

2025

GUIDE FOR THE SUBMISSION OF THE NATIONAL HIGHER EDUCATIONAL SCHOLARSHIP



GUIDE FOR THE SUBMISSION OF THE NATIONAL HIGHER EDUCATIONAL SCHOLARSHIP

1. Data form for application

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.

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

PÁLYÁZATI ADATLAP /DATA FORM FOR APPLICATION
a 2025/2026-es tanévre szóló /AY 2025/2026
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 központi pályázati lap oszlopaiba is ezeket a sorszámozásokat kérjük a megfelelő helyre beírni, és eszerint kérjük a mellékleteket is beszámolni. / 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

8) lap/form

9) lap/form

2. Form for application

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.

NEMZETI FELSOOKTATÁSI ÖSZTÖNDÍJ 2025/2026. tanév - PÁLYÁZATI LAP / NATIONAL HIGHER EDUCATIONAL SCHOLARSHIP AY 2025/2026 - FORM FOR APPLICATION

Név/Name:							
NEPTUN kód/NEPTUN code:				A rangsor száma a feltérjlesztett listán/Ranking number on the recommendation list:			
Szül. hely, idő/ Place, date of birth:							
Intézmény, kar/Higher institution/Faculty:							
Szak/Study programme:		Beiratkozás éve/ Year of admission:		képzés/Study programme: BA, BSc, MA, MSc, osztályon (undivided training), egyetemi, főiskolai, felsőfokú szakképzés (vocational training)			
A szak képzési és kimeneti követelményei meghatározó Korm. rendelet szerinti megnevezés/ (Name of the study programme according to the Gov. Decree specifying the training and outcome requirements)							

Tanulmányok/Studies (I)	Point/Point:	Szakmai tevékenység/Professional Activities (II)	Point/Point:	Közeleli, sport- és egyéb tevékenység/Public, Sport and other activities (III)	Point/Point: * (max. a tanítói ösztöndíj 10%-a / Max. 10% of the own award)	Erőtellem igazolom/Hereby I certify that: *
<p>(A felsorolás nem taxatív, sorrendiséget nem jelent, azonban a felsorolások másik kategóriába - I, II - nem tehetők át/ The list is not itemized, the order of the items is not to be considered as ranking, however, the items of this list cannot be included in the other categories I, II.)</p> <p><u>Tanulmányi eredmények/ Academic results:</u></p> <p>Átlag/ Average</p> <p>Év/last active I. semester:</p> <p>Év/last active II. semester:</p> <p><u>Szérvizsgák/ Language exams:</u></p> <p>Nyelv/ Language</p> <p>Típus/ Type</p>		<p>Kutatási tevékenység/Research activity</p> <p>OTDK/TDK-rezerváció, helyezés/ OTDK/TDK-participation, takes place</p> <p>Hazai, vagy nemzetközi publikáció, előadás/ Publication, lecture in Hungary or abroad</p> <p>Pályamunkák, dolgozatok/ Essays</p> <p>Egyéb kiemelkedő szakmai tevékenység/ Other outstanding professional activity</p> <p>Demonstrációs, tanítási munka/ Work at a department, work as teaching assistant</p>		<p>(A felsorolás nem taxatív, sorrendiséget nem jelent, azonban a felsorolások másik kategóriába - I, II - nem tehetők át/ The list is not itemized, the order of the items is not to be considered as ranking, however, the items of this list cannot be included in the other categories I, II.)</p> <p>Hallgatói közéleti tevékenység/ Public activity</p> <p>Kiemelkedő sporttevékenység, sportteljesítmény/ Outstanding sport activity</p> <p>Egyéb kiemelkedő társadalmi, szociális, kulturális tevékenység/ Outstanding social, cultural activity</p>		<p>- a hallgató pályázati kitírásnak megfelelő hallgatói jogviszonnyal rendelkezik /the applicant's student status is adequate for application, based on the call for applications</p> <p>- képzése nappali tagozatos, legalább két félévre bejelentkezett és legalább 55 kreditpontot megszerzett / the applicant is studying in a full-time study programme, has registered for at least 2 semesters and has gained at least 55 credit points</p> <p>- jelen pályázati lapon szereplő tanulmányi átlagok a valóságnak megfelelnek / the academic averages indicated on this data form for application are true and correct</p> <p><u>Ezzel alapszám/ Based on the above:</u></p> <p>1. a pályázatot elfogadja, rangsorolja/ the application is accepted and ranked</p> <p>2. elutasítja/ the application is rejected</p> <p>3. hiánypótlásra visszautasítja/ the application is returned for providing corrections</p> <p>Tanulmányi Osztály/ Office of Educational Affairs</p>

3. Declaration

"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"

NYILATKOZAT/DECLARATION Az ELTE BTK hallgatóinak Nemzeti Felsőoktatási Ösztöndíj pályázathoz. / For ELTE BTK's call for applications for National Higher Educational Scholarship
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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,/...../2025

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

4. Letter of Recommendation

Two recommendation letters/documents: A recommendation may only be issued by an instructor employed by ELTE Faculty of Humanities (BTK). The recommendation will only be accepted if it bears the signature of the instructor and either the departmental stamp or is submitted via the DÁP system with a verified electronic signature. It is important to note that only **instructors holding a doctoral degree (PhD)** are eligible to provide a recommendation. (Attention! Doctoral students who teach courses are not allowed to issue a recommendation, as they do not hold a PhD degree.) **The reviewer committee can ONLY accept recommendations if they are submitted by filling out the following template.**

Eötvös Loránd University
Faculty of Humanities

LETTER OF RECOMMENDATION
for the award of the
National Higher Education Scholarship
for the 2025/2026 Academic Year

Please fill out the form using block letters!

