



**STIPENDIUM  
HUNGARICUM**



**DreamApply online application system  
guide for representatives of sending  
partners participating in the  
Stipendium Hungaricum Programme**

## Table of contents

1. What is DreamApply? .....	3
2. Who has access to DreamApply and what is their role? .....	3
2.1. Tempus Public Foundation (TPF) .....	3
2.2. Applicants .....	5
2.3. Hungarian Higher Education Institutions .....	6
2.4. Representatives of the Partner Organizations in the Sending Countries .....	7
2.5. Diplomatic Representatives of Hungary in Partner Countries .....	9
3. How can the Representatives of the Partner Organizations use DreamApply? .....	9
3.1. Access to DreamApply and how to sign-in .....	9
3.2. How to Find a Specific Applicant? .....	11
3.3. What can you see in the application of a specific applicant? .....	13
3.4. How to search for a group of applicants? – Browse .....	17
3.4.1. How to filter your search? .....	17
3.4.2. Application progress .....	19
3.4.3. Offers and replies .....	21
3.4.4. Applicant decision .....	28
3.5. How to export the data provided by the applicants? – Tables .....	29
3.5.1. Where to find the tables section and how to create a table? .....	29
3.6. How to rank the applicants during the nomination process in DreamApply? – Scoresheet .....	39
3.6.1. General information about the nomination .....	39
3.6.2. Where to find the scoresheet in DreamApply? .....	40
3.6.3. How to rank the applicants in DreamApply? .....	41

The aim of this Guide is to provide detailed information on the DreamApply online application system for the representatives of the Partner Organizations. The following document is a **highly detailed guide** that you can use at each step of the application cycle, therefore it **is meant to be used topically**. Please use the [Table of contents](#) for easy access to a specific feature of DreamApply.

## 1. What is DreamApply?

DreamApply is an online application system created by an Estonian company specifically to manage applications to higher education institutions and scholarship programmes.

The main advantages of DreamApply is its capability to handle tens of thousands of applications each year from more than 90 partner territories while it provides a user friendly surface to the administrators and the applicants both.

DreamApply also makes it possible to store all the applications from the previous application rounds, since Tempus Public Foundation uses the DreamApply system starting from the 2018-2019 application round of the Stipendium Hungaricum Scholarship Programme.

## 2. Who has access to DreamApply and what is their role?

During the application process each involved party has certain tasks in the DreamApply System at some point. The following section will list these roles and tasks.

### 2.1. Tempus Public Foundation (TPF)

Each year, before the publication of the Call for Application, the Directorate for Internationalization of Higher Education of Tempus Public Foundation reviews and updates the questions on the application form if necessary, to make them more understandable for the applicants. Before opening the application system, we may also add new questions in case of changes in the regulation related to the Programme that are not relevant anymore. In this point there is a possibility to add country-specific questions as well, which might help the work of the partner organizations and the nomination process.

In cooperation with the Hungarian Higher Education Institutions, we also update the description and details of the available study programmes and add or remove study programmes in

accordance with the institutional applications approved by the Board of Trustees of Tempus Public Foundation.

We also review the content of the effective Bilateral Agreements between Hungary and the Partner Countries and add all the available study fields and study programmes separately in the case of each of the partner territory.

During the whole application process our Customer Service is at the disposal of the applicants in case of any general inquiries or technical questions and we also communicate each step of the application process to the applicants through DreamApply. The applicants receive these messages both in the inbox section of their accounts and to their registered e-mail address as well.

After the application deadline, ***we only consider the applications submitted through DreamApply. No other applications can be accepted.***

The first selection point is the technical check, where we review all required eligibility criteria listed in [Section 2 of the Call for Applications](#).

The next two steps are the nomination process, which is done by the Partner Organization and the institutional evaluation, which is done by the Higher Education Institutions. During these periods we provide technical assistance to both the Partner Organizations and the Higher Education Institutions. Since these processes are also managed through DreamApply, the applicants automatically receive messages about their positive or negative results (e.g. in case they are nominated by the Partner Organization, get accepted by their selected institutions, their application was rejected due to formal reasons etc...).

Concluding the institutional evaluation, Tempus Public Foundation allocates the acceptable applicants considering the order of the selected study programmes, the scores received from the Partner Organizations and from the Institutions, the quotas set in the Bilateral Agreements and the maximum places for the study programmes. After the allocation is done, we officially inform all applicants through DreamApply about whether they had been awarded the scholarship or not.

Applicants who are awarded the scholarship, receive all the documents only electronically through DreamApply from their Higher Education Institution and from Tempus Public Foundation (Letter of Acceptance and Letter of Award) which are necessary for their visa application.

## 2.2. Applicants

Everyone who wishes to apply for the Stipendium Hungaricum Scholarship Programme must first register in DreamApply. The registration is open to each country of the world, but outside of the application period no applications can be registered. Additionally, it is only possible to submit applications from the territories that are participating in the Stipendium Hungaricum Scholarship Programme.

During the application process the applicants first need to select a maximum of two study programmes. These can be offered either by the same Higher Education Institution or by others. After selecting these study programmes, all applicants are required to fill the application form. In the application form the obligatory questions are marked with a red asterisk in each section. The questions of the application form refer to the personal and contact information of the applicants, their educational background, foreign language knowledge and experiences. Every applicant is required to write at least one motivation letter for the Scholarship Programme, but some study programmes require an additional letter as well. In the application form there is a separate section for the motivation letter where the applicants are required to type in their motivation letter.

