

**CALL FOR APPLICATIONS
FOR HUNGARIAN STATE SCHOLARSHIPS
2018/2019**

Call for applications for foreigners
to conduct **partial/semester studies** in Hungarian higher education institutions
in the academic year 2018/2019

AIM OF THE SCHOLARSHIP

Tempus Public Foundation offers scholarships for foreign higher education students, graduates who would like to gain further knowledge and experience in Hungarian higher education institutions.

Applications by citizens of relations that have a valid educational work plan or a bilateral agreement signed by the Hungarian Government or the Ministry of Human Capacities and the relevant ministry of the given country or territory are entitled to apply for scholarships defined in the work plan. Information regarding the application procedure, internal deadlines and the pre-assessment and shortlisting of applications is in the scope of duties of Tempus Public Foundation and the responsible department of the national/territorial ministry of education. Applications ranked by these offices *take priority*. However, applications submitted directly to Tempus Public Foundation shall also be accepted in the following framework.

Applications may be submitted in two ways:

- 1) **As a nominee** of the sending country's national scholarship organisation, **based on the bilateral agreement** of the two countries (independently from the applicant's nationality):

For any of the three levels (bachelor, master, or doctoral) partial/semester studies:

Bulgaria, China (exclusively in the field of Hungarian language and culture), Croatia, Czech Republic, France, Latvia, Poland, Romania, Slovakia, Ukraine

For bachelor or master partial/semester studies:

Slovenia.

- 2) **Independently** from the sending country's national scholarship organisation, the **citizens of the following countries** may apply:

For any of the three levels (bachelor, master, doctoral) partial/semester studies:

Austria, Belgium, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Ireland, Israel, Italy, Japan (exclusively in the field of Hungarian language and culture), Korean Republic (exclusively in the field of Hungarian language and culture), Latvia, Lithuania, Luxemburg, Norway, Poland, Portugal, Romania, Spain, Switzerland, Sweden, Slovakia, Slovenia, Taiwan, The Netherlands, UK, USA.

SCHOLARSHIP TYPES AND ELIGIBILITY

Bachelor/Master/Doctoral partial/semester studies

Applicants for partial/semester bachelor, master and doctoral studies, can only apply for programs held in **Hungarian language** (except for art studies where studies in English is possible). The tuition fee is covered by the Hungarian state.

Partial/semester bachelor or master studies (3-10 months) are primarily for students majoring in Hungarian language and literature, as well as for other students enrolled outside Hungary at the bachelor or master level or in a single-track higher education programme, such as General Medicine, Dentistry, Pharmaceutical or Veterinary Studies, Architecture and Law. To apply, students are required to have minimum one completed semesters at their home institutions.

Partial/semester doctoral studies (1-10 months) are available for applicants who are enrolled in a PhD programme at an accredited higher education institution in a foreign country (not in Hungary).

Partial/semester studies are available only for those who are **enrolled in one of the higher education institutions** of the partner relations. The enrolled status is necessary at the moment of application.

CASES OF NON-ELIGIBILITY

- Foreign citizens with an immigration/ settlement permit or in the course of applying for such a permit in Hungary, or dual citizens
- Foreign citizens with permanent residence in Hungary
- Foreign citizens employed on a permanent basis as defined by the Hungarian Labour Law
- Students in employment applying for part-time or correspondence study programmes

AGE LIMIT FOR APPLICANTS

For all types of state scholarships applicants must be over 18 at the time of submitting the application. There is no age limit.

FURTHER IMPORTANT INFORMATION

Scholarships offered by Tempus Public Foundation allow for studies in any field of arts or sciences at an accredited Hungarian state- or church-owned higher education institution.

At most one application can be submitted (in case of several applications, the last one will be considered as valid). Students may submit another application for summer courses or for research stay in case they do not overlap in time.

In the online application the order of preference needs to be indicated. In case of receiving **other simultaneous scholarships** covered by the Hungarian state applicants are not eligible for the state scholarship.

Scholarship-holders must stay in Hungary during the entire period of their studies, excluding school and public holidays.

Utilization period

Scholarships have to be implemented during the academic year 2018/2019. Scholarship period can be started earliest **1st September 2018** and must be finished by **31st July 2019** at latest.

Postponement

The granted scholarship can only be used within the implementation period indicated in the call, so it cannot be postponed to the following academic year.

To modify the starting date within the implementation period can be arranged after receiving the consent of the host institution under the condition that the scholarship holder informs Tempus Public Foundation through its bilateral state scholarships officer (see Tempus Public Foundation's contact persons according to the countries of origin here: <http://tka.hu/international-programmes/4127/bilateral-state-scholarships>).

Resignation

In case the applicant cannot or do not want to use the scholarship within the period approved by the decision of Tempus Public Foundation, a new application for the following academic year has to be submitted. The applicant is requested to inform his/her Tempus Public Foundation through its bilateral state scholarships officer by email, as well as the host institution, without delay (see Tempus Public Foundation's contact persons according to the countries of origin here: <http://tka.hu/international-programmes/4127/bilateral-state-scholarships>).

