

Annex 1 to Dean's Order No. 5/2025. (IV.02.) of the Faculty of Economic and Social Sciences of Budapest University of Technology and Economics

Call for applications of the Excellent Student of the Faculty Award and the order of evaluating the applications for the academic year 2024/25 - CALL FOR APPLICATIONS

By the powers granted under Section 85/C (d) of Act CCIV of 2011 on National Higher Education and Section 37 of the Code of Student Fees and Benefits, and pursuant to Section 4 of the Rules of Operation of the Faculty of Economic and Social Sciences of the Budapest University of Technology and Economics (hereinafter: GTK), I hereby establish the application conditions of the Excellent Student of the Faculty Award and the order of evaluating the applications as follows:

Conditions of the application

Any student with an active student status in a full-time (full-time) bachelor's or master's training program of the GTK may apply, provided they meet the following requirements:

- A. in addition to their outstanding academic result, the applicant has performed well in at least one category (Professional activity, Language performance, Academic competitions, Community activity, Sports activity), and
- B. in the case of students with an active student status who are enrolled in a full-time bachelor (BA/BSc) or a full-time master (MA/MSc) training programme and admitted in a general admission process, they have a Criteria Subject defined in accordance with Annex I in this order recorded in the Single Study Administration System (hereinafter: Neptun) corresponding to the applicant's training,
- C. in the case of students with an active student status and admitted to the master training programme via a cross-term admission process, the applicant has acquired at least 54 cumulative credits.

Principles of evaluation

The application is evaluated by the GTK's Students' Union (GTK HK) in accordance with the point system set out in this application, while respecting the principle of non-discrimination. The period examined by the application (hereinafter: reporting period) starts at the beginning of the applicant's training and ends at the deadline for the submission of additional information. The scholarship can be awarded to one student per level of training and per field of training and can only be awarded to a student once during their training programme.

Only the applicant with the highest score per level of training and per field of training can win the scholarship. The GTK HK may decide not to recommend declaring a winner in specific categories. If there is a tie, the applicant with the higher academic score will be selected. If the winner cannot be clearly named using the previous method, the award will be shared among the students with the highest score.

By level of training:

- students in full-time bachelor training programmes (BA/BSc)
- students in full-time master training programmes (MA/MSc).

By field of training:

- **engineering curriculum**
 - bachelor training programmes:
 - BSc in Engineering Management
 - master training programmes:
 - MSc in Engineering Management
- **economics curriculum**
 - bachelor training programmes:
 - BA in Business Administration and Management
 - BSc in International Management
 - BSc in Finance and Accounting
 - master training programmes:
 - Msc in Finance
 - Master's programme in Regional and Environmental Economic Studies
 - Master's programme in Management and Leadership
- **social sciences, humanities and teacher training curriculum**
 - bachelor training programmes:
 - BA in Communication and Media Studies
 - master training programmes:
 - MA in Communication and media studies
 - MA in in Psychology
 - Teacher of Economics master's programme (2-term, full-time)
 - Teacher of Engineering master's programme (2-term, full-time)

Point system

Activities	Score	Max. score available in the category
1. Academic result		50
1.1. Normalized score of the academic result	max. 50	
2. Professional activities		40
2.1. Professional activities in colleges for advanced studies	0-2	12
2.2. Completion of a workshop or course	0-4	12
2.3. Professional and academic organizational activities	0-10	
2.4. Delivering a conference lecture	0-3	12
2.5. Research, publication	0-15	
2.6. Traineeship related to the nature of the training (but not to the training requirements)	0-8	
2.7. Patent, innovation	0-30	
2.8. Performance related to but beyond demonstrator work	0-10	
2.9. Other academic and professional work at faculty/non-faculty level	0-8	
3. Language performance		15
3.1. General basic (B1) complex language examination	1	
3.2. General intermediate (B2) complex language examination	4	
3.3. General intermediate (B2) written or oral language examination	2	
3.4. General advanced (C1) complex language examination	6	
3.5. General advanced (C1) written or oral language examination	3	
3.6. Professional language examination (added to the previous scores)	2	

