

CALL FOR APPLICATIONS
FOR HUNGARIAN BILATERAL STATE SCHOLARSHIPS¹
2024-2025

Call for applications for foreigners
to conduct **full degree studies** in Hungarian higher education institutions
from the academic year 2024-2025

CONTENT

AIM OF THE SCHOLARSHIP	2
SENDING COUNTRIES.....	2
ELIGIBILITY	2
LANGUAGE OF INSTRUCTION	3
SUBMITTING THE APPLICATION	3
DOCUMENTS TO BE SUBMITTED	4
ART SCHOLARSHIPS	6
EVALUATION PROCEDURE	6
DECISION.....	6
SCHOLARSHIP ALLOWANCES	7
STIPEND	7
ACCOMODATION	7
ENTITLEMENT TO HEALTHCARE SERVICES.....	7
FURTHER IMPORTANT INFORMATION ON THE SCHOLARSHIP.....	8
IMPLEMENTATION OF THE SCHOLARSHIP	8
POSTPONEMENT.....	8
RESIGNATION.....	8
OBLIGATIONS OF THE SCHOLAR	8
MOBILITY REPORT.....	9
PUBLICATIONS	9
CONTACT	9

¹ The call is conditional until Tempus Public Foundation receives the necessary state funds. By submitting the application, applicants acknowledge that should the signing of the scholarship agreement not happen or if the call is withdrawn or modified, the applicant may not appeal for any indemnity or reimbursement against Tempus Public Foundation under any legal title.

AIM OF THE SCHOLARSHIP

Based on the financial support of the Hungarian Government, Tempus Public Foundation offers scholarships for foreign high school or higher education graduates who would like to gain further knowledge and experience conducting full degree studies at any levels and in any fields of studies or arts at any accredited Hungarian higher education institutions. The tuition fee is covered by the Hungarian state.

SENDING COUNTRIES

- 1) Applications may be submitted as a nominee of the sending country's national scholarship organisation, based on the bilateral agreement of the two countries signed by the Hungarian Government 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 the national partner office of Tempus Public Foundation and the responsible department of the national/territorial ministry of education. Applicants need to submit an application to the responsible ministry (or scholarship organisation) of the sending country, as well as to Tempus Public Foundation. Applications nominated by the sending country take *priority*. As a nominee, you may apply from the following **countries**:

For bachelor, master, one-tier master or doctoral full degree studies: Poland

Only for doctoral full degree studies: Croatia, Slovenia

- 2) **Citizens** of the following countries may apply **individually, directly to** Tempus Public Foundation, **without being nominated**:

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

ELIGIBILITY

Foreign citizens having a secondary school graduation or higher education degree who wish to conduct full degree studies in any fields of studies or arts at any accredited Hungarian higher education institution at bachelor, master, one-tier master or doctoral level. Applications may be submitted according to the conditions stipulated in the relevant 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.

Participation in the admission process is the responsibility of the applicant. Please contact the host institution for more information.

The following are not entitled to apply:

- Foreign citizens with an immigration/ settlement permit or in the course of applying for such a permit in Hungary,
- Foreign citizens with permanent residence in Hungary,
- Foreign citizens employed as defined by the Hungarian Labour Law,
- Those **who have already started the studies they wish to apply** for at a Hungarian higher education institution,
- Foreign citizens residing in Hungary,
- Those who did not meet their obligation to submit the final report for previous Bilateral State Scholarships.

Age limit for Applicants

Applicants must be over 18 years of age by 01.09.2024. There is no upper age limit.

LANGUAGE OF INSTRUCTION

Applicants for full degree bachelor, master, one-tier master and doctoral studies may apply for programs **held in Hungarian or in foreign languages** in any field of arts or sciences at any accredited Hungarian higher education institution. In case the language of instruction is not Hungarian, students have to attend courses of Hungarian language and culture. The language of instruction has to be specified in the Acceptance letter of the Hungarian host institution (see below under 'Documents to be submitted').

In case applicants do not have a B2-level Hungarian knowledge, applicants for **full degree studies** held in Hungarian 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 and successfully finishes a preparatory course and starts it from the academic year 2024-2025, he or she can start the full degree studies from the academic year 2025-2026. 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 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, and a dormitory placement is possible depending on the capacity of the host institution. These are provided by the host institution.

SUBMITTING THE APPLICATION

Applicants should submit their applications **in the online system** of Tempus Public Foundation (<https://scholarship.hu/>) in the following way:

- **Register** online with a user ID and password.

- After registration, **fill in the CV and attach the applications documents** under 'Documents to be submitted'.
- For the application, a **technical online application guide** can be found on our webpage (<https://tka.hu/international-programmes/4133/information-for-applicants>).

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 and do not wait until the last few days to apply.

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 that 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.

Deadline: 22nd February 2024, Thursday, 11 pm CET

(closure of the online application system)

Technical assistance is provided until 5 pm CET on the deadline day.

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

In the course of formal evaluation, **TPF may send your application back to you if it needs to be completed or corrected.** The application may be corrected once only. If the applicant does not fully or properly complete or correct the application within the fixed deadline, his/her incomplete/incorrect application may be rejected without any further assessment.

Please note that the applications will be evaluated professionally based on the documents submitted, so please make sure to provide all the necessary information and attachments listed in this Call.

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

DOCUMENTS TO BE SUBMITTED

Applications have to include the below-listed documents.