All applicants are required to upload their application documents to the “*Tasks*” section of their application in the DreamApply system. There is a separate task for each document, where they can mark if the document is uploaded or not. The required documents are listed in [Section 3.2 of the actual Call for Applications](#).

After completing the application form and uploading the required documents, applicants need to submit their application through DreamApply. Failing this, their application cannot be considered further.

It is also important to mention that certain documents (e.g. school leaving certificate, proof of language knowledge) can be uploaded after the application deadline, but no later than 1 August each year. In case an applicant has any missing documents by the application deadline, they need to upload a signed statement in which he/she agrees to upload the document until 1 August.

After submitting the application, applicants are strongly advised to check their account in DreamApply regularly since all the necessary information is provided through the system.

After the selection and allocation rounds, the applicants who were awarded the Scholarship receive one scholarship offer in DreamApply to one of their selected study programmes. All awardees are required to accept the offer in DreamApply until the given deadline in the official message. In case the applicant fails to accept the offer, they cannot be considered as a scholarship holder.

### **2.3. Hungarian Higher Education Institutions**

Before opening DreamApply for the applicants the Hungarian Higher Education Institutions update all the necessary information in the system regarding the study programmes they offer. During the application and nomination process the Higher Education Institutions can monitor how many applicants submit their applications to their study programmes in order to prepare for the organization of the entrance examinations.

As soon as the nomination process is concluded and the results are published in DreamApply, the Higher Education Institutions review the applications submitted to them. Firstly, they evaluate the uploaded documents to check if they formally meet their requirements. If the uploaded documents do not meet their formal criteria for a certain study programme they can reject the applications for that programme. As the applicants may select two study programmes, in case his/her application is rejected for one of them the applicant still can be accepted for the other one, since the universities manage the two selected programmes separately.

In case the uploaded documents match the criteria of the Higher Education Institutions, they invite the applicants to entrance examinations. The invitation can be done through DreamApply as a message or they may contact the students at any of their contacts they provided on the application form.

The Higher Education Institutions conduct the institutional entrance examinations based on their own regulations and their own criteria. The type of the entrance exam completely depends on the institutions; it can be a written exam, an oral interview or both.

After conducting the entrance examinations, the Higher Education Institutions change the offer of the applicants according to their decision; according to whether the applicant is acceptable to a study programme or not. During the allocation process only the acceptable applicants are considered.

After the decision on the scholarship holders, the Higher Education Institutions send the Letter of Acceptance through DreamApply to the awardees accepted the scholarship offer in the system.

When the scholarship holders successfully arrive to Hungary and enroll at their host institution, the Higher Education Institution sends the Scholarship Agreement through DreamApply that all awardees are required to sign to become a scholarship holder.

## **2.4. Representatives of the Partner Organizations in the Sending Countries**

As soon as the application period starts, the representative of the Partner Organizations who has access to the DreamApply can follow all the applications in the system, can review all individual applications from their country, all the submitted documents, and can also prepare tables and statistics.

After the application deadline, Tempus Public Foundation conducts the technical check on the applications based on the eligibility criteria listed in [Section 2 of the actual Call for Applications](#). The following application statuses are considered during the technical check: submitted, reopened.

After concluding the technical check, we forward an Excel table to the Partner Organizations regarding the applicants from their country who successfully pass the technical check and also about the applicants who were rejected. In case an applicant is rejected, the reason of rejection is written in the attached Excel table. Rejected applicants cannot be nominated.

In case of some applicants, it is possible that only one selected study programme is rejected. In these cases, the applicant is still eligible in the later phases of the process for the study programmes for which the applicant was accepted during the technical check.

The role of the Partner Organization during the application process is to nominate the applicants based on their own criteria. The Partner Organization may set their own requirements and processes, but no applicant can be nominated that is not listed on the Excel table received from

Tempus Public Foundation. The Partner Organization may nominate 200% maximum of the quota set in the Bilateral Agreement. While preparing the list of nominees, please keep in mind that the total number of nominees must not be less than 120%, and no more than 200% of the quota. Within this 200% nominated and reserved candidates must be included as well. In case the number of applicants from certain territories do not reach 200% of the quota, the Partner Organization has the option not to prepare a candidate list. In this case all applicants are considered as nominees and all of them will take part in the institutional evaluation.

It is important to mention that during the nomination process the Partner Organization is required to consider the quotas and sub-quotas available for the different study levels based on the content of the Bilateral Agreement.

During the nomination process the Partner Organization has two tasks. First, the Partner Organization is requested to send the list of the nominated applicants in an Excel table to Tempus Public Foundation by email (hard copies are not taken into consideration). The second task is to rank the nominated applicants in the Scoresheet in DreamApply.

In both cases the most preferred candidate must be ranked as “1 and the least preferred candidate ranked as the highest possible number. This ranking number is considered during the allocation process, so the representatives of the Partner Organizations are suggested to make sure if they have ranked the candidates in the correct order.

Useful tips: During the whole application process Partner Organizations can monitor the status of the applicants from their territories; either via the *Browse* section which is found in the menu on the left side of the page (more details in [Section 3.4.](#)) or if they can make a table with the *Tables* function (more details in [Section 3.5.](#)) which can also be found in the menu.

For example, in case the Partner Organizations are interested in how the institutional examination process is going for the applicants, they can prepare a table to monitor if the Applicant is Acceptable or Failed during the entrance examination process.

After the awarding process of the Scholarships they can check if the awardees accepted the scholarship or if they declined it. They can also check if the awardee withdraws from the scholarship.

