

NATIONAL HIGHER EDUCATIONAL SCHOLARSHIP – PRACTICAL MATTERS

Help for submitting the application correctly

Please read this ‘manual’ carefully, and compile the necessary documents accordingly.

- Every application must be supported by official documents. If you are unable to sign the given document, please type your name and add “s.k.” after your full name. Without the supporting documentation no points will be given (HKR §.110. (6))
- For one activity, you can receive points just once
- For the application you have to submit three (3) different forms (details below)
- Imperfectly filled in applications will not be evaluated by the committee, and the application will be considered as invalid.

Forms:

1.) NATIONAL HIGHER EDUCATIONAL SCHOLARSHIP AY 2020/2021 – APPLICATION FORM

(required)

This is a central application form, which has been sent to every University, therefore you cannot change its form. As the method of scoring is different at every university, do not be surprised if you are not able to write every claim in the point chart – given the shortness of the form. The Committee will count these and will add them to the form. As the space is limited in the application form, it is more than enough to write the sequential number of the faculty application form to the given columns. Please always use pencil here.

2.) ELTE BTK APPLICATION FORM FOR THE NATIONAL HIGHER EDUCATIONAL SCHOLARSHIP - AY 2020/2021

(required)

Special form of Eötvös Lorand University, Faculty of Humanities (ELTE BTK). In case of you need more than 35 lines/points, you have to continue the listing in a new form. [you may have to hand in two forms.] In this case you have to fill both forms in. (personal data, and signature)

3.) DECLARATION

(required)

The regulations and conditions of the evaluation process work according to the Academic Regulation (HKR, §. 110 – a), the points chart system can be found in the special section for the Faculty of Humanities (HKR, §. 348.)

Practical matters:

1. It is recommended to make copies on the application forms for personal use
2. As the free space is very limited in the central application form, it is nearly impossible to write reader friendly, therefore we recommend you write only the sequence number in the given columns. (You should write the same number in the right upper corner of the given official document.)
3. There is no need to attach your full publications: the photo of the certificate and the contents will be enough for the evaluation.
4. Be careful that every certificate must be official – at least signed electronically. Without certified documents, the Committee will disregard the given application.

Disqualifying causes:

- 1.) In his/her awareness of full criminal responsibility, the Applicant has to declare in the application form that he/she does not use those documents to support his/her academic achievements, which had already been used for a previously granted National Higher Educational Scholarship. Failing to do so will result in the refusal of the application. The applicant has to attach the declaration. **For this case, you can find the form, titled “Declaration”. The declaration must be filled in and signed by the applicant.**
- 2.) Those students who have exceeded the length of the study programme cannot be awarded the National Higher Educational Scholarship. **Your coordinator will check this.**

Evaluation chart system for the National Higher Educational Scholarship at ELTE BTK. All claims and the points for them. (HKR, Special part for ELTE BTK, 348. § (4) section):

I.) Studies

- 1) The calculation of studies is based on the weighted average. For this part of your application, you can earn a maximum of 20 points.
 - a) $5,0 = 20$ points
 - b) $4,99-4,95 = 19$ points
 - c) $4,94-4,9 = 18$ points
 - d) $4,89-4,85 = 17$ points
 - e) $4,84-4,8 = 16$ points

- f) $4,79-4,75 = 15$ points
- g) $4,74-4,7 = 14$ points
- h) $4,69-4,65 = 13$ points
- i) $4,64-4,6 = 12$ points
- j) $4,59-4,55 = 11$ points
- k) $4,54-4,5 = 10$ points
- l) $4,49-4,45 = 8$ points
- m) $4,44-4,4 = 6$ points
- n) $4,39-4,3 = 4$ points
- o) $4,29-4,2 = 2$ points
- p) $4,19-4,0=1$ point
- q) $3,99$ and below = 0 point

The weighted averages of the respective semesters will be calculated by the DIA, after every grade has been put in Neptun. In the points chart, do not write anything in the „*average*” section, as the Committee will fill this section in.