3.7. Interpreter and professional translator language examination	0-4	
3.8. Other language performance to assess	0-4	
4. Academic competitions		40
4.1. TDK (1st, 2nd, 3rd place)	12, 10, 8	
4.2. TDK praise, special price, distinguished special prize	2, 4, 6	
4.3. TDK participation (not to be added with points achieved in categories 4.1 and 4.2)	1	
4.4. Scientific Student Association Conference (OTDK) (1st, 2nd, 3rd place)	12, 10, 8	
4.5. OTDK praise, special price, distinguished special prize	2, 4, 6	
4.6. OTDK participation (not to be added with points achieved in categories 4.4 and 4.5)	1	
4.7. Ranking and participation in case study or other professional student competitions (local, national, international)	0-15	
4.8. Dean's or Rector's Commendation	4, 6	
5. Community activity		40
5.1. Community activity in colleges for advanced studies	0-5	
5.2. Community activity as a member of the Student Foreign Affairs Board (HKT)	0-5	
5.3. Community activity as a member of the BME's racing team	0-5	
5.4. Community activity within the framework of student services advertised by an institution of the university (Dormitory mentor, Dormitory administrator, IMT, SNI...)	0-5	
5.5. Member of the Mentoring Team	5 per year	
5.6. Member of the Event Management Team	5 per year	
5.7. Member of the Lecturer Team	5 per year	
5.8. Member of the Sports Organization Team	5 per year	
5.9. Member of the Students' Union	5 per term	
5.10. Activity in a faculty or university journal	0-5	

5.11. Activities in the faculty voluntary groups (per group)	0-3	
5.12. Activities in the university voluntary groups (per group)	0-3	
5.13. Community activity within the framework of applications advertised by GTK HK/EHK (Students for education, Designer, etc.)	0-3	
5.14. Other community/ cultural activities	0-2	
6. Sports activities		15
6.1. Competition result	0-15	
6.2. Member of a professional sports club, regular sports activities	0-5	
6.3. Coaching work, refereeing activity	0-3	
6.4. Other activities	0-3	

Calculation of academic score

The academic result is evaluated on the basis of the academic results of the students graduated in the same term by the GTK HK, with the approval of the Vice dean for Education of the GTK. The academic scores are determined using the following formula:

- **AS** = Academic Score
- **CGPA** = Cumulative Grade Point Average (Cumulative Weighted Grade Point Average)
- **MAX** = The highest cumulative grade point average of the students potentially eligible under the “**Terms and Conditions of the Application**” in the specific training programme
- **AVERAGE** = The arithmetic average of cumulative grade point average of the students potentially eligible under the “**Terms and Conditions of the Application**” in the specific training programme

$$AS = \frac{CGPA - AVERAGE}{MAX - AVERAGE} \times 50$$

If a student's CGPA is below the AVERAGE, the AS may yield a negative result.

The established academic score shall be rounded to 1 decimal place in accordance with the rounding rules.

Application process

Applications must be submitted to the jelentkezes@gtkhk.bme.hu e-mail address by either scanning an electronically completed, printed and signed copy of the application form or by using an electronically certified format of the same. The data sheet and the attached annexes may be sent to the above e-mail address by the deadline specified in the schedule. In all cases, GTK HK will send a confirmation e-mail about the receipt of the application.

Content requirements and certifications to be attached

- completed and signed application form attached in Annex II hereto, by which the applicant certifies and details the activity carried out,
- certificates by which the applicant certifies and details the activity carried out.

Certificates

- **Academic result**
 - The applicant does not need to submit a certificate of their grade point average, this data is provided to GTK HK by the Dean's Office of GTK with the student's Neptun code and name.
- **Professional activities**
 - In order to certify the “**Professional activities in colleges for advanced studies**” category, a certificate issued by the chair of the college for advanced studies and certified by the president of the Faculty Students' Representative Council or of the Student Union of the University is required, which details and evaluates the professional work carried out by the applicant in the relevant period.