## **2.5. Diplomatic Representatives of Hungary in Partner Countries**

The Diplomatic Representatives also have access to the DreamApply, but they do not have an active role in the application process. The Representatives may monitor the application during the whole application-selection process and prepare statistics, which may help their communication with the Partner Organizations or in the promotion of the Stipendium Hungaricum Scholarship programme.

After the announcement of the scholarship results the awardees begin the visa application process. At this point the Diplomatic Representatives can check if the students who applied for the visa are really awarded the scholarship or if they already received the necessary documents for the visa application. This might reduce the time of the visa issuance procedure.

## **3. How can the Representatives of the Partner Organizations use DreamApply?**

During the whole application process, they may monitor the applicants in DreamApply, which provides an opportunity for them to have an idea about the number of expected applicants, to prepare better for the selection process or even start the selection process earlier.

### **3.1. Access to DreamApply and how to sign-in**

Each Representative of the Partner Organizations has one access to the DreamApply online application system. It is possible to have two accesses from one Sending Territory only in exceptional cases upon request.

If cannot sign-in to your account or cannot find the password, you must notify the contact person of your territory at Tempus Public Foundation, and we can send an automatic message from DreamApply which will contain your custom username and a new password.

After receiving your username and password, you must log-in as an admin (*Picture 1*). You are going to find the menu on the left side of the main page.

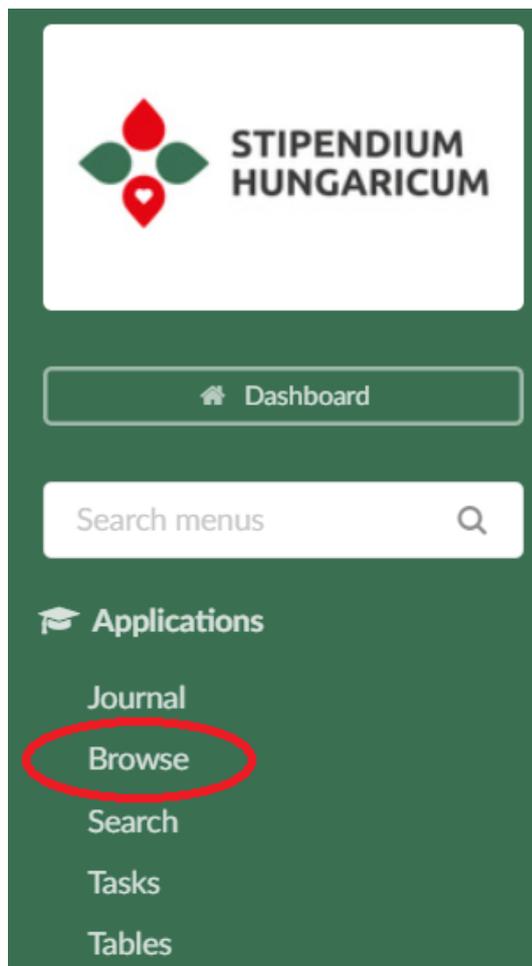
Picture 1



### 3.2. How to Find a Specific Applicant?

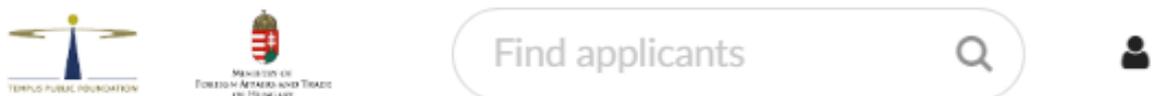
Firstly, you need to click on the *Browse* section which is found on the left side of the page in the menu (*Picture 2*).

*Picture 2*



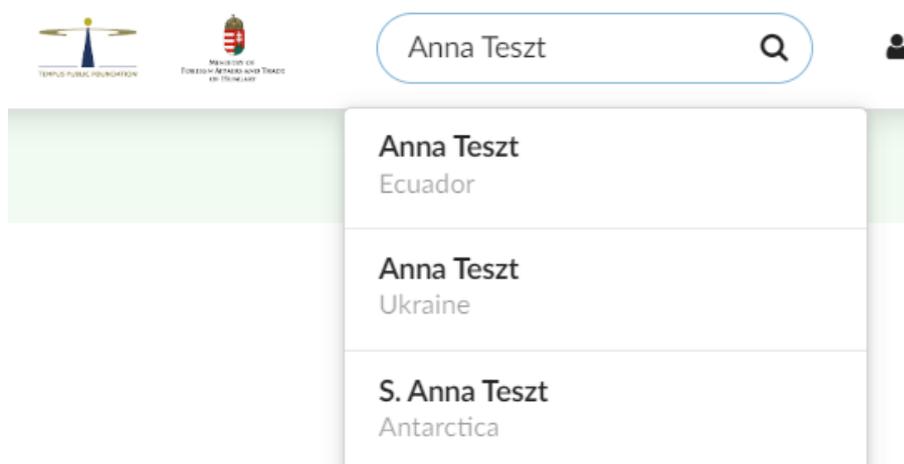
On the top-right-corner of the page you will find a search engine where you can search for an applicant in three ways (*Picture 3*).