2) Points for earned credits in the last two active semesters.

- a) 55–60 credits 1 points
- b) 61–65 credits 2 points
- c) 66–70 credits 3 points
- d) 71–75 credits 4 points
- e) 76–80 credits 5 points
- f) 81–85 credits 6 points
- g) 86–90 credits 7 points
- h) 91–95 credits 8 points
- i) 96–105 credits 9 points
- j) 106 or more credits 10 points

You have to attach your transcript of records as proof

3) Language proficiency

For a given language you can get points only once. You can receive points only for a complex language certificate up to a maximum of 21 points. If the language certificate was entry requirement for your study programme by law (as defined by the Entry Requirements), you are not eligible for those points. (e.g. you study Scandinavian Studies MA, and Swedish C1 was an entry requirement, therefore you do not receive the points for this. However, if you also have an English B2/C1 certificate, you will get your points for it.)

- a) B2 complex = 4 points

- b) C1 complex = 7 points

You have to attach the copy of your language certificate(s).

II. Academic activities

1) Research

If your application contains more items with the same title (e.g. if your publication and conference presentation have the same title), you can get points only once. You will receive the better points.

- a) Research activity in a research group at the Faculty or in a specialised research group. 5 points
- b) Certified independent research (not a thesis) 5 points
- c) Participating in extracurricular research activities (e.g. material collection, bibliography, annotation) 1 points

You have to attach the certificate signed by the leading researcher. In this certificate there must be a detailed description on your research activity, and this certificate must be signed (electronically) and stamped.

2) OTDK

If the applicant obtained a place not individually, but in pair or in a team, you will get half of the original points. If you were in a pair or in a team, you will receive 1 point for the participation.

- a) First place 10 points
- b) Second place 8 points
- c) Third place 6 points
- d) Participation (not ranked!) 3 points
- e) Special Prize 4 points

The copy of the official certificate and the downloaded bulletin from the ODTD website must be attached.

3) Tudományos Ösztöndíj Pályázat (TÖP):

- a) First place 3 points
- b) Second place 2 points
- c) Third place 1 points

You can get the certificate from the Academic Committee of the Student Union (HÖK).

4) Awarded honorator status 4 points

You can get the certificate from the Academic Committee of the Student Union (HÖK).

5) Publications

If your lecture presented at a conference is published as part of conference proceedings, you will receive points only for one publication. The higher point will be given to you automatically.

a) In a scientific or art journal (or in a volume of studies) a published or to be published

- individual research/essay
 - * 1–3 pages (e.g.: communique, review, critique, conference report) 1 points
 - * 4–15 pages 4 points
 - * 16 or more pages 8 points
- written essay with a co-author
 - * 1–3 pages (e.g.: communique, review, critic, conference report) 1 points
 - * 4–15 pages 2 points
 - * 16 or more pages 4 points
- literary and/or technical translation 4 points
- literary and/or technical translation with a co-author 2 points
- textuary 5 points
- individually written essay in foreign language (the language is different than the language of instruction of the applicant's study programme)
 - * 1-3 pages (e.g.: communique, review, critic, conference report) 2 points
 - * 4-15 pages 6 points
 - * 16 or more pages 10 points
- written essay in foreign language with a co-author (the language is different than the language of instruction of the applicant's study programme)
 - * 1–3 pages (e.g.: communique, review, critic, conference report)) 1 points
 - * 4–15 pages 3 points
 - * 16 or more pages 5 points

- In case of possessing publications in online journal/volume of studies you have to attached the cover page and the contents
- In case of possessing online (but not journal/volume of studies) publication you have to attach the full article
- In case of a printed edition, you have to attach the contents and the certificate by the editor of the journal/volume of studies. (It must have the full title of the edition and the date of publication.)