(The template can be downloaded from the website of the GTK HK under the **Excellent Student of the Faculty** scholarship tab listed as “**Certificate of Professional activities in colleges for advanced studies**”)

- In order to certify the “Completion of a workshop or course” category, a certificate issued by the workshop or course leader is required, which includes the duration of performance during the reporting period, a detailed description of the activity and the estimated number of working hours.
- In order to certify the “Professional, academic organizational activity” category, a certificate issued by the head of the organization is required, which includes the duration of performance during the reporting period, a detailed description of the activity and the estimated number of working hours.
- In order to certify the “Delivering a conference lecture” category, a Lecture datasheet certified by the supervisor is required, as well as proof of participation at the conference.
- (The template can be downloaded from the website of the GTK HK under the Excellent Student of the Faculty scholarship tab listed as “Lecture data sheet”)
- In order to certify the “Research, publication” category, an extract of a minimum of 1 and a maximum of 3 (size A4) pages must be attached to detail the applicant’s work, and in the case of publication, the exact citation. In addition, the Publication or Research datasheet certified by the supervisor must be attached.

(The template can be downloaded from the website of the GTK HK under the Excellent Student of the Faculty scholarship tab listed as “**Publication data sheet**”, “**Research data sheet**”)

- In order to certify the “**Traineeship related to the nature of the training**” category, a certificate issued by the employer is required, which includes a detailed description of the work, the duration of the employment relationship during the reporting period, the average number of working hours per week, and the fact that the certified traineeship exceeds the requirements for the training.
 - (The template can be downloaded from the website of the GTK HK under the Excellent Student of the Faculty scholarship tab listed as “**Certificate of traineeship**”)
- In order to certify the “**Patent, innovation**” category, a certificate issued by the Hungarian Intellectual Property Office is required.
- In order to certify the “**Performance related to but beyond demonstrator work**” category, a certificate issued by the department/lecturer is required, which includes the duration of performance during the reporting period, a detailed description of the activity and the estimated number of working hours.
 - (The template can be downloaded from the website of the GTK HK under the Excellent Student of the Faculty scholarship tab listed as “**Demonstrator data sheet**”)
- In order to certify the “**Other academic and professional work at faculty/non-faculty level**” category, a certificate issued by the supervisor is required, which includes the duration of performance during the reporting period, a detailed description of the activity and the estimated

number of working hours.

(The template can be downloaded from the website of the GTK HK under the Excellent Student of the Faculty scholarship tab listed as “**Certificate of other professional activities**”)

- **Language performance**

In order to certify language performance, a copy of the language exam certificate is required.

In respect of the reporting period, the date of issue of the language exam certificate shall be taken into account.

- **Academic competitions**

- In order to certify the TDK or OTDK ranking, commendation, special prize, distinguished special prize and participation, the TDK/OTDK certificate is required, or in the absence thereof, a certified document providing proof of the result/participation.
- In the case of a TDK or OTDK result, the specific score is distributed in proportion to the authors’ contributions to the completion of the thesis. For this, the authors and the supervisor are required to submit a statement about the proportion of their contributions. The established shared score shall be rounded to 1 decimal place in accordance with the rounding rules.
- In order to certify the “**Ranking and participation in case study or other professional student competitions**” category, the certificate is required. In addition, the applicant shall attach a detailed announcement of the competition, which includes the date, venue and the competitors.

- **Community activity**

- In order to certify the “**Community activities in colleges for advanced studies**” category, a certificate issued by the chair of the college for advanced studies and certified by the president of the Faculty Students’ Representative Council or of the Student Union of the University is required, which details and evaluates the community work carried out by the applicant in the relevant period. Membership without activities is not worth points on its own.