*Picture 3*



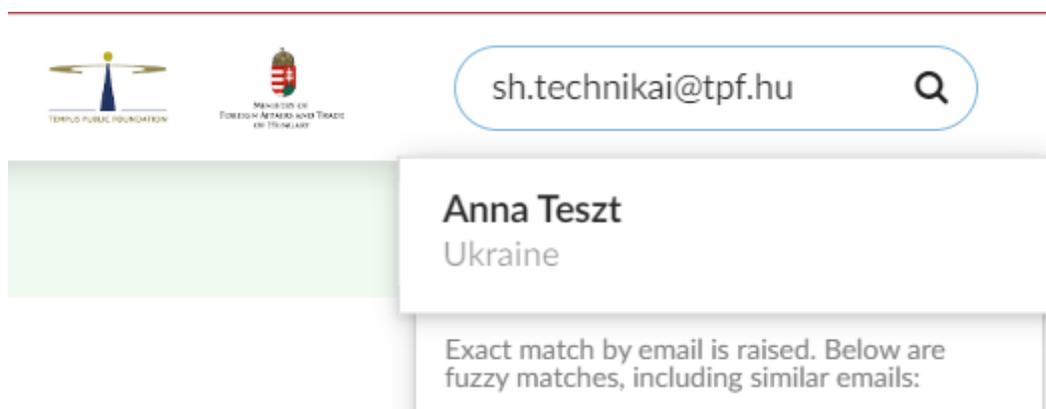
- You may type in the applicant's name
  - This is the less effective way to find an applicant since certain applicants may have identical names or different spelling (*Picture 4*).
  - In this case DreamApply will list you all the applicants whose names are similar to the version you are searching for.
  - This might lead to checking various applicants, to find the one you were looking for.

*Picture 4*



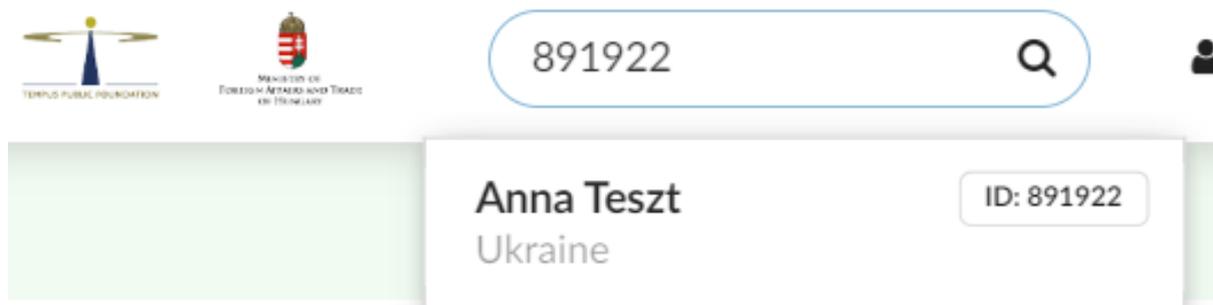
- You can insert the applicant's email address
  - This is a much more effective way to find an applicant, since every email address can be used only once in DreamApply during the registration, so you will get an exact match (*Picture 5*).

*Picture 5*



- You can search based on the applicant's specific Applicant ID
  - During the registration process the DreamApply automatically generates a unique ID, called Applicant ID for each person. Since every applicant has a specific Applicant ID, this is the most effective way to find them (*Picture 6*).
  - This Applicant ID generally consists of 6 digits, but if an applicant made his/her registration years ago, the Applicant ID might be shorter.
  - Since this is the most effective way to search for applicants, Tempus Public Foundation includes the Applicant ID in every Excel table sent to the Partner Organizations.

**Picture 6**



### **3.3. What can you see in the application of a specific applicant?**

After finding an applicant and clicking on his/her name, you will see the main page of his/her application (*Picture 7*). In the following section you can read a detailed explanation of this main page and some useful functions based on the numbers written on the picture.

## Picture 7

1 **Anna Teszt** ID: 891922 2

Region: Ukraine  
Date of birth: 25 Feb 2000

sh.technikai@tpf.hu 3

4 Applications Journal Consents Referees 10 Inbox Invoices Events

5 Submitted Academic year 2022/23 11 View

6 Offers Tasks 7 5 9 Interviews

1 teszt\_dissertation\_programme 7

Antarctica\_test Doctoral, full degree studies Teszt\_Institution

Partner: Nominated 8

teszt\_dissertacios\_task by Anna Spranitz 2 days ago

Type to add a flag..

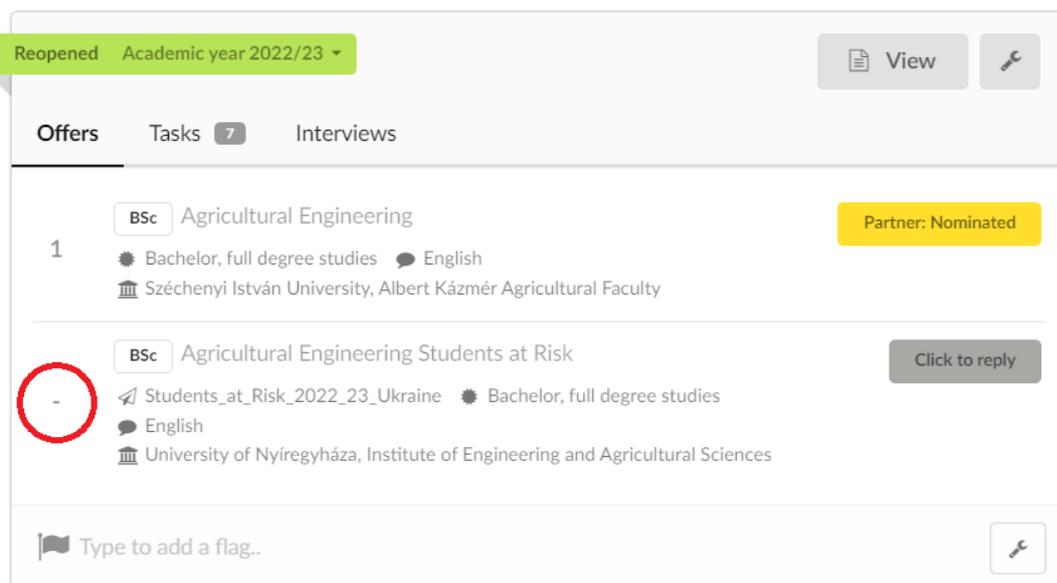
Type a tracker code to add..

