CALL FOR APPLICATIONS
FOR HUNGARIAN STATE SCHOLARSHIPS
2017/2018

Call for applications for foreigners for Hungarian state scholarships
to conduct **full degree studies** in Hungarian higher education institutions
from the academic year 2017/2018

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 for the scholarship. 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 bachelor, master or doctoral full degree studies: Latvia, Germany

Only for doctoral full degree studies: Croatia, Romania

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

For bachelor, master or doctoral full degree studies: Austria, Belgium, Brazilia, Canada, Chile, Cyprus, Denmark, France, Germany, Ireland, Israel, Luxembourg, Malajsya, The Netherlands, Portugal, Singapore, Switzerland, Taiwan, Thailand, UK, USA

For doctoral full degree studies: Greece, Italy, Spain.

SCHOLARSHIP TYPES AND ELIGIBILITY

Applicants, as future ministerial scholarship holders for full degree bachelor, master and doctoral studies, can only apply for programs held in **Hungarian language** (except for art studies where studies in English is possible).

In case of bachelor or master studies, applications may be submitted according to the conditions stipulated in the bilateral state agreement. A successful entrance exam at the receiving institution is a precondition to being granted by the scholarship.

In case of doctoral studies: For applicants holding a master's degree. A successful entrance exam at the Hungarian doctoral school is a precondition to being granted by the scholarship.

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 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 **Maximum egy pályázat nyújtható be minden pályázattípusra (ha többet nyújt be, akkor a legutolsót tekintjük érvényesnek)**; hallgatók esetén további maximum egy pályázat adható be nyári egyetemre.

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.

In one application cycle applicants may obtain maximum two state scholarships as long as the two scholarship periods do not overlap. Applicants should indicate their order of preference in the online application.

In case of receiving **other simultaneous scholarships** covered by the Hungarian state applicants are not eligible for the state scholarship.

For the same period only one scholarship by Tempus Public Foundation may be used.

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

Postponement

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

Resignation

In case the applicant cannot or do not want to start 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 occuring during his/her scholarship period. In this case, the scholarship holder has to inform his/her Tempus Public Foundation 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). After being informed about the vis maior situation, TPF will fix the extent of the time-proportional reimbursement of the grant and will inform the scholarship holder accordingly.

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** carefully (http://tka.hu/international-programmes/4133/information-for-applicants)

Deadline: 30 January 2017, Monday 11 pm

Please note that applications with formal errors and incomplete applications

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 TPF.

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 if they reach at least 15 points in the course of professional evaluation.

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. The **list of successful applicants** will be published **on the website** of Tempus Public Foundation in the course of **May-June 2017**.

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 case of research, TPF 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.

Necessary application documents **for all applicants** of full degree studies:

1. Application form of Tempus Public Foundation (downloadable from the online system). It is an electronic document only, and ***after signing it***, it shall be uploaded scanned.

2. 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.
3. Copy of the picture page of ID card or passport.

For full bachelor/master studies:

4. Motivation letter – minimum 1- maximum 2 pages longCopy of Transcript of Records (original copy and its certified Hungarian or English translation)
    - for bachelor studies: copy of the highest degree/certificate
    - for master studies: copy of the highest degree
5. Proof of Hungarian language proficiency required for the research programme (at least B2 knowledge, for example language exam certificate, or certificate (in Hungarian or English) issued by the sending institution/workplace, foreign Hungarian institute or consul, or an official certificate by the Hungarian host institution on the basis of previous cooperation).
6. Preliminary Letter of Invitation issued by the relevant head of department and/or international office of a Hungarian higher education institution;

For full doctoral studies:

4. Precise and detailed work plan – minimum 1- maximum 5-pages long (according to the work plan template)
5. Complete professional CV in Hungarian or English – attached as a file (e.g. http://europass.cedefop.europa.eu/en/home)
6. Copy of highest degree/diploma (original copy and its certified Hungarian or English translation). It can be submitted later if it is not issued until the deadline for application.
7. Proof of Hungarian language proficiency required for the research programme (at least B2 knowledge, for example language exam certificate, or certificate (in Hungarian or English) issued by the sending institution/workplace, foreign Hungarian institute or consul, or an official certificate by the Hungarian host institution on the basis of previous cooperation); In case the working language is not Hungarian, the host institution should declare it in writing (in the Invitation Letter)
8. Publication list
9. Preliminary Letter of Invitation issued by the head of the doctoral school accredited in Hungary, in which he/she states that the school ensures studies for the applicant in case he/she gets accepted to the doctoral school, as well as he/she is awarded by a scholarship by Tempus Public Foundation. The scholarship status is provisional until the **decision about admission** by the Doctoral Council of the respective higher education institution will be submitted to Tempus Public Foundation.
10. Two Letters of Recommendation from two recognized experts in the relevant discipline with original signature, on institutional letter-head. 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:

- 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.

The portfolio should be uploaded in the field 'Other documents' in the online system of TPF (listing the links of the downloadable portfolio in a document).

Fine, applied and performing artists may be required by the host university to submit a more detailed portfolio 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 Acceptance.

Contact: e-mail: Csallo.Edina@lisztakademia.hu, Phone: +36 1 462 4616

Letters of Invitation signed by department heads 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 or take an entrance examination (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. Since the entrance examinations of Liszt Academy of Music are usually organized at the end of June or beginning of July the positive decision of Tempus Public Foundation is conditional upon successful admission to the Academy.

SCHOLARSHIP RATES

Bachelor and master 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 studies:

Stipend: 140 000 HUF/ month /not 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 cover the living expenses of only one person, it does not necessarily cover all expenses during the scholarship period, so there is no availability for further allowance or visa for accompanying persons. In case of long-term research stays and studies payment of the stipend will not be effectuated immediately upon arrival to Hungary. Therefore scholarship holders are advised to have a sufficient amount of money to cover their living costs for at least one month in Hungary. In case of one-month or shorter stays, it is possible that their stipend may be transferred only a few days before – or after - leaving Hungary.

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 (OEP). 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 OEP.

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.

MOBILITY REPORT

Scholarship-holders are required to submit an **online professional report after completion** of their scholarship period. The report must be submitted within 30 days after finishing their scholarship.

Furthermore, in case of full degree studies, **within 30 days after closing each semester**, scholarships holders are required to submit a relevant transcript of records in the online application system.

In case scholarship-holders fail to submit the report, they will be excluded from further scholarship opportunities.

ANNEX

Workplan template: http://tka.hu/international-programmes/4133/information-for-applicants