

APPLICATION ASSISTANCE

Uploading the files in PDF format greatly helps the Committee's work!

The required documents' guide templates can be found on the website.

Application description, Letter of Motivation:

What should be included in an Application description?

- Motivations, reasons and goals for the application
- Who organises it, and why/ Who attends
- Description of the event
- Opportunities regarding education and opportunities beyond education

Teacher recommendation:

- Needs to include the recommending teacher's name and the name of the application
- Signature, Seal!!!!
 - The teacher is familiar with the material of the application, thus they support it's acceptance

Expenditure draft:

What needs to be included in an Expenditure draft?

- The amounts necessary to make the event happen, broken down into parts
- Summary!!
- Teacher's signature/authentication!

In the category, this parts can be supported:

- Renting a room,
- Renting technical devices,
- Travel expenses (bus ticket, train ticket, plane ticket, local transportation),
- Accommodation costs not including meals,
- Entrance fee to museums or other places (at the discretion of the Judging Committee)

- Other cultural or professional programs expenditure support (at the discretion of the Judging Committee)
- The time required for the event, broken down to hours

In the category, these cannot be supported:

- Meals,
- Fuel cost,
- Telephone costs,
- Sightseeing,
- Representation costs,
- paper, stationery,
- Purchase of a technical gadget
- Purchase of a book or a magazine.
- Guest speaker's royalties,

Work plan:

What needs to be included in a Work plan?

- The amount of time needed for the event, in parts, broken down to hours
- E.g.: meetings, time required to write emails, how much time did the organising process take
- In the same Document as the Expenditure draft

Professional resume:

- Resume of the applicant with information relevant for the application

Statement:

- The Statement can be downloaded from the website
- With the acceptance of the Statement, the student agrees to carry out the activity mentioned in the Application material and to spend the financial support according to the Expenditure draft. Furthermore, the student agrees to comply with their reporting duty and if they use the support not according the parts listed in the Expenditure draft, The Faculty Scholarship Committee subjects them to a repayment obligation through Neptun.

Program draft:

What needs to be included in a Program draft?

- The event's programs broken down into parts schematically or textually
- Teacher's authentication

Report:

- The previously applied support has a reporting duty. The report must be submitted to the Committee through palyazat@btkhok.elte.hu within 30 days after the end of the event.
- It needs to include documents proving the occurrence of the event. E.g.: certifications given by the institutions, personal
- Text report about the circumstances of the event, how did it play out

Applications for which the following criteria may be relevant, are scored during the judging process:

- Eco travel (train>bus>plain)
- Building relationships between Universities
- Group development (number of reached students)
- Quality of the required documents (pdf format, names of the documents)
- Chance of personal development

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Mendre Virág s.k.

kultura@btkhok.elte.hu

Vice President for Culture and Sports

ELTE BTK HÖK