A recommendation may only be issued by an instructor employed by ELTE Faculty of Humanities (BTK). The recommendation will only be accepted if it bears either the departmental stamp or is submitted via the DÁP system with a verified electronic signature. It is important to note that only instructors holding a doctoral degree (PhD) are eligible to provide a recommendation. (Attention! Doctoral students who teach courses are not allowed to issue a recommendation, as they do not hold a PhD degree.)

The applicant's name:

NEPTUN code:

Place and date of birth (year, month, day):

Major(s):

.....

I, (*name of instructor*) hereby declare that the above-mentioned student's application for the National Higher Education Scholarship:¹

☐ I support

☐ I do not support

5. Credit certificate of your last two completed semesters

Certificate of credit for the last 2 active semesters, which is automatically attached to the application by the Office of Educational Affairs.

Should your application lack any of the documents mentioned above, your application will automatically be invalid. The Credit certificate will be attached automatically by the Office of Educational Affairs to your application. The documents verifying the “title” 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 <https://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 criminal liability when filling out the Declaration 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**.

During the application process, applicants have **one opportunity** to resubmit their application and supplement any documents or information that might be missing.

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.

REASONS FOR EXCLUSION

1. A 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 *Declaration* form.
2. Incomplete application forms will not be evaluated by the committee, they will be disregarded, and the entire application will be considered invalid.
3. Any uncorrected or failed comprehensive examination or course unit examination will exclude participation.
4. Students using additional/extra semesters cannot apply.
 - This will be checked by a colleague at the Registrar.
5. Students who are pursuing studies relevant to the application on an evening or correspondence basis are not eligible to apply for the National Higher Education Scholarship.
6. Students who's status will be "passive" in the following semester are not eligible to apply.
 - The scholarship cannot be paid in a passive semester.
7. National Higher Education Scholarships are not open to students who have previously obtained a doctoral degree.
8. Students who begin doctoral studies after completing their master's degree are not eligible for the National Higher Education Scholarship.

Points can be awarded in three 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.

Grade average	Points
5,0	20 points
4,99–4,95	19 points
4,94–4,9	18 points
4,89–4,85	17 points
4,84–4,8	16 points
4,79–4,75	15 points
4,74–4,7	14 points
4,69–4,65	13 points
4,64–4,6	12 points
4,59–4,55	11 points
4,54–4,5	10 points
4,49–4,45	8 points
4,44–4,4	6 points
4,39–4,3	4 points
4,29–4,2	2 points
4,19–4,0	1 point
3,99 or 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 the last 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. The minimum number of credits to be completed (55 credits) specified in the call for applications may be different for students in teacher training programme.

Number of credits	Points
55–60 credits	1 point
61–65 credits	2 points
66–70 credits	3 points
71–75 credits	4 points
76–80 credits	5 points
81–85 credits	6 points
86–90 credits	7 points
91–95 credits	8 points
96–105 credits	9 points
106 or more credits	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 Office of Educational Affairs).

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

No points will be awarded for language proficiency as a requirement for admission to the applicant's major.

In the matter of Master's degree, no points are awarded for the following language examination requirements: [MA szakok nyelvvizsga bemeneti előfeltétellel.xlsx](#)

Category	Points	Verification
B2 level	4 points	language exam certificate
C1 level	7 points	

The Commission only accepts accredited/certified language exams!

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.

Category	Points	Verification
BA/BSc and/or MA/MSc in addition to BA or MA	8 points	A certificate issued by the relevant by Office of Educational Affairs
BA/BSc in addition to the Teacher Trainee Programme	8 points	

MA/MSc in addition to the Teacher Trainee Programme	8 points	A certificate issued by the relevant by Office of Educational Affairs
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	

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.

Papers written in the context of seminars and lectures do not count as research. Participation in the OTDK does not count as a research activity.

Category	Points	Verification
research activity in a faculty or departmental research group (except in a Special College working group)	5 points	A certificate detailing the applicant's activities, written by the researcher/lead teacher/researcher, must be submitted, signed and stamped.
proven independent research activity (not aiming at writing the thesis)	5 points	

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.
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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.

