of implementation for the application.
- 2. Two teacher recommendations:** - Recommendations from two lecturers with minimum doctoral degree, which is **signed** and **stamped** by institute or department from the lecturers employed by the Eötvös Loránd University, **or** recommendation **authenticated by AVDH and other authentic** electronic signatures, **or** a screenshot of a recommendation email written (from university email) by a lecturer with minimum doctoral degree, who is employed by the Eötvös Loránd University. If the paper-based recommendation is missing the stamp, the recommendation letter from the lecturer must be attached, where the lecturer sent the certificate. All recommendations must include the activity applied for. **Attention! Recommendations must be dated no more than**

four months before the deadline for the current application! Submitting older recommendations is considered as a formatting error!

- 3. Declaration** - In the case of a grant applied for in advance, acceptance of the declaration is obligatory. The declaration is available on the website of the ELTE BTK HÖK, on the website of the call for proposals for research and research organisation. By accepting the declaration, the student agrees, under criminal liability, to carry out the activities described in the application and to spend the grant awarded on the items specified in the budget and to fulfil his/her reporting obligations. If the student fails to use the grant awarded by the application in accordance with the budget, the Faculty Scholarship Committee will be liable to repay the grant via Neptun.
- 4. Budget proposal and worklog:** The budget proposal includes the expenditure foreseen/planned for the application. The budget proposal must include **the signature** of a faculty member holding at least a doctoral degree and employed by ELTE BTK or **a DÁP and other certified electronic signature form**. All items in the budget must be accompanied by an invoice or ticket in the applicant's own name certifying payment. The work log should include a detailed description of each work item carried out and a list of all hours worked. Verification of the student hours in the timesheet is provided by the teacher's certification of the timesheet.
- 5. Reporting:** Preliminary scholarships have a reporting obligation. The report must be sent to tudomany@btkhok.elte.hu within 30 days of the end of the event, research trip or publication. The report must be signed and certified by one of the instructors writing the recommendation (please attach an electronic copy of the instructor's confirmation from the office email). Failure to do so will result in disqualification from further applications until the applicant sends in the report.

Retrospective application: The retrospective grant application must contain the same materials as above, but it is allowed to merge the application description and report document in one document. As such, there is no need for a separate report being sent to the e-mail address specified above.

Only one application may be submitted for the same project deadline.

Only students are eligible to take the scholarship, so in case of a program organized together with lecturers, an application can only be submitted to support the activities of the students.

The application must be submitted via Neptun!

In the case of an application rejected because of formal reasons, there is an option to appeal by submitting the corrected application by the next submission deadline. There is no option of appeal after the last submission date in the semester.

If the applicant has the option, it is recommended to contact the President of the Committee 10 days before submitting the application and discuss the intention to apply and the circumstances of the application.

I. CATEGORY: Professional activity within the framework of an individual, group or student research group setting (Research trip, conference participation, research support).

Applications to support academic or professional trips that serve either the independent academic progress or the development of a larger professional environment.

Description	Certificate required	Amount to be granted
Participation in a conference	An invoice or ticket in own name, showing proof of payment AND proving of the presentation. In the case of a free conference, a document bearing a stamp and signature attesting to the applicant's participation and showing the activity.	maximum 20.000 HUF per occasion, total maximum 80.000 HUF per semester.
Participation in a few days research/conference	An invoice or ticket in your own name, showing proof of payment AND proving of the presentation. In the case of a free conference, a document bearing a stamp and signature attesting to the applicant's participation and showing the activity.	maximum 60.000 HUF per occasion, but total maximum 120.000 HUF per semester.
Participation in a few days research/conference abroad	An invoice or ticket in own name, showing proof of payment AND proving of the presentation. In the case of a free conference, a document bearing a stamp and signature attesting to the applicant's participation and showing the activity.	maximum 180.000 HUF per occasion, but total maximum 260.000 HUF per semester.

II. CATEGORY Organizing academic conferences, round table discussions, other professional events.

Applications for the support of academic events organized **by the students of ELTE BTK** belong to this category. Please note that only academic events can be supported in the application. We do not support events dealing with public and political topics!

