

Guide to writing a strong application for the SH Dissertation Scholarship

1. General guidelines

Your request is representing you and your research, and you want it to make a strong impression on the people reading it. If you give it the necessary effort, your chances of success will increase. Keep in mind that people at ELTE and at the governing body of Tempus Public Foundation will both read and evaluate your request.

👉 Understand that this scholarship scheme is to support you while you are living and doing research in Hungary. If you plan to conclude part of your research abroad, it is best to schedule the part abroad after you are done in Hungary, as leaving the country for a longer period will end your scholarship holder status.

👉 Understand that while the people evaluating your request understand academic research, they are not necessarily experts in your field of study. It is a good idea to focus on the activities, experiments, data collection, etc. in your application and also explaining how that ties into your project.

2. Documents

Applicant Data Sheet

Include your full name (all the names that appear in your passport and in Neptune). If you do not know your SH ID, your Faculty Coordinator can help you. It is also on your Letter of Award and your scholarship contract (generally called Applicant ID, Application ID, Application Registration Number or something very similar).

Fill all the grey areas in the form. Ideally this is the last page you complete, this will function as a table of contents for your submission. This will help the judging committee to know how many pages are in your application. **Do not forget to add the date and sign this page.**

Motivation Letter

Be as specific as you can. Include what you have done already in your dissertation research, and what is still missing. Feel free to explain your methodology and research in simple terms too. and take extra care to explain why you need to stay in Hungary during this time. If you are unsure, think about why you cannot complete your research from your home country. You can also emphasise the importance of your research topic. **Answer all four questions.** The size of the text boxes is not a strict limit but a guideline: if you have a lot to say, feel free to write more, but try not to write less.

Always include:

👉 If your research was or can be expected to be delayed because of administrative difficulties, complications organizing field work, problems accessing labs, equipment or libraries.

Work Plan (Schedule)

Your schedule doesn't have to be overly detailed, but it must be very specific and in a monthly breakdown. Be realistic and if you expect delays, account for them. You should also calculate with the time period after submission of your dissertation all the way to the defence. List relevant tasks for every month. This can be a list of bullet points, or complete sentences, whatever is easier for you, but keep it factual.

👉 Take extra care to include the same number of months you are applying for. If you apply in a spring semester, the first month will be September, and February if you apply in the winter. You can delete the months you are not applying, or just leave them empty.

Class Plan

You are expected to participate in the teaching duties at the University in the semester following your application (autumn if you apply in May, spring if you apply in November).

In the first box, explain the type of course, class, lecture etc. in which you are going to contribute. This can be very specific and scientific, it also should include the group of students this class is aimed for (e.g. bachelor students in which programme).

Your lesson plans should reflect the class format. For a seminar you can include how you plan to direct the lab work or discussion, for a lecture you will need to focus more on the content. Aim for at least half a page for each the 4 (four) classes.

☞ If you are teaching a whole course next semester, mention it in the first box. You still only need to submit a lesson plan for 4 (four) classes.

Letter of Justification and Declaration of Support

This might be the part of your application which takes longest to obtain. It's a good idea to send this template to your supervisor(s) first, so they can write a recommendation for you and a justification for your need for further support. The number of months on this form must be equal to the number of months on your Data Sheet and Work Plan. They can also help you with filling the second page if you are unsure.

Your supervisor must write the letter of justification in Hungarian, otherwise your submission will be formally rejected.

Once your supervisor is done and the Declaration of Support is complete, you can print the document and get the signatures from your supervisor(s) on the first page and the head of the Doctoral School on the second.

3. Submission

Whenever possible, ask a friend to read your application before submission. They can tell you if it makes sense, and they can spot grammatical mistakes and misspellings.

It is best if you can scan all your documents in one pdf file, but in that case take care that the Applicant Data Sheet is the first page.

Your documents should be legible and readable. You only need to submit electronically (via email), but it is a good idea to keep the originals on paper until after the decision.

You will receive a receipt once your submission is accepted and registered, so keep an eye on your email.

☞ Try not to leave submission to the last minute, so if there is a formal mistake you will still have time to resubmit before the deadline.

Best of luck with your application! 😊