**Applicant notes**  
Not visible to applicant

- **No. 1: Most important personal data**
  - In the top-left corner of an applicant's page you can see his/her name, the country where he/she is applying from, the applicant's date of birth and a formal photo uploaded by the applicant.
- **No. 2: Applicant ID**
  - Next to the applicant's name you will find the Applicant ID, which is unique to every applicant.
- **No. 3: Email address**
  - In the top-right corner you will find the applicant's verified email address. During the registration applicants must provide a valid email address and must verify it to ensure a way of communication with him/her during the application-selection process. In case you would like to contact the applicants from your territory, you may use the email address registered in DreamApply.
- **No. 4: Applications section**
  - If you open an applicant's application you will see this section automatically, since this shows the most important data regarding the applicant's selected study programme and status.

- **No. 5: Application status and academic year**
  - This field shows the status of the applicant. It is important to mention, that only the “Submitted” and the “Reopened” statuses are considered for the scholarship. We will provide more information regarding the application statuses in Section 3.4.1.
  - You may also see here the academic year which the applicant is applying for.
- **No. 6: Offers menu**
  - If you open an application, you will see this menu automatically. It shows the applicant’s selected study programmes and his/her offer types.
- **No. 7: Selected study programme details**
  - Here you can see the name of the applicant’s selected study programme, the Hungarian Higher Education Institution which offers the programme, the level and the mode of studies. In certain cases, the language of study appears here as well.
  - During the application process the applicants can select a first and a second priority as well. They may change it any time they wish, but only before the application deadline. In case an applicant deletes a study programme, it appears in the Offers menu with an “-” sign (Picture 8). The programmes marked with this sign cannot be considered for the scholarship, only the programmes marked with “1” and “2”.

*Picture 8*



- **No. 8: Offer status**

- The offer status marks the progress of the applicant during the application-selection process. We will provide detailed information regarding all possible offer statuses in Section 3.4.3.1.

- **No. 9: Tasks menu**

- By clicking on the “*Tasks*” menu you will see all the tasks of the applicant, and the completion status of a certain task (*Picture 9*).
- You can click on every task as well to be able to check the uploaded documents.

**Picture 9**

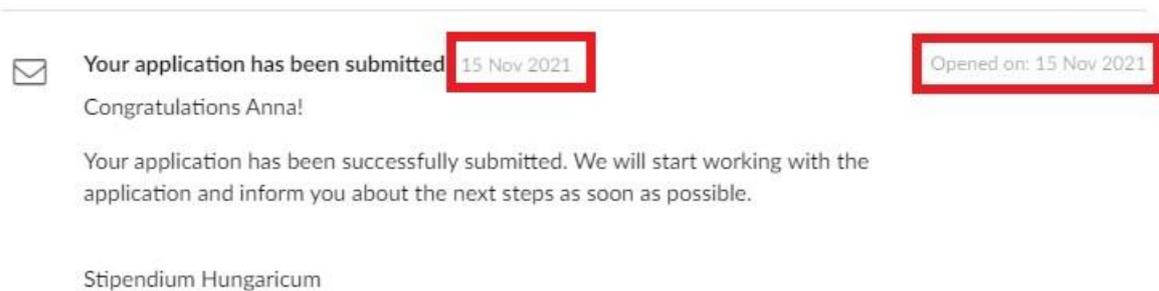
The screenshot shows a navigation bar with three tabs: 'Offers', 'Tasks' (which is active and has a notification badge with the number '11'), and 'Interviews'. Below the navigation bar, there is a list of tasks, each with a checkmark icon on the left, a title, a description, a timestamp, and a 'resolved' button. The tasks are:

- Result of Medical Examination in Hungary** issued by the Hungarian Healthcare professionals. I have uploaded the result of the medical examination which was issued by the Hungarian Healthcare Professionals. 10 months, 23 hours ago by Laber Anna Fruzsina. **resolved**
- Master school certificates**. I have uploaded the original and the translation. 8 months, 2 days, 19 hours ago by Laber Anna Fruzsina. **resolved**
- Research proposal**. I have uploaded my research proposal. 1 year, 8 months, 26 days, 18 hours ago. **resolved**
- Letter of recommendation**. I have uploaded the Letter of Recommendation. 1 year, 8 months, 26 days, 18 hours ago. **resolved**
- Bachelor school certificates**. I have uploaded the original and the translation. 1 year, 1 month, 2 days, 17 hours ago. **resolved**
- Passport**. I have uploaded my passport. 1 year, 11 months, 20 days, 19 hours ago. **resolved**
- High school certificates**. I have uploaded the original and the translation. 8 months, 2 days, 19 hours ago by Laber Anna Fruzsina. **resolved**
- Proof of foreign language proficiency**. I have uploaded the original and the translation. 1 year, 11 months, 20 days, 19 hours ago. **resolved**
- Transcript of records**. I have uploaded the original and the translation. 1 year, 11 months, 20 days, 19 hours ago. **resolved**

- **No. 10: Inbox section**

- In this section you can see all the messages that the applicant received from Tempus Public Foundation or from their selected Higher Education Institutions (*Picture 10*).
- Here you can also see the date the message was sent and when the applicant opened the message.