(The template can be downloaded from the website of the GTK HK under the **Excellent Student of the Faculty** scholarship tab listed as “**Certificate of community activities in colleges for advanced studies**”)

- In order to certify the “**Community activity as a member of the Student Foreign Affairs Board (HKT)**” category, a certificate issued by the chair of the organization and certified by the president of the Student Union of the University is required, which details and evaluates the community work carried out by the applicant in the relevant period. Membership without activities is not worth points on its own.

(The template can be downloaded from the website of the GTK HK under the **Excellent Student of the Faculty** scholarship tab listed as “**Certificate of community activities in the Student Foreign Affairs Board**”)

- In order to certify the “**Community activity as a member of the BME’s racing team**” category, a certificate issued by the chair of the organization and certified by the president of the Student Union of the University is required, which details and evaluates the community work carried out by the applicant in the relevant period. Membership without activities is not worth points on its own.

(The template can be downloaded from the website of the GTK HK under the **Excellent Student of the**

Faculty scholarship tab listed as “Certificate of community activities in colleges for advanced studies”)

- In order to certify the **“Community activity within the framework of student services advertised by an institution of the university”** category, a certificate issued and certified by the chair of the Student Union of the University is required, which details and evaluates the community work carried out by the applicant in the relevant period. Membership without activities is not worth points on its own.

(The template can be downloaded from the website of the GTK HK under the **Excellent Student of the Faculty scholarship tab listed as “Certificate of community activity within the framework of student services advertised by an institution of the university”)**

- In order to certify the **“Member of the Mentoring / Event Management /Lecturer /Sports Organization Team”**, a certificate issued and certified by the chair of the Faculty Students’ Representative Council on the duration of membership in the reporting period is required.
(The template can be downloaded from the website of the GTK HK under the Excellent Student of the Faculty scholarship tab listed as **“GTK community certificate”**)
- In order to certify the **“Member of the Students’ Union”**, a certificate issued and certified by the chair of the Faculty Students’ Representative Council on the duration of membership in the reporting period is required. (The template can be downloaded from the website of the GTK HK under the Excellent Student of the Faculty scholarship tab listed as **“GTK community certificate”**)
- In order to certify the **“activity in a faculty or university journal”** category, a certificate issued and certified by the president of the Faculty Students’ Representative Council or of the Student Union of the University is required, which details and evaluates the community work carried out by the applicant in the relevant period. Membership without activities is not worth points on its own.

(The template can be downloaded from the website of the GTK HK under the Excellent Student of the Faculty scholarship tab listed as **“Certificate of activity in a faculty or university journal”**)

- In order to certify the **“activities in the faculty/university voluntary groups”** category, a certificate issued and certified by the president of the Faculty Students’ Representative Council or of the Student Union of the University is required, which details and evaluates the community work carried out by the applicant in the relevant period. Membership without activities is not worth points on its own.

(The template can be downloaded from the website of the GTK HK under the Excellent Student of the Faculty scholarship tab listed as **“GTK community certificate”**)

- In order to certify the **“community activity within the framework of applications advertised by GTK HK/EHK”** category, a certificate issued and certified by the president of the Faculty Students’ Representative Council or of the Student Union of the University is required, which details and evaluates the community work carried out by the applicant in the relevant period.

(The template can be downloaded from the website of the GTK HK under the Excellent Student of the Faculty scholarship tab listed as **“GTK community certificate”**)

- In order to certify the **“Other community/ cultural activities”** category, a certificate issued and certified by the head of the organization is required, which details and evaluates the community/cultural work carried out by the applicant in the relevant period.
(The template can be downloaded from the website of the GTK HK under the Excellent

- **Sports activities**

- In order to certify the “**Competition result**” category, the certificate is required, or in the absence thereof, a certified document providing proof of the result. In addition, the applicant shall attach a detailed announcement of the competition, which includes the date, venue, the competitors and the specific competition.
- In order to certify the “Member of a professional sports club, regular sports activities” category, a certificate of membership and its duration issued by the association is required.
- In order to certify the “Coaching work, refereeing activity” category, a certificate issued by the head of the organization is required, which includes the duration of performance during the reporting period, a detailed description of the activity and the estimated number of working hours.

