

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

Call for applications for foreigners
for **summer university courses** in the summer of 2018

AIM OF THE SCHOLARSHIP

Tempus Public Foundation offers scholarships for foreign higher education students, graduates and professionals who would like to gain further knowledge in Hungarian summer university courses.

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 the scholarships taking into consideration the quota agreed on 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.

Thus, it is possible to apply 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):

Belgium, Bulgaria, Croatia, Czech Republic, Egypt, Finland, France, Germany, Greece, Japan, Latvia, Poland, Slovakia, Slovenia, Ukraine.

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

Albania, Argentina, Austria, Belgium, Bulgaria, Canada, Chile, Croatia, Cyprus, Czech Republic, Danmark, Egypt, Estonia, Finland, France, Germany, Greece, Iceland, India, Indonesia, Ireland, Israel, Italy, Japan, Korean Republic, Latvia, Lebanon, Lithuania, Luxembourg, Malaysia, Mexico, the Netherlands, Norway, the Philippines, Poland, Portugal, Romania, Russia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Singapore, Taiwan, Thailand, Turkey, UK, USA.

ELIGIBILITY

2018 summer courses (2-4 weeks)

Applicants may select 3 options in order of preference from the list provided in the appendix of this Call for application and on www.tka.hu. However, the scholarship allows scholarship holders to participate only in one course. The placement of the applicants depend on the capacity of the receiving institutions, therefore applicants may be accepted in either of the institutions they selected previously, independently from their order of preference.

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

Only one application may be submitted to summer courses. In case of applying for more than one scholarship, the latest one will be taken into consideration. Within the application the order of preference for the chosen summer courses needs to be indicated. For the same period only one scholarship by Tempus Public Foundation may be used.

During one application cycle within the bilateral state scholarship programme, beside summer courses, additional applications may be submitted for partial/semester studies or a research stay in case they do not overlap in time. Only two scholarships may be granted.

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 or research, excluding school and public holidays.

Utilization period

Scholarships may be implemented during the summer of 2018.

Postponement

The granted scholarship can only be used 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 use the scholarship within the period approved by the decision of TPF, a new application for the following academic year has to be submitted. The applicant is requested to inform his/her TPF contact person by e-mail, as well as the host institution, without delay (see TPF's contact persons for bilateral state scholarship countries here: <http://tka.hu/international-programmes/4133/information-for-applicants>).

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 TPF contact person by email, as well as the host institution, without delay(see TPF's contact persons for bilateral state scholarship countries here: <http://tka.hu/international-programmes/4133/information-for-applicants>). In case of nomination, the national office responsible for scholarship grants has 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** on our website carefully (<http://tka.hu/international-programmes/4133/information-for-applicants>)

Deadline: Tuesday, 6 March 2018, 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 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 also be evaluated along professional requirements.

Preference is given to applicants nominated by their sending relation in the selection procedure if their applications meet the professional requirements during the 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.

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. 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** (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.

1. Application form of Tempus Public Foundation (downloadable from the online system). ***After signing and dating the document***, it shall be uploaded scanned.
2. Letter of motivation – minimum 1, maximum 2 pages long
3. Not more than a 3-month-old medical certificate issued by a GP of satisfactory health condition for studies (no contagious disease). There is no template for it.
4. Copy of the picture page of ID card or passport.
5. Transcript of records (original copy and its certified Hungarian or English translation)
 - University students: copy of the transcript of records of the last completed semester
 - Graduates: copy of the highest degree/diploma of higher education
6. Short description of the grading system (e.g. '30 points' = excellent, etc.)
7. Proof of language proficiency (Hungarian or English) required for the summer university course. In case of Hungarian courses, if the applicant has a Hungarian knowledge, it can be any type of Hungarian language exam certificate, or a formal certificate (in Hungarian or English) issued by the sending institution/workplace, foreign Hungarian Institute or a Hungarian consul, marking the level of the knowledge. Without a Hungarian knowledge: any kind of certificate of an at least B2-level English knowledge (language exam

certificate, certificate issued by a language department or lectorate) because the mediatory language is English in the courses.

8. A Letter of Recommendation issued by a teacher of the sending higher education institution/employer (with letterhead and signature and/or stamp)

FINANCIAL PROVISIONS

The scholarship is the participation fee which includes the classes, accommodation and meals.

ADDITIONAL 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 are required to make their own arrangements for insurance coverage.

MOBILITY REPORT

Scholarship-holders are required to write an **online professional report and submit the certificate of attendance given 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 of submitting the mobility report

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

APPENDICES

List of summer course organizer institutions and short description of the courses, as well as the online application guide: <http://tka.hu/international-programmes/4133/information-for-applicants>