

**CALL FOR APPLICATIONS
FOR HUNGARIAN STATE SCHOLARSHIPS
2019/2020**

Call for applications for foreigners
to conduct **full degree studies** in Hungarian higher education institutions
from the academic year 2019/2020

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: Poland

Only for doctoral full degree studies: Croatia, Romania, Slovenia

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

Austria, Belgium, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Norway, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Taiwan, UK, USA.

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 applicants do not have a B2-level Hungarian knowledge, applicants for master or doctoral full degree studies are eligible to attend a one-year-long Hungarian language preparatory course preceding the studies. Applications for preparatory courses need to be done individually, independently from Tempus Public Foundation.

In case a prospective full degree scholarship holder takes part in a preparatory course and will start it from the academic year 2019-2020, he or she can start the full degree studies from the academic year 2020-2021. The status for full degree studies will take effect upon a successful preparatory course final exam. The preparatory course final exam certificate needs to be submitted via e-mail to Tempus Public Foundation's contact person responsible for the country of origin.

The request for a preparatory course (PTE, ELTE, SZIE, SZTE, or KKM-Balassi Institute Language Preparatory Course) needs to be indicated in Tempus Public Foundation's online application system. During the preparatory course at a higher education institution a scholarship will be paid (40 460 HUF/month), and a dormitory placement is possible depending on the capacity of the host institution. These are provided by the host institution.

For 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.

For doctoral studies applicants must hold 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 by the Hungarian Labour Law
- ▶ Students in employment applying for part-time or correspondence study programmes

AGE LIMIT FOR APPLICANTS

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 at most one more application for summer courses which need to take place before the start of the full degree studies. Maximum two applications can be granted in case they do not overlap in time and if the budgetary allocations make it possible.

If the applicant is granted by any other simultaneous scholarships by Tempus Public Foundation, he or she is not eligible for the state scholarship.

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

During the full degree study period the scholarship holder cannot be granted a scholarship abroad.

Utilization period

The scholarship need to be started in the academic year 2019-2020. In the case of the applicant participates in a Hungarian language preparatory course in 2019-2020 and he or she completes it successfully, the full degree study scholarship starts in the following academic year, that is 2020-2021.

Postponement

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 via e-mail Tempus Public Foundation through its bilateral state scholarships officer (see Tempus Public Foundation's contact persons according to the countries of origin here: <https://tka.hu/getDoc.php?doc=3839cd4b264282cc10ed70d8d315c59ad6f0067f>).

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: <https://tka.hu/getDoc.php?doc=3839cd4b264282cc10ed70d8d315c59ad6f0067f>).

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 Tempus Public Foundation through its relevant bilateral state scholarships officer see Tempus Public Foundation's contact persons according to the countries of origin here: <https://tka.hu/getDoc.php?doc=3839cd4b264282cc10ed70d8d315c59ad6f0067f>) by email, as well as the host institution, without delay. In case of nomination, the national office responsible scholarship grants needs to be informed, as well.

SUBMITTING THE APPLICATION

The application should be submitted as follows:

- fill your basic personal and application data in the **online questionnaire** which serves as the application platform.
It can be reached and filled in **in Hungarian and in English**.

In Hungarian: <https://limesurvey.tpf.hu/index.php/632799?lang=hu>

In English: <https://limesurvey.tpf.hu/index.php/632799?lang=en>

- **send all the application documents** (see below) **by email** to the relevant contact person of Tempus Public Foundation by choosing the target country you are applying for from the following table:

<https://tka.hu/getDoc.php?doc=3839cd4b264282cc10ed70d8d315c59ad6f0067f>

All the application documents should be sent IN ONE EMAIL and possibly ON THE DAY OF FILLING IN THE QUESTIONNAIRE.

*We would kindly ask our applicants to possibly **indicate a gmail address as your contact, as well as send your application documents from it**. Any hotmail, yahoo, citromail or freemail addresses are not supported by our email provider, so we do not always receive such emails and we cannot answer them.*

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| Deadline: 26 March 2019, Tuesday, 11 pm |
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Please note that applications with formal errors and incomplete applications cannot be accepted and they will be automatically rejected.