*Picture 10*



- **No. 11: View option**

- If you click on this option, you can see the whole application form of an applicant. There you can see all the information that the applicant provided during his/her application.

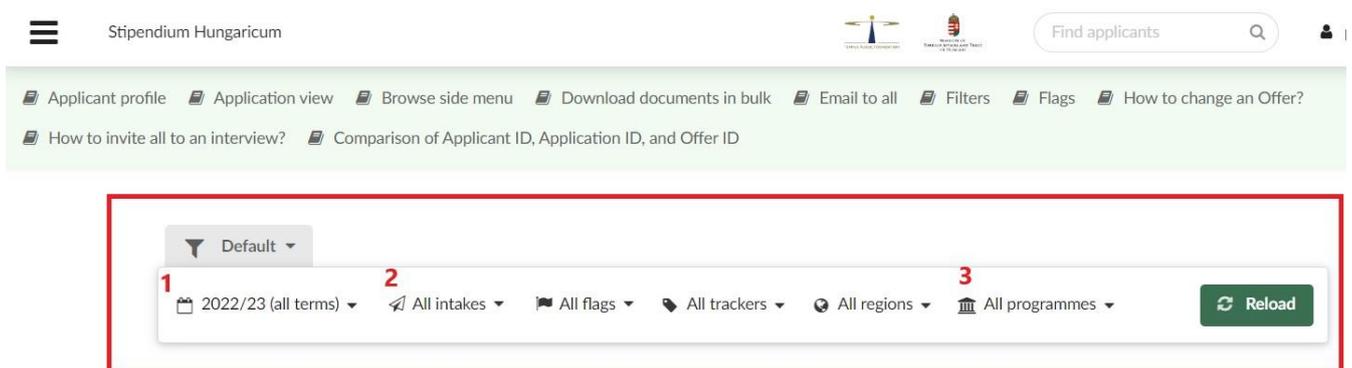
### 3.4. How to search for a group of applicants? – Browse

To see a group of applicants you need to click on the *Browse* section in the menu, which is mentioned in [Section 3.2.](#) (*Picture 2*).

#### 3.4.1. How to filter your search?

In *Picture 11* you can see the most important filter options you can use.

## Picture 11



### No. 1.: Choosing the term

- Here you can choose the application round that you are interested in.
- Always make sure that the correct academic year is selected. Please note, when you first open this section, the academic term will always show the previous academic year.

### No. 2.: All intakes

- Since various subprogrammes are managed in DreamApply here you must select the corresponding intake by clicking on “All intakes”, then choose “filter specific intakes”. After that click on “Clear all” and choose the one which starts with: “Stipendium\_Hungaricum\_MAIN”. This way, you will see only those applicants who apply for the Stipendium Hungaricum Scholarship programme.