The language of the **documents** can be **Hungarian, English, French or German**. If they are not written in any 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 for full degree studies:

- **Application form** of Tempus Public Foundation (downloadable from the online system). *After signing and dating the document by hand, its scanned version shall be uploaded.*
- valid **passport** or **identity card**
- Proof of **language proficiency** required for the programme (at least B2 knowledge, for example, a language exam certificate, or a certificate issued by the sending institution, foreign Hungarian Cultural Institute, lectorate or consul, written in Hungarian or English).
- Copy of the highest **degree/ certificate**

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

- **Motivation** letter – minimum 1- maximum 2 pages long (according to the motivation letter template: <https://tka.hu/international-programmes/4133/information-for-applicants>)
- 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 with contact details. The Letter needs to state that the institution provides the study programme in case the applicant is accepted by the institution should he/she also be awarded by a scholarship by Tempus Public Foundation. The scholarship status is provisional until the **decision about admission** of the respective higher education institution will be submitted to Tempus Public Foundation. (Please, use this form, it is downloadable here: <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:**

- Precise and detailed **work plan** – minimum 1- maximum 5-pages long (according to the workplan template: <http://tka.hu/international-programmes/4133/information-for-applicants>)
- **Publication** list (in case the applicant has publications)
- Preliminary **Acceptance Letter** issued by the head of the doctoral school accredited in Hungary, dated, stamped, signed on institutional letterhead with contact details 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. (Downloadable template, please, possibly use this: <https://tka.hu/international-programmes/4133/information-for-applicants>)
- Two **Letters of Recommendation** from two recognized experts in the relevant discipline with original signature, date, stamp and/or on institutional letterhead with contact details. 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 artists: documentation of 5 works of art ("portfolio") indicating the date of creation, or the link of the webpage where the works are available.
- ▶ Performing artists: the link of the webpage of 3 performances of different styles.

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

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 or 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 should contact the Academy). Applicants should indicate on the application form that they applied for a Bilateral 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.

EVALUATION 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. Then Tempus Public Foundation carries out a formal assessment of the applications.

DECISION

Based on the results of the evaluation procedure, the Board of Trustees of Tempus Public Foundation makes a decision about the applications.

There is no appeal to the decision.

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

All applicants (and, 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 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 2024. Tempus Public Foundation informs the host institute, as well.

Objection to the decision may be sent to bilateral@tpf.hu within 30 days of the date of notification of the decision.

SCHOLARSHIP ALLOWANCES

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

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

The tuition fee is covered by the Hungarian state.

STIPEND

Bachelor and Master partial/semester studies:

56 600 HUF/month (not covering the cost of living)

Doctoral partial/semester studies:

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)

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

ACCOMODATION

Accommodation in a student dormitory depending on the capacity of the university, paid by the scholarship-holder.

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, except for urgent treatments. Health insurance covered by the Hungarian party is only available for scholarship holders under the age of 65.

FURTHER IMPORTANT INFORMATION ON THE SCHOLARSHIP

In case of receiving any **other Hungarian-state or EU scholarships** for the same purpose and/or time period, applicants are not eligible for the Bilateral State Scholarship. In case of receiving any **other Hungarian-state or EU-financed scholarships** for the same purpose or/and time period, the scholarship-holder must choose between them since he/she may only use one Hungarian-state or EU scholarship.

During the full degree study period the scholarship holder can be granted a maximum 30-day long uninterrupted scholarship abroad.

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

The scholarship is meant to contribute to the living expenses of only the scholarship-holder, it does not necessarily cover all expenses during the scholarship period. Tempus Public Foundation does not provide any 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.

Scholarship-holders **must stay in Hungary during the entire period of their studies**, excluding school and public holidays and justified vis maior cases with prior consent of TPF.

IMPLEMENTATION OF THE SCHOLARSHIP

- from the fall semester of 2024-25; in case of a Hungarian language preparatory course ended by a successful final exam from the fall semester of 2025-26,
- for studies in any field of arts or sciences, at an accredited Hungarian higher education institution.

POSTPONEMENT

The scholarship must be started in the fall semester of the implementation period indicated in the call for application, it cannot be postponed to the following academic year.

RESIGNATION

The scholar must inform the contact person at Tempus Public Foundation about his or her resignation immediately by email. In case the applicant cannot or do not want to start the scholarship within the period approved by the decision of Tempus Public Foundation and he or she wishes to postpone it to the following year, a new application needs to be submitted.

OBLIGATIONS OF THE SCHOLAR

Should there be any personal changes in personal data (especially change of permanent address, e-mail address, phone number), the applicant must notify Tempus Public Foundation immediately.

MOBILITY REPORT

Scholarship-holders are required to submit an **online professional report in the online application system within 30 days after finishing their scholarship period in Hungary, An automated notification will be sent to the registered e-mail address in this subject.** The final report consists of

- a 1-2-page-long **essay** summarizing the scholarship period,
- a **certificate** issued by the host institution on the completed scholarship period.

The scholars should ask the host institution for a certificate on a letterhead, it has to include the starting and closing date of the scholarship period, the aim of the scholarship, the name, title, coordinates and signature of the person issuing the certificate, as well as the stamp of the institution.

In case the scholarship-holder fails to submit the report, fully or partially, he or she will be excluded from further scholarship opportunities.

PUBLICATIONS

The scholar as an author or co-author undertakes to indicate in every Hungarian or foreign publication, thesis and dissertation etc, which was partially or completely a result of the scholarship study, that it was supported by the Hungarian Government.

CONTACT

Address: 1077 Budapest, Kéthly Anna tér 1.

Postal address: 1438 Budapest 70, Postafiók: 508

Web: <https://tka.hu/international-programmes/4133/information-for-applicants>

E-mail address: bilateral@tpf.hu