Placement	Points	Verification
first place	10 points	A photocopy of the official diploma and a copy of the programme booklet copied from the OTDK website must be submitted.
second place	8 points	
third place	6 points	
special prize	4 points	
participation (not placing!)	3 points	

3) Achievement in an Academic Scholarship Competition

Achievement in the Scientific Scholarship Competition	Points	Verification
20-19 points	3 points	Certificate from the BTK HÖK Scientific Committee
18-17 points	2 points	
16-15 points	1 points	

4) Honorary status awarded: 4 points

For confirmation, please contact the BTK HÖK Scientific 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!

Published/pending publication in scientific and artistic journals or edited volumes

Category	Points	Verification
independent study	1-5 pages (e.g.: publication, review, critique, conference report) : 1 point 6-15 pages: 4 points	In the case of an online journal / magazine / volume of studies, the cover page and the list of

	16 or more pages: 8 points	<p>contents must also be provided.</p> <p>For publications online but not in a journal/magazine/study book, the full article must be attached.</p> <p>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.)</p>
co-authored paper	<p>1-5 pages (e.g.: communication, review, critique, conference report) 1 point</p> <p>6-15 pages: 2 points</p> <p>16 or more pages: 4 points</p>	
literature and/or technical translations	4 points	
co-authored literature and/or technical translation	2 points	
source edition ¹ , critical edition ²	5 points	
one independent study in a foreign language (if the foreign language is not the same as the author's language specialisation)	<p>1-5 pages (e.g. publication, review, critique, conference report): 2 points</p> <p>6-15 pages: 6 points</p> <p>16 or more pages: 10 points</p>	

¹ Annotated editions of another author's work, book excerpt, source, publication focusing on the source itself (e.g., a double edition). This also includes publications based on philological preparatory work (e.g., publication history studies and selection or collation of the main text), intended for the professional and general public and the general public, with annotations, prefaces or epilogues.

² Publication of an author's work with a critical philological apparatus; a publication containing a faithful, historically authentic, reconstructed, data, commentary and annotated account of texts, historical monuments, musical, ethnographic and other sources handed down to posterity.

co-authored study in a foreign language (if the foreign language is not the same as the author's language specialisation)	<p>1-5 pages (e.g. publication, review, critique, conference report):1 point</p> <p>6-15 pages: 3 points</p> <p>16 or more pages: 5 points</p>	<p>In the case of an online journal / magazine / volume of studies, the cover page and the list of contents must also be provided.</p> <p>For publications online but not in a journal/magazine/study book, the full article must be attached.</p> <p>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.)</p>
stand-alone volume/book (academic work)	16 points	A certificate from the publisher containing the number of the volume/book/journal, the date of publication and information on the content.
co-authored volume/book (academic work)	8 points	
independent translation of volume/book	10 points	
translation of a volume/book with a co-author	5 points	

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.
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.

The Commission will not take into account images and appendices when determining the page number.

6) Presentation at a scientific conference

During your current ELTE BTK studies:

Category	Points	Verification
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.
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).
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)

7) Other outstanding professional activities

Category	Points	Verification
study in a professional college	1 pont	A certificate signed electronically by the director of the specialised college must be submitted.

Points are awarded to members of the following professional colleges:

- ELTE Bibó István Szakkollégium
- ELTE Bolyai Kollégium
- ELTE Eötvös Collegium
- ELTE Angelusz Róbert Társadalomtudományi Szakkollégium
- ELTE Illyés Sándor Szakkollégium
- Mathias Corvinus Collegium

Category	Points	Verification
participation in tutoring	3 points	Certificate from the BTK HÖK Scientific Committee

Organization of scientific activities

Category	Points	Verification
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.
organization of an international scientific conference (in Hungary or abroad, in a foreign language)	5 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.
demonstrator assignment (research and / or educational activities every six months; library and administrative activities - semesterly)	0–49 hours: 2 points 50–75 hours: 4 points 76–99 hours: 6 points 100 or more hours: 8 points	Certificate from the head of the department detailing the applicant's activities.
section leadership / moderation conference	1 points	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.

internship (outside the training plan)	100–150 hours: 1 point 151–200 hours: 2 points 201 or more hours: 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.
organisation of scientific competition and assistance in the implementation	2 points	A certificate from the competition organiser.
for at least one semester, independent classroom with a voluntary contract of public interest	3 points	A signed and stamped photocopy of the voluntary contract.

III.) Public and other activities

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

Category	Points	Verification
elected university, faculty, or college board membership	3 points	A signed (electronic) certificate from the chairperson of the board is required.
organisation of events, professional public activities	3 points	A signed (electronic) certificate from the President of the Student Council is required.

Outstanding social, cultural activity

Category	Points	Verification
member of a contemporary support group	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.
member of a charitable non-profit group	3 points	A certificate from the leader of the group/organisation/body 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
organisation and participation in the organisation of competitions	1 point	A certificate from the competition organiser

<p>outstanding sporting achievement (1-3rd place in national championships ; Olympic national team member)</p>	<p>5 points</p>	<p>A photocopy of the competition certificate is required.</p>
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Ranking method:

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@btkhok.elte.hu (preferably preceding submission).

The Student Council of ELTE wishes you a successful application!

Anna Boglárka Tóth

Vice President

of the Academic Committee

of The Student Council of ELTE