b) individually written volume/book (academic work) 16 points

c) written volume/book with a co-author (academic work) 8 points

d) individually translated book/volume 10 points

e) translated book/volume with co-author 5 points

f) editing a scientific volume/book/journal 2 points

You will need a certificate from the publisher containing the sequence number of the volume/book/journal, the date of publication and information about the content. The committee will not accept photos as evidence for page numbers

6) Presentation at a conference in the language of instruction of your study programme 3 points

You will need a certificate from the organiser of the conference, and the copy of the poster/bulletin

7) Presentation in a conference in the language different to the language of instruction of your study programme 5 points

You will need a certificate from the organiser of the conference, and the copy of the poster/bulletin

8)) Presentation in an international conference (In Hungary or abroad, in a foreign language, at a conference where there are participants from different countries.) 8 points

You will need a certificate from the organiser of the conference, and the copy of the poster/bulletin

9) Other exceptional academic activity

a) The applicant's studies in a Workshop of Advanced Studies. 1 point, max. 2 points

Member of the following Colleges of Advanced Studies:

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

Certificate - electronically signed by the Head of the Workshop of Advanced Studies

b) Tutorial activity 3 points

You can get the certificate from the Academic Committee of the Student Union (HÖK)

c) Organising education-related activities

- organising an exhibition 2 points

Certificate - electronically signed by the organiser of the exhibition

- organising a discourse 2 points

Certificate - electronically signed by the organiser of the discourse

- organising an international conference (In Hungary or abroad, in a foreign language, at a conference where there are participants from different countries) 5 points

You will need a certificate from the organiser of the conference. If the conference was organised by students, then you will need a certificate signed by the head of the given department

d) teaching assistant (research and/or teaching activities – in semesters) 4 points, max. 8 points

A signed certificate by the head of the department with detailed information about the applicant's activities

e) leading a section or being a moderator at a conference 1 point

You will need a certificate from the organiser of the conference. If the conference was organised by students, you will need a certificate signed by the head of the given department

f) internship (out of the curriculum)

- 100–150 hours 1 points
- 151–200 hours 2 points
- 201 and more hours 3 points

Attach a certificate from the company with detailed information about the activities

g) Organising a competition – 2 points

h) Lecturing as a public service, at least for one semester. – 3 points

III.) Public service and other activities (you can earn a maximum of extra 10% of points of your original points)

1) Board membership of a chosen university/faculty/workshop of advanced studies - 3 points

Certificate signed by the head of the given board

2) Hosting an event - 3 points

Certificate signed by HÖK

3) Exceptional social or cultural activity.

- member of a peer-helping team - 3 points

Certificate signed by the leader of the group

- member of a drug prevention team - 3 points

Certificate signed by the leader of the group

- Cultural or social activity hosted by the faculty/institute/department - 2 points

Certificate signed by the head of the faculty/institute/department

- Cultural or social activity on your own - 2 points

Certificate signed by the director of the given organisation.

- Teaching assistantship (library or administrative activity in a semester) - 2 points

Certificate signed by the head of the department with detailed info about the activities undertaken by the applicant

- Organising a competition or helping in hosting it - 1 points

Certificate signed by the organiser of the competition.

- Working at a newspaper - 2 points

Certificate signed by the chief editor.

- 4) Successful, exceptional in sports - 5 points

* successful = 1-3. place in a national competition (individual/team)

* exceptional = member of the national Olympic team

Attach copy of the certificate of the competition

- 5) Published poetry or work of art - 2 points

Certificate signed by the publisher.

Ranking method:

In case of a draw of a number of applicants' cumulative points, the ranking will be done in accordance with the provisos set out in II (Academic Activities). In case of a further draw the ranking must be done in accordance with the provisos set out in I (points awarded for Studies).

Before submitting your application, we recommend that you should contact the Educational Committee of the ELTE BTK HÖK.

We wish you good luck for the application.

Áder Nikolett

president of the Educational Committee

Jancsó Dorottya

president ELTE BTK HÖK