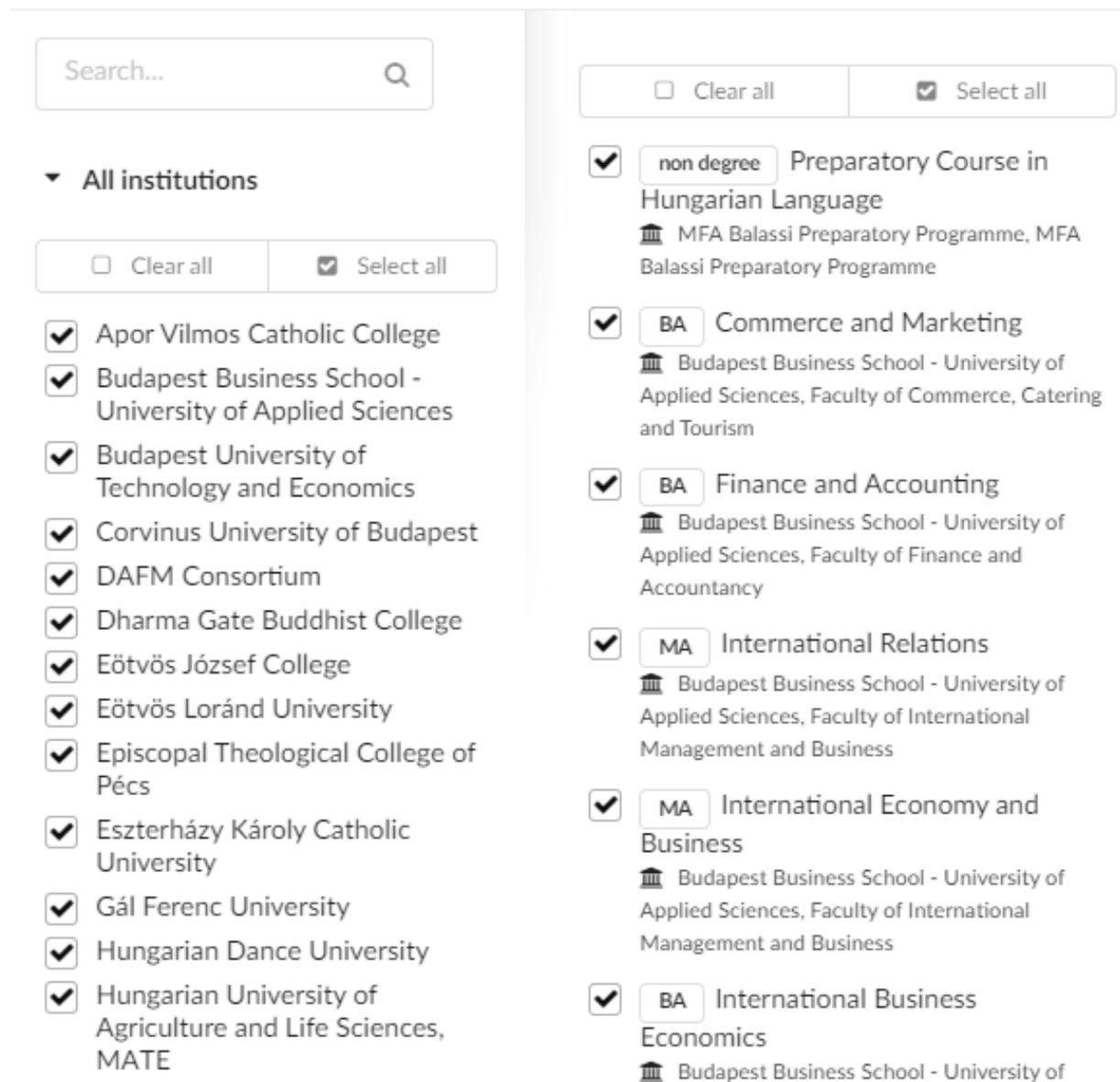
### No. 3.: All programmes

- Regarding applications from your country, if you are interested in a specific higher education institution/study programme/study level/study mode, you can click on “All programmes”, then choose “filter specific programmes” (Picture 12). After that, you can specify your search (Picture 13).

## Picture 12

- ▶ All institutions
- ▶ 2 of 6 statuses
- ▶ All types
- ▶ All modes
- ▶ All languages

Picture 13



After the necessary settings have been made, you always need to click on the **Reload** button to see the result.

### 3.4.2. Application progress

If you click on the Application Progress menu (*Picture 14*) you will be able to see the statuses of the applications in different categories.

Picture 14

Default

2022/23 (all terms) All intakes All flags All trackers All regions All programmes Reload

### Application progress

Applicants prepare and submit their applications.

- Not applied yet
- Blank 45
- Prepare 9
- Inactive 194
- Reopened 19
- Submitted 207
- Withdrawn 15
- Closed

1 2 3 > Bulk actions Sort results

**L. Anna Teszt**  
Region: Ukraine  
Date of birth: 25 Feb 2000

ua Ukraine

Reopened Academic year 2022/23 View

Offers Tasks 5 Interviews

BSc Agricultural Engineering Students at Risk TPF: Conditionally Awarded

1 Students\_at\_Risk\_2022\_23\_Ukraine  
Bachelor, full degree studies English  
University of Nyiregyháza, Institute of Engineering and Agricultural Sciences

- **Not applied yet:** Under this category you can see those applicants who registered in DreamApply but did not start any application yet.
- **Blank:** Under this category you can see those applicants who selected a study programme but did not fill the application form yet.
- **Prepare:** Under this category you can see those applicants who started to fill out their application and uploaded their documents.
- **Inactive:** Under this category you can see those applicants who did not edit their application for more than 2 weeks.
- **Reopened:** Under this category you can see those applicants who once submitted their application but reopened it for editing before the application deadline. After the application deadline, the applicants cannot open or edit their application, they can upload missing documents ONLY.
- **Submitted:** Under this category you can see those applicants who completed the application form and uploaded all the necessary documents and submitted their application.
- **Withdrawn:** Under this category you can see those applicants who withdrew their application. These applicants cannot be considered further.
  - Here you have two sub-categories: “Ever submitted” and “Never submitted”

- Under Ever submitted you can see those applicants who submitted their application but decided later to withdraw it.
    - Under Never submitted you can see those applicants who did not submit their application and decided to withdraw it before the application deadline.
  - Applicants may withdraw their application at any point during the application-selection process.
- **Closed:** Under this category you can see those applicants whose application has been rejected by Tempus Public Foundation or withdrawn their application.
  - Here you have two sub-categories: “*Ever submitted*” and “*Never submitted*”
    - Under Ever submitted you can see those applicants who submitted their application but was rejected at some point of the application-selection process and Tempus Public Foundation closed their application.
    - Under Never submitted you can see those applicants who did not submit their application and Tempus Public Foundation closed their application.

### 3.4.3. Offers and replies

The application process of the applicants can be followed with the help of offer types. Tempus Public Foundation and the Higher Education Institutions have a role in editing offer types during the application process. In the following section you can see more details about the offer types used during the application-selection process of the Stipendium Hungaricum Programme.

#### 3.4.3.1 What offer types do we use and what do they mean?

- **TPF: On Hold (=Click to reply)**
  - Every applicant will appear first in this offer type when they submit their application. Applicants who pass the technical check conducted by Tempus Public Foundation remain in this offer type until the publication of nomination results.

- **TPF: Rejected (Tech\_Check)**
  - Tempus Public Foundation edits this offer type, and applicants who do not pass the technical check conducted by Tempus Public Foundation are moved to this offer type. These applicants cannot continue their application process further.
  
- **Partner: Nominated**
  - Applicants who are nominated by the sending partner are moved to this offer type by Tempus Public Foundation after we receive the nomination ranking from the sending partner in the excel file provided, and the scoring is done in DreamApply as well. Only nominated applicants can continue the application process with the institutional entrance examinations.
  
- **TPF: Rejected (Not nominated)**
  - Applicants who are not nominated by the sending partner are moved to this offer type by Tempus Public Foundation.
  
- **HEI: Acceptable**
  - Nominated applicants who pass the institutional entrance examinations are moved to this offer type by the Higher Education Institutions. This does not mean that the applicant will become a scholarship holder, it is a positive result from the institution only.
  