The grant available for scholarship applicants and its payment

Pursuant to Section 2 (2) of Government Decree 394/2024 (XII. 12.), the grant awarded per category and level of training is equal to the guaranteed wage minimum in effect at the time of the entry into force of the Dean's Order. The amount is paid in the form of a one-time grant from the faculty budget.

The payment of the grants is due at the earliest date according to the payment schedule of the monthly scholarships paid as part of student benefits.

Deadlines

Period examined under the application	Start of the applicant's training programme - 04/05/2025, 23:59
Deadline for submitting the application form and the certificates	20 April 2025 (Sunday) 23:59
Deadline for submission of additional information	4 May 2025 (Sunday) 23:59

Only activities carried out in the current reporting period may be taken into account in the application. Applications submitted not in line with the announcement or after the expiry of the deadline of the application are considered invalid and will be rejected.

During the submission of additional information, it is possible to submit new attachments and to correct those already submitted.

Result

The GTK HK shall formulate its proposal for the award of the award no later than at its second meeting after the expiry of the deadline for the submission of additional information, and GTK HK shall communicate the results electronically to the dean of GTK within 5 working days after its decision. The GTK shall publish the results on the faculty's website.

By submitting the application, the applicant agrees that their name will be made public by the GTK in the event the scholarship is awarded to them.

The Excellent Student of the Faculty awards will be presented at the teacher day ceremony of the 2024/25 academic year or at another faculty-organized event, the date of which the GTK will notify the winners of the application by e-mail.

Data protection

Pursuant to the Rules and Regulation on the Protection and Safety of Personal Data of the Budapest University of Technology and Economics, the GTK HK processes the data necessary for the evaluation of scholarship applications in accordance with the applicable data protection and other legislation as stated in the information in Annex I of the Dean's Order.

Legal remedy

Students may appeal against the result of the evaluation of their applications to the Student Appeal Panel within 15 days of their notification or, failing that, within 15 days of becoming aware of it, by submitting an application No. 001 available in the Neptun system.

Budapest, 2 April 2025

Dr Tamás Koltai sgd.
Dean

I. Criteria subjects required for the application, broken down by training programmes

Field of studies	Level	Programme	Validity of the recommended curriculum	Criteria subject
Technical	Ba/Bsc	BSc in Engineering Management	From Autumn 2022	Project
			From Autumn 2018	Project Task I.
	MA/MSc	MSc in Engineering Management	From Autumn 2022	Thesis 2
			From Spring 2018	Thesis 2
Economics	Ba/Bsc	BSc in Business Administration and Management	From Autumn 2022	Thesis
			From Autumn 2018	Thesis
		BSc in International Management	From Autumn 2022	Thesis
			From Autumn 2020	Thesis
			From Autumn 2018	Thesis
		BSc in Finance and Accounting	From Autumn 2023	Thesis
			From Autumn 2022	Thesis
			From Autumn 2019	Thesis
	MA/MSc	Msc in Finance	From Autumn 2023	Thesis
			From Spring 2021	Thesis
			From Autumn 2019	Thesis
		Master's programme in Regional and Environmental Economic Studies	From Autumn 2023	Master thesis / Thesis Work
			From Spring 2021	Master thesis / Thesis Work
			From Autumn 2020	Master thesis / Thesis Work
		Master's programme in Management and Leadership	From Autumn 2023	Master thesis plan / Thesis
			From Spring 2021	Master thesis plan / Thesis
			From Autumn 2019	Master thesis plan / Thesis
Social Sciences, Humanities and Teacher Training	Ba/Bsc	BA in Communication and Media Studies	From Autumn 2021	Thesis 2
			From Autumn 2018	Thesis 2
	MA/MSc	MA in Communication and Media Studies	From Autumn 2021	Thesis Consultation 2
			From Autumn 2018	Thesis Consultation 2
		MA in in Psychology	From Autumn 2020	Master thesis