Vis maior

The scholarship holder is entitled to interrupt/finish the scholarship due to a vis maior situation occurring during his/her scholarship period. In this case, the scholarship holder has to inform his/her Tempus Public Foundation through its bilateral state scholarships officer by email, as well as the host and sending institution, without delay (see Tempus Public Foundation's contact persons according to the countries of origin here: <http://tka.hu/international-programmes/4127/bilateral-state-scholarships>). In case of nomination, the national office responsible for scholarship grants needs to be informed, as well.

SUBMITTING THE APPLICATION

Applicants should submit their applications **only in the online system** of Tempus Public Foundation (www.scholarship.hu).

Please note that we can only accept complete applications submitted before the deadline through the online system. Applications submitted via post or e-mail will not be accepted.

Before starting the online procedure please read our **Online Application Guide** found on our website carefully (<http://tka.hu/international-programmes/4133/information-for-applicants>)

Deadline: 28th February 2018, Wednesday 11 pm,

Please note that applications with formal errors and incomplete applications cannot be accepted and they will be automatically rejected.

Please keep your USER ID and PASSWORD used for registration as you will need them later on.

Note: Applicants applying under the work plan system should submit their applications and required documents to the organization responsible for scholarships in the sending relation, too. These scholarship offices or responsible ministries work with individual deadlines. Applicants are advised to contact the responsible organisation of their sending relation as soon as possible so that the given relation can officially review, rank and nominate the applications to Tempus Public Foundation.

APPLICATION PROCEDURE

The Hungarian party evaluates applications nominated and ranked by partner offices, as well as individually submitted applications and it examines the applicants' eligibility.

It is followed by a formal assessment by Tempus Public Foundation. Formally correct applications will be evaluated professionally along the requirements listed in the Call for applications.

Preference is given to applicants nominated by their sending relation in the selection procedure..

Any kind of undue influence on the professional evaluation or the application procedure cause immediate exclusion from the selection procedure.

Scholarships are granted by the Board of Trustees of Tempus Public Foundation in the name of the Minister responsible for education in Hungary.

All applicants (in case of nomination the national/territorial partner offices, too) will be informed of the final result of the application (awarded scholarship/waiting list/rejection) electronically (in special circumstances, by post, too) by Tempus Public Foundation. At the same time successful applicants will be provided with information concerning the terms and conditions needed to organise their stay in Hungary, in May-June 2018. Tempus Public Foundation informs the host institute, as well.

There is no appeal to the decision.

DOCUMENTS TO BE SUBMITTED

Applicants should submit their applications in the **online application system** of Tempus Public Foundation (www.scholarship.hu). It can be reached and filled in **in Hungarian and in English**.

The language of the **documents** (eg, highest degree, language exam, certificate of student status) to be uploaded in the online system can be **Hungarian, English, French or German**. If they are not written in either of these four languages, their **official Hungarian or English translations** must also be attached. Documents with the stamp and signature of the issuing institution on letterhead can be considered as official, there is no need to have it translated by a translator office.

General application documents necessary **for all applicants of partial/semester studies**:

1. Application form of Tempus Public Foundation (downloadable from the online system). ***After signing and dating the document***, it shall be uploaded scanned.
2. Certificate of enrolment issued by the applicant's host institution (copy of the original document and its official Hungarian or English translation).
3. No more than a 3-month-old medical certificate issued by a GP of satisfactory health condition for studies (no contagious disease). Original copy and its certified Hungarian or English translation. No template available.
4. Copy of the picture page of ID card or passport.

Beyond the above general application documents, other documents necessary for **bachelor or master partial/semester studies**:

5. Motivation letter – minimum 1- maximum 2 pages long
6. Copy of Transcript of Records (original copy and its certified Hungarian or English translation)
 - for bachelor studies: copy of the Transcript of Records of the last completed semesters
 - for master studies: copy of the bachelor's degree (it can be submitted up to the start of the studies in case it is not issued until the deadline)
7. Proof of Hungarian language proficiency required for the completion of the studies (at least B2 knowledge, for example language exam certificate, or certificate (in Hungarian or English) issued by the sending institution, Hungarian institute, Lectorate or consul.)
8. Preliminary Letter of Invitation issued by the relevant head of department and/or international office of a Hungarian higher education institution.

Beyond the above general application documents, other application documents necessary **for doctoral partial/semester studies**:

5. Precise and detailed work plan – minimum 1- maximum 2-pages long (according to the work plan template available on our website)
6. Copy of highest degree/diploma (original copy and its certified Hungarian or English translation). It can be submitted later on as well, until the beginning of the studies in

Hungary, in case the document is not available until the deadline. The scholarship will only come into effect in case of completion of the missing document.