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 first examines the applicant's eligibility then evaluates applications nominated and ranked by partner offices, as well as individually submitted applications.

After carrying out 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 2019. Tempus Public Foundation informs the host institute, as well.

There is no appeal to the decision.

DOCUMENTS TO BE SUBMITTED

The email part of the application should contain the following documents:

The language of the **documents** 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 full degree studies:**

1. Application form of Tempus Public Foundation (downloadable form: <https://tka.hu/international-programmes/4133/information-for-applicants>)
Please, properly sign and date the document.
2. No more than a 3-month-old medical certificate issued by a GP of satisfactory health condition for studies (no contagious disease). No template available.
3. Copy of the picture page of ID card or passport.

Beyond the above basic application documents for all applicants, other documents necessary **for full bachelor/master studies:**

4. Motivation letter – minimum 1- maximum 2 pages long
5. Copy of Transcript of Records
 - for bachelor studies: copy of the highest degree/certificate
 - for master studies: copy of the highest degree
6. Proof of Hungarian language proficiency required for the programme (at least B2 knowledge, for example language exam certificate, or certificate (in Hungarian or English) issued by the sending institution, or Lectorate, or foreign Hungarian institute or consul.
7. Preliminary Acceptance Letter issued by the relevant head of department and international office of a Hungarian higher education institution, dated, stamped and signed on institutional letterhead. The Letter needs to state that the institution provides

the study programme in case the applicant is accepted by the institution, and if he/she is awarded by a scholarship by Tempus Public Foundation. (Letter template downloadable, please, possibly use this: <http://tka.hu/international-programmes/4133/information-for-applicants>)

Beyond the above basic application documents for all applicants, other documents necessary **for full doctoral studies:**

4. Precise and detailed work plan – minimum 1- maximum 5-pages long (according to the work plan template available on our website here: <http://tka.hu/international-programmes/4133/information-for-applicants>)
5. Proof of Hungarian language proficiency required for the programme (at least B2 knowledge, for example language exam certificate, or certificate issued by the sending institution or Lectorate, or foreign Hungarian institute or consul (in Hungarian or English).
6. Publication list (in case the applicant has publications)
7. Preliminary Acceptance Letter issued by the head of the doctoral school accredited in Hungary, dated, stamped, signed on institutional letterhead in which it is stated that the school provides the study programme in case the applicant is accepted by the doctoral school, and if 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. (Letter template downloadable, please, possibly use this: <https://tka.hu/international-programmes/4133/information-for-applicants>)
8. Two Letters of Recommendation from two recognized experts in the relevant discipline with original signature, date, stamp and/or on institutional letterhead. The signers of the Letters of Recommendations cannot be the same as of the Letter of Invitation. Recommendations older than 6 months cannot be accepted.

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 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: international.office@lisztakademia.hu, phone: +36 1 462 4616

The Acceptance Letters must be signed by the Head of Institution and the Head of Department. Letters signed by teachers only 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 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

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

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: In the 1st and 2nd year 140 000 HUF/ month; in the 3rd and 4th year 180 000 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 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.

MOBILITY REPORT

Scholarship-holders are required to submit a **professional report within 30 days after finishing their stay in Hungary**. In the end of the scholarship period, Tempus Public Foundation will send an e-mail to the applicant's e-mail address that was indicated in the application to ask for the submission of the final report.

The final report consists of

- **a 1-2-page essay summarizing the scholarship period,**
- **a certificate issued by the host institution confirming the starting and the finishing date of the scholarship period, and**
- **the completion of an online questionnaire.**

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 via email to the Tempus Public Foundation contact person.

FAILURE TO SUBMIT THE MOBILITY REPORT

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

APPENDIX

Workplan (for full doctoral studies), Preliminary Acceptance Letter form and Application form:
<https://tka.hu/international-programmes/4133/information-for-applicants>