Teacher of Economics master's programme (2-term, full-time)	From Autumn 2024	Master thesis
	From Autumn 2021	Master thesis II
Teacher of Engineering master's programme (2-term, full-time)	From Autumn 2024	Master thesis
	From Autumn 2021	Master thesis II

II. Application form for the Excellent Student of the Faculty scholarship

Application form for the “Excellent Student of the Faculty” Scholarship Award of the Faculty of Economics and Social Sciences, Spring term of the 2024/2025 Academic Year

Name:	
Neptun code:	
Name of the training programme:	
Code of the training programme:	
Reporting period (Start of training programme - Deadline for submission of additional information):	
Subject code of Criteria Subject enrolled:	

In the reporting period of my current training programme, I intend to certify activity in the following categories (place an X in the appropriate column):

Activities	[X]
1. Academic result	X
1.1. Normalized score of the academic result	X
2. Professional activities	
2.1. Professional activities in colleges for advanced studies	
2.2. Completion of a workshop or course	
2.3. Professional and academic organizational activities	
2.4. Delivering a conference lecture	
2.5. Research, publication	
2.6. Traineeship related to the nature of the training (but not to the training requirements)	
2.7. Patent, innovation	
2.8. Performance related to but beyond demonstrator work	
2.9. Other academic and professional work at faculty/non-faculty level	
3. Language performance	
3.1. General basic (B1) complex language examination	
3.2. General intermediate (B2) complex language examination	
3.3. General intermediate (B2) written or oral language examination	
3.4. General advanced (C1) complex language examination	
3.5. General advanced (C1) written or oral language examination	
3.6. Professional language examination (added to the previous scores)	

3.7. Interpreter and professional translator language examination	
3.8. Other language performance to assess	
4. Academic competitions	
4.1. TDK (1st, 2nd, 3rd place)	
4.2. TDK praise, special price, distinguished special prize	
4.3. TDK participation (not to be added with points achieved in categories 4.1 and 4.2)	
4.4. Scientific Student Association Conference (OTDK) (1st, 2nd, 3rd place)	
4.5. OTDK praise, special price, distinguished special prize	
4.6. OTDK participation (not to be added with points achieved in categories 4.4 and 4.5)	
4.7. Ranking and participation in case study or other professional student competitions (local, national, international)	
4.8. Dean's or Rector's Commendation	
5. Community activity	
5.1. Community activity in colleges for advanced studies	
5.2. Community activity as a member of the Student Foreign Affairs Board (HKT)	
5.3. Community activity as a member of the BME's racing team	
5.4. Community activity within the framework of student services advertised by an institution of the university (Dormitory mentor, Dormitory administrator, IMT, SNI...)	
5.5. Member of the Mentoring Team	
5.6. Member of the Event Management Team	
5.7. Member of the Lecturer Team	
5.8. Member of the Sports Organization Team	
5.9. Member of the Students' Union	
5.10. Activity in a faculty or university journal	

5.11.	Activities in the faculty voluntary groups (per group)	
5.12.	Activities in the university voluntary groups (per group)	
5.13.	Community activity within the framework of applications advertised by GTK HK/EHK (Students for education, Designer, etc.)	
5.14.	Other community/ cultural activities	
6.	Sports activities	
6.1.	Competition result	
6.2.	Member of a professional sports club, regular sports activities	
6.3.	Coaching work, refereeing activity	
6.4.	Other activities	

By submitting the application, I declare that I consent to the Chancellery transferring my personal data and academic results required for the application to GTK HK for the evaluation of my application. The GTK HK may not use the data thereby transferred for any other purpose.

Budapest, 2025

**Signature of the
applicant**