7. Proof of Hungarian language proficiency required for the completion of the studies (at least B2 knowledge, for example language exam certificate, or certificate (in Hungarian or English) issued by the sending institution, Hungarian institute, Lectorate or consul.)
8. Letter of Invitation issued by the head of an accredited Hungarian doctoral school, with original signature, dated, stamped and/or on institutional letterhead.
9. Two Letters of Recommendation from two recognized experts in the relevant discipline with original signature, dated, stamped and/or on institutional letterhead. The signers of the Letters of Recommendations cannot be the same as of the Letter of Invitation.

ART SCHOLARSHIPS

Applicants for art scholarships must attach the following supplementary documents uploaded in the field 'Other documents':

- ▶ Fine and applied arts: documentation of 5 works of art (indicating the date of creating) or the link of the webpage where the works are available.
- ▶ Performing arts: records of performing 3 pieces of different styles or link to the webpage where the records/performances are available.

Fine, applied and performing artists may be required by the host university to submit a more detailed portfolio or to take part in an entrance exam before being granted a scholarship.

Applicants to Liszt Academy of Music (LFZE), before preparing and submitting their application, should contact the International Department of the Academy for detailed information on specific opportunities and also ask for a Letter of Invitation.

Contact e-mail: international.office@lisztakademia.hu, phone: +36 1 462 4616

Letters of Invitation signed by teachers from the department are not accepted.

Applicants should also send their application to Liszt Academy of Music before 15 April besides submitting it to Tempus Public Foundation and – depending on the type of scholarship and programme – they have to send a portfolio (for further information applicants shall contact the Academy). Applicants should indicate on the application form that they applied for state scholarship to Tempus Public Foundation at the same time.

SCHOLARSHIP RATES

The scholarship is paid by the receiving higher education institution to the scholarship-holder.

Scholarship-holders who were nominated by their sending relation from the Czech Republic, Poland and the Slovak Republic **receive their stipend from their sending relation**. Hence, the amount of their stipend is set by the respective scholarship offices of these countries.

Bachelor and Master partial/semester studies:

Stipend: 40 460 HUF/month (not covering the cost of living)

Accommodation: student hostel accommodation depending on the capacity of the university, paid by the scholarship-holder

Doctoral partial/semester studies:

Stipend: In 1st and 2nd year 140 000 HUF/month; in 3rd and 4th year 180 000 HUF/month (not necessarily covering the cost of living/)

Accommodation: student hostel accommodation depending on the capacity of the university, paid by the scholarship-holder.

FURTHER INFORMATION ON FINANCIAL PROVISIONS

State scholarships **cannot be awarded at the same time with any other scholarships granted by the Hungarian state**. In case scholarship holders are granted another scholarship or get any other financial support (wage) for the same scholarship period, they must withdraw their state scholarship.

The scholarship is meant to contribute to the living expenses of only one person, it does not necessarily cover all expenses during the scholarship period. There is no financial support for visa fees and any allowance for accompanying persons.

Apart from the above-mentioned costs, Tempus Public Foundation cannot ensure any other allowance or support.

Travel expenses

Travel expenses to Hungary, within Hungary and back to the country of origin are not covered by Tempus Public Foundation.

Entitlement to Healthcare Services

According to the rules of the European Parliament and Council Regulations 883/2004 (EC) and 987/2009 (EC), scholarship-holders who are citizens of either the European Union, EEA member countries or Switzerland are entitled to healthcare services in medical necessity during their stay in Hungary.

Healthcare services in medical necessity during their stay in Hungary are available for scholarship-holders with the European Health Insurance Card (E111). Medical necessity is determined by the physician who considers the given circumstances. Scholarship-holders should obtain the European Health Insurance Card in their home country prior to the arrival to Hungary.

Further important information: healthcare services can only be provided – according to the equal treatment principle of the European Union - by those healthcare providers that have contractual relations with the National Health Insurance Fund (NEAK). The scholarship holder has to cover the costs of those services that are provided by a private healthcare provider that has no contractual relation with NEAK.

Citizens of all other countries - who wish to stay in Hungary for more than 1 month - are covered for medical treatment in case of sudden illness by the Hungarian party. This insurance does not cover dentistry services, with the exception of urgent treatments. Health insurance covered by the Hungarian party is only available for scholarship holders under the age of 65.

Scholarship-holders staying in Hungary for less than 1 month and participants of summer university courses are required to make their own arrangements for insurance coverage.

MOBILITY REPORT

Scholarship-holders are required to submit an **online professional report and upload a scholarship period certificate issued by the host institution, after completion** of their scholarship period. The report must be submitted within 30 days after finishing their stay in Hungary.

Failure to submit the mobility report

In case scholarship-holders fail to submit the report, they will be excluded from further scholarship opportunities. They will be required to pay back the scholarship, and their scholarship period will be immediately closed.

APPENDIX

Workplan template (only for doctoral semester studies) and Online Application Guide:
<http://tka.hu/international-programmes/4133/information-for-applicants>