

CALL FOR APPLICATIONS
FOR HUNGARIAN BILATERAL STATE SCHOLARSHIPS IN HUNGARY¹
2024-2025

Call for applications for foreigners
to conduct **study visits** in the academic year 2024-2025

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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application, applicants acknowledge that should the signing of the scholarship agreement not happen or if the call is withdrawn or modified, the applicant may not appeal for any indemnity or reimbursement against Tempus Public Foundation under any legal title.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 higher education graduates, lecturers and researchers who would like to gain further knowledge in Hungarian higher education institutions, research or art institutes. The aim of the scholarship is mobility, so the entire period of the study visit must be spent in a Hungarian higher education institution or a research or art institute.

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 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**:

Bulgaria, Cambodia, Croatia, Czech Republic, Greece, India, Mexico, People's Republic of China, Poland, Romania, Russia, Slovakia, Slovenia, Vietnam.

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:

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

SCHOLARSHIP TYPES AND ELIGIBILITY

As described above, applications may be submitted for the following types of scholarship depending on whether the applicant is nominated by the sending country's ministry (or scholarship organisation) or not.

Nominated applicant

Nominated applicants holding at least a master's degree may apply

- for **short-term study visits** (3-29 days) or
- for **long-term study visits** (1-6 months, with the possibility of extension for 10 months in justified cases only).

Individual applicants without being nominated

Individual applicants holding at least a master's degree may apply.

- for **short-term study visits** (3-29 days) or
- for **long-term study visits** (1-6 months, with the possibility of extension for 10 months in justified cases only).

Individual doctoral student applicants without being nominated

Individual doctoral student applicants may apply

- **only** for **short-term study visits** (3-29 days)

Instead of long-term study visits, doctoral student applicants may apply for one- or two-semester-long **doctoral partial studies** (see or Call for incoming partial studies: <http://tka.hu/international-programmes/4133/information-for-applicants>).

For both short-term and long-term study visits, applicants may **choose either the postgraduate or the postdoctoral category**, according to their level of degree obtained:

- postgraduate level: students holding a master's degree may apply,
- post-doctorate level: applicants holding a doctorate degree may apply.

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,
- Foreign citizens residing in Hungary,
- Those who did not meet their obligation to submit the final report for previous Bilateral State Scholarships.

There is no age limit.

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.
- **Choose one from the two below categories:**
 - **postgradual** level: for applicants holding a master's degree,
 - **postdoctoral** level: for applicants holding a doctorate degree.
- After registration, fill in the CV tab and attach the application documents under 'Documents to be submitted'..
- For the application, an **online application technical 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.

In case of two or more research applications, the last one will be considered as valid.

During one application cycle **within the bilateral state scholarship programme**, further to an application for study visit, applicants may submit another application for partial/semester studies or for a summer course. Only two scholarships 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 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 Tempus Public Foundation.

DOCUMENTS TO BE SUBMITTED

Applications must include the below-listed documents.

The language of the **documents** to be uploaded in the online system 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.

1. **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. The original signed copy of the Application form must be retained till the decision on the application.**
2. An **abstract** of the research in a few sentences.
3. Precise and detailed **work plan** – minimum 1, maximum 5 pages long (template: <http://tka.hu/international-programmes/4133/information-for-applicants>)
4. Complete professional **CV**– attached as a file (e.g. <https://europass.cedefop.europa.eu/>)

5. Copy of highest **degree/diploma** at the time of application (when applying for postgraduate research, a master's degree, for postdoctoral research a PhD degree, or if not yet received, the doctoral council's decision of the home higher education institution, is required)
6. Proof of proficiency in the **language** that is required for the research programme (at least a B2-level language exam certificate, or a certificate (in Hungarian or English) issued by the sending workplace/institution, Lectorate, 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).
7. **Publication** list
8. Preliminary **Acceptance Letter** issued by the representative of a Hungarian institution, research or art institute. Document must be with original signature, date, and stamp and/or on institutional letterhead. ((Please, use this form, it is downloadable here: <http://tka.hu/international-programmes/4133/information-for-applicants>)
9. 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.
10. Copy of valid **passport** or **identity card**

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 (indicating the date of creating) or the link of the webpage where the works are available.
- Performing artists: 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 a scholarship is granted.

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 carrying out a formal assessment by Tempus Public Foundation, formally correct applications will be evaluated by external independent experts according to the following criteria:

SCORING SYSTEM

Evaluation requirements	maximum score/ expert*
professional evaluation of the applicant (professional preparedness & progress)	10

topic and quality of the work plan (novelty, justification, elaboration, feasibility of the topic, rightness of planned period, skills & abilities, expected results)	20
language knowledge	7
quality of recommendations (professional performance, works in common, skills & abilities, expected results)	8
overall impression on the application (overall impressions on the basis of the different requirements)	5
<u>Total:</u>	<u>50</u>
<u>new applicant</u>	<u>5</u>

*As two experts assess each application, the maximum score may be 2*50+5, that is 105 points.

DECISION

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

Preference is given to applicants nominated by their sending relation and to new applicants in the selection procedure.

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

There is no appeal to the decision.

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 (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 before July 2024.

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.

Scholarships are paid by Tempus Public Foundation to the scholarship holders.

STIPEND

Postgraduate applicants:

Stipend: 80 000 HUF/month

Accommodation allowance: 70 000 HUF/month

Postdoctoral applicants:

Stipend: 120 000 HUF/month

Accommodation allowance: 80 000 HUF/month

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.

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 scholarship holders are granted another scholarship or get any other financial support (wage) for the same scholarship period, they must choose between them since he/she may only use one Hungarian-state or EU scholarship.

The stipend and accommodation allowance are paid on the basis of a deed of support to be issued by Tempus Public Foundation at the beginning of the scholarship period.

Allowances will be transferred after the issue of the deed of support according to the timing given therein.

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. There is no financial support for visa fees and any allowance for accompanying persons.

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

IMPLEMENTATION OF THE SCHOLARSHIP

- **from 1 September 2024 till 31 August 2025,**
- for studies in any field of arts or sciences,
- at a professional organisation (accredited Hungarian higher education institution or research institute) relevant to the research topic.

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

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 start the scholarship within the period approved by the decision of Tempus Public Foundation and he or she wishes to postpone it for the following academic year, a new application needs to be submitted. If some allowance has already been transferred to the scholarship-holder, he or she must reimburse it as defined in the deed of support.

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 as soon as possible.

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 and coordinates of the person issuing the certificate, as well as the stamp of the institution.

In case the submitted certificate does not cover the period granted by the scholarship, the scholar is subject to reimburse the scholarship difference to Tempus Public Foundation.

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

PUBLICATIONS

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

CONTACT

Address: 1077 Budapest, Kéthly Anna tér 1.

Postal address: 1438 Budapest 70, Postafiók: 508

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

E-mail address: bilateral@tpf.hu