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ÖSZTÖNDÍJAK



TEMPUS KÖZALAPÍTVÁNY

Decision of the Board of Trustees of Tempus Public Foundation: 23 November 2023

## CALL FOR APPLICATIONS FOR HUNGARIAN BILATERAL STATE SCHOLARSHIPS<sup>1</sup> 2024-2025

Call for applications for foreigners  
to conduct **partial/semester studies** in the academic year 2024-2025

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<sup>1</sup> 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application, applicants acknowledge that should the signing of the scholarship agreement not happen or if the call is withdrawn or modified, the applicant may not appeal for any indemnity or reimbursement against Tempus Public Foundation under any legal title.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 higher education students at any levels and in any fields of studies or arts who would like to gain further knowledge and experience at any accredited Hungarian higher education institution. The granted scholarship period can be one or two semesters, 3-10 months. 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. Such applicants are entitled to apply for scholarships defined in the agreement. Information regarding these applicants about the application procedure, internal deadlines, pre-assessment and shortlisting of applications are in the scope of duties of the national partner office of Tempus Public Foundation and of the responsible department of the national/territorial ministry of education. Applicants need to submit an application to 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:

Bulgaria, People's Republic of China (exclusively in the field of Hungarian language and culture), Croatia, Czech Republic, Poland, Romania, Slovakia, Slovenia.

- 2) **Independently from the sending country's national scholarship organisation, without being nominated** through a bilateral agreement and not needing to submit an application to the sending country, the **citizens** of the following countries may apply **individually**, directly to Tempus Public Foundation:

Austria, Belgium, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Estonia, Finland, France, Germany, Greece, Iceland, Ireland, 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, San Marino, Spain, Switzerland, Sweden, Slovakia, Slovenia, UK, USA.

## ELIGIBILITY

**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 one-tier master programme, such as General Medicine, Dentistry, Pharmaceutical or Veterinary Studies, Architecture and Law. To apply, students are required to have minimum one completed semester 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.

### **The following are not entitled to apply for a scholarship:**

- ▶ 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,
- ▶ 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 18 years old by 01.09.2024. There is no upper age limit.

### **LANGUAGE OF INSTRUCTION**

Applicants for partial/semester bachelor, master and doctoral studies can apply for study programs **held in Hungarian or in foreign languages, except** students with Hungarian as a major or minor, they may only apply for studies held in Hungarian language.

In case the language of instruction is not Hungarian, students have to attend courses of Hungarian language and culture. Those applying for studies in Hungarian language take priority. The language of instruction must be specified in the Acceptance letter of the Hungarian host institution (see below under 'Documents to be submitted'). The applicants must agree on the language of instruction with 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** with a user ID and password.
- After registration, fill in the CV tab and attach the applications documents under 'Documents to be submitted'.
- For the application, a **technical online application guide** can be found on our webpage (<http://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 for partial/semester studies (in case of several applications, the last one will be considered as valid).** Students may submit another application

for summer courses or for study visits in case they do not overlap in time. The applicant can thus be granted with a second scholarship if there is no time overlap between the two and if the budgetary allocations make it possible.

**Deadline: 22<sup>nd</sup> 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 rank and nominate the applications to Tempus Public Foundation.

## **DOCUMENTS TO BE SUBMITTED**

Applications must 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 of partial/semester studies:**

- **Application form** of Tempus Public Foundation (downloadable from the online system:) **After signing and dating the document by hand, its scanned version should be uploaded.**
- Certificate of **enrolment** issued by the applicant's home institution including the expected date of graduation.
- Copy of valid **passport** or **identity card**

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

- **Motivation** letter – minimum 1 maximum 2 pages long (according to the motivation letter template: <https://tka.hu/international-programmes/4133/information-for-applicants> )
- Copy of Transcript of Records
  - for bachelor studies: copy of the **Transcript of Records** of the last completed semester
  - for master studies: copy of the bachelor's **degree and** copy of the **Transcript of Records** of the last completed semester
- Proof of **language** proficiency required for the completion of the studies (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, **except** Applicants for Hungarian as a foreign language, they may apply having any level of Hungarian knowledge.)
- 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. (Please, use this form, it is downloadable here: <http://tka.hu/international-programmes/4133/information-for-applicants> )

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

- Precise and detailed **work plan** 2-5 pages long (according to the work plan template: <https://tka.hu/international-programmes/4133/information-for-applicants> )
- Copy of the highest **degree/diploma**
- Proof of **language** proficiency required for the completion of the studies (at least B2 knowledge, for example, a language exam certificate, or a certificate issued by the sending institution, Hungarian Cultural Institute, lectorate or consul, written in Hungarian or English.) Applicants for Hungarian language partial studies held by KKM-Balassi Institute make an exception since knowledge of Hungarian language is not a requirement there.
- Preliminary **Acceptance Letter** issued by the head of an accredited Hungarian doctoral school and international office, dated, stamped, signed on institutional letterhead with contact details. (Please, use this form, it is downloadable here: <http://tka.hu/international-programmes/4133/information-for-applicants>)
- Two **Letters of Recommendation** from two recognized experts in the relevant discipline with original signature, dated, stamped and/or on institutional letterhead with contact details. The signers of the Letters of Recommendations cannot be the same as of the Preliminary Acceptance Letter. 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: the link of the webpage of 5 works of art ("portfolio") indicating the date of creation.
- 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 or to take part in an entrance exam 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 Invitation. Contact e-mail: international.office@lisztakademia.hu, phone: +36 1 462 4616. The Acceptance Letter must be signed by the Head of Institution or by the Head of Department. Letters signed only by department teachers 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 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.

## EVALUATION PROCEDURE

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

After a formal assessment carried out by Tempus Public Foundation, formally correct applications will be evaluated professionally according to the following criteria:

## SCORING SYSTEM

<b>Evaluation requirements</b>	<b>maximum scores</b>
background of the applicant and relevance of the scholarship (professional preparedness & progress, consistency between goals, activities and the call)	10
quality of motivation letter/work plan (performance, short- and long-term objectives, skills & abilities, expected results; novelty, justification, feasibility of the topic)	20
language knowledge	7
evaluation of letters of recommendation (Only for doctoral applicants) (professional performance, works in common, skills & abilities, expected results)	8
overall impressions on the application (overall impressions on the basis of the different requirements)	5
studies held in Hungarian language	10

new applicant	5
<b><u>Total:</u></b>	<b><u>57/65 (doctoral studies)</u></b>
nominee of the foreign partner	up to 30*

\*The total score must not exceed the maximum of 57/65 points.

## DECISION

Based on the results of the evaluation procedure, the Board of Trustees of Tempus Public Foundation makes a decision about the applications. In the selection procedure preference is given to applicants nominated by their sending relation, those applying for studies held in Hungarian and new applicants.

**There is no appeal to the decision.**

Any kind of undue influence on the professional evaluation or the application procedure causes 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](mailto: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 by the receiving higher education institution to the scholarship-holder.

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

Scholarship-holders who are 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.

#### **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, with the exception of 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-financed 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 of them.

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

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 1 September 2024 till 31 July 2025,**
- for studies in any field of arts or sciences,
- at an accredited Hungarian higher education institution.

## POSTPONEMENT

The scholarship can only be used within the implementation period, 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. The scholar must inform Tempus Public Foundation about it. The request for postponement must be submitted to the contact person at Tempus Public Foundation by email.

The modification of the starting date must be arranged between the scholar and the host institution.

## 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 use the scholarship within the period approved by the decision of Tempus Public Foundation and he or she wished 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](mailto:bilateral@tpf.hu)