The student normative in the semester is **166.600 Ft.**

Description	Certificate required	Amount to be granted
Organizing academic events if no more than 49 students take part in the activity	Certificate of visits to the academic institutes, an attachment of the programme plan signed by a lecturer. Invoice with the own name confirming the payment and stamped and signed documentation certified the applicant's class attendance. In the case of a free course, a stamped and signed documentation certified the applicant's class attendance.	Maximum 300% of the student normative
Organizing academic events if at least 50 students take part in the activity	Certificate of visits to the academic institutes, an attachment of the programme plan signed by a lecturer. Invoice with the own name confirming the payment and stamped and signed documentation certified the applicant's class attendance. In the case of a free course, a stamped and signed documentation certified the applicant's class attendance.	Maximum 400% of the student normative

III. CATEGORY: Academic publications, journals, student volumes, conference volumes, publishing.

Publications compiled by students for academic purposes and publications in academic journals are eligible for application in this category.

Description	Certificate required	Amount to be granted
Publications	Electronically submitting a finished publication or the draft before printing. Attention! We can give scholarships only for work done by the applicant! Not for the expense of the publisher layout, editing, etc.!	Maximum 300% of the student normative
Article publication ¹	Certificate from the responsible editor of the media, digital attachment of the publication or article. The published article or publication can be accepted within a maximum of 1 months from the date of publication.	Maximum 10.000 HUF per article, maximum 30.000 HUF per semester.
Outstanding scientific publication ^{1, 2}	Certification of the medium responsible from the editor of the published publication or article in digital format. The published article, publication must be submitted within 1 month of publication.	Maximum 80.000 HUF per article.

1: Only students in gradual training programmes are eligible to apply in the category.

2: The category is open to publications in international Q1 and Q2 category journals as defined by the SCImago classification as well as international or national 'A' category journals as defined by the MTA Departmental Journal Lists. The classification of journals will be checked by the Commission on the basis of the data available on the websites <https://www.scimagojr.com/> and <https://www.mtmt.hu/osztalylistak>. The Commission will award a maximum of 2 eligible applicants per application period.

3: Applications for the categories "Article publication" and "Outstanding scientific publication" will only be awarded in one of the two categories. If the same proposal is submitted for two categories, the Commission will reject the proposal in one of the two categories.

Evaluation:

- A student may be awarded funding for a maximum of two applications per semester.. Applications rejected on formal grounds will be disregarded by the Committee when determining the number of applications used.
- Information on the evaluation criteria can be found in the Application Guidelines for the Academic and Research Scholarship at <https://btkhok.elte.hu/>.
- The scholarship in the application is a single payment that the applicant receives in the next payment period after the decision.
- By submitting the application, the applicant acknowledges that he/she has not applied for another scholarship with the document included in the application, or that the uploaded document is identical to the original and confirms this on the application surface.
- The received applications will be evaluated in accordance with the applicable laws, regulations and this

application, based on the content of the submitted application and the attached certificates. The Committee may deviate from the amounts set out in the application, in justified cases.

- Applications will be evaluated by the Committee; the applicant will be informed about the decision within 10 working days.
- If the applicant's application is incomplete (does not include the attachments provided in this application), the Committee will automatically reject the application. In the next submission period, the applicant may re-submit the application by filling in/correcting the indicated deficiencies.
- The Committee may request the original copy of the uploaded documents within 5 years of the submission. False information, uploading of false documents, or missing the original copy at the granted way and time despite the warning, may result in disciplinary procedures.
- Handling the personal data given during the application, the Committee and the authorized persons are eligible. These data will only be used for the processing and evaluation of the submitted application. Personal data is processed in accordance with the provisions of the ELTE's Data Management Regulations.
- Payment of the granted amount can be carried out if the applicant's bank account number, tax identification number and place of residence (in Neptun: permanent address) are listed in Neptun. In case of missing any of these details, payment will not be possible. If the applicant does not record or correct the data required for payment in Neptun until the third payment attempt, he/she will lose the right to the scholarship granted for him/her.

01st February 2025

sgd. Gergő Zsolt Gila
Vice-President of Academic Life Matters
ELTE BTK STUDENTS' UNION Committee of
Academic Life Matters

ELTE BTK Faculty Scholarship Committee