- **HEI: Conditionally Acceptable**
  - Nominated applicants who pass the institutional entrance examinations but do not have all the required documents that are necessary for admission (e.g. BA degree certificate is missing for an applicant applying to MA studies; high school certificate is missing for an applicant applying to BA studies), are moved to this offer type by the Higher Education Institutions. This does not mean, that the applicant will become a scholarship holder, it is a positive result from the institution only.

- **HEI: Formally Failed**
  - Nominated applicants whose academic background is not considerable for their selected study programme or do not have all the basic application documents or their uploaded documents do not meet the formal criteria set by the Hungarian Higher Education Institution (e.g. the applicant does not have the required language exam type) are in this offer type. This status is set by the Higher Education Institutions.
  
- **HEI: Failed**
  - Nominated applicants who do not pass or do not show up at the entrance examination are in this offer type. This status is set by the Higher Education Institutions.
  
- **TPF: Rejected (Admission)**
  - If the applicants received HEI: Formally Failed or HEI: Failed offers from the Higher Education Institution for both of their priorities during the entrance examination, Tempus Public Foundation moves them to this offer type during the allocation process.
  
- **TPF: Rejected (Quotas)**
  - Applicants who received a positive result from the Higher Education Institution during the entrance examination but could not get into the maximum or minimum quota set by the Higher Education Institution for the selected study programme are moved to this offer type by Tempus Public Foundation.
  - Applicants who cannot fit in the quota established by the Bilateral Agreement are also moved to this offer.
  
- **TPF: Conditionally Awarded**
  - Applicants who received HEI: Conditionally Acceptable offer and were awarded the scholarship during the allocation process are moved to this offer type by Tempus Public Foundation. These applicants have some missing documents that must be uploaded until 1 August each year. Failing this, the awardee will be rejected by the Higher Education Institution.

- Since all awarded applicants must accept the scholarship offer within the timeframe specified in the notification letter, this offer type has three sub-categories in the Decision filters.
  - Undecided: In this category you can see applicants who still have time to accept the scholarship offer or did not accept the offer until the given deadline. In case the applicant did not accept the offer until the given deadline you are going to see the following sign: 
  - Final decision: In this category you can see applicants who accepted the scholarship offer until the given deadline. In case of these applicants the following sign will appear: 
  - Declined: In this category you can see applicants who declined their scholarship offer. In this case you will see the following sign: 

- **TPF: Scholarship Awarded**

- applicants who received HEI: Acceptable offer and were awarded the scholarship during the allocation process are moved to this offer by Tempus Public Foundation.
- Since all awarded applicants have to accept the scholarship offer within the timeframe specified in the notification letter, this offer type has three sub-categories in the Decision filters.
  - Undecided: In this category you can see applicants who still have time to accept the scholarship offer or did not accept the offer until the given deadline. In case the applicant did not accept the offer until the given deadline you are going to see the following sign: 
  - Final decision: In this category you can see those applicants who accepted the scholarship offer until the given deadline. In case of these applicants the following sign will appear: 

- Declined: In this category you can see applicants who declined their scholarship offer. In this case you will see the following sign: 

- **TPF: On Reserve List**

- Some of the best applicants who received a positive result from the Higher Education Institution during the entrance examination but did not fit in the quotas set by the Bilateral Agreements are moved to this offer by Tempus Public Foundation.
- These applicants can only be awarded the scholarship if another nominee from their country withdraws and provided they can still fit in the institutional maximum quotas.
- All applicants on the reserve list will be notified regarding their final results by Tempus Public Foundation in early August at the latest whether they became awarded or not.

- **HEI: Missing Documents Approved**

- After 1 August the Hungarian Higher Education Institutions evaluate the uploaded missing documents of those applicants who received TPF: Conditionally Awarded offer if they uploaded all the necessary documents and they are acceptable to the Higher Education Institution, they move the applicant to this offer type.

- **HEI: Missing Documents Rejected**

- After 1 August the Hungarian Higher Education Institutions evaluate the uploaded missing documents of those applicants who received TPF: Conditionally Awarded offer. If any of the necessary documents are still missing or the uploaded documents do not meet the criteria set by the Higher Education Institutions, they move the applicant to this offer type.

- **TPF: Rejected (No acceptance)**
  - Applicants who previously received TPF: Conditionally Awarded or TPF: Scholarship Awarded offer but did not accept the scholarship until the given deadline are moved to this offer type by Tempus Public Foundation later.
  
- **TPF: Rejected (Declined)**
  - Applicants who previously received TPF: Conditionally Awarded or TPF: Scholarship Awarded offer but declined the scholarship offer are moved to this offer by Tempus Public Foundation later.
  
- **TPF: Postponement Approved**
  - In very special vis maior cases (e.g. unexpected health issues) after the acceptance of the scholarship the awardees may request the postponement of their scholarship by 1 or 2 semesters. In case their request is accepted by Tempus Public Foundation based on their submitted documents, they are moved to this offer type.
  - In the notification letter sent with the offer (in the Inbox section) you may see whether the request was approved for 1 or for 2 semesters.
  
- **HEI: Letter of Acceptance sent**
  - After the acceptance of the scholarship offer (in case of applicants in TPF: Scholarship Awarded offer type) and after the approval of the missing documents (in case of applicants in HEI: Missing Documents Approved) the Higher Education Institutions will issue the Letter of Acceptance for each awardee and will move them to this offer type.
  - The awardees receive their Letter of Acceptance through DreamApply, so you can also check it in the Inbox section.
  
- **HEI: LoAcc\_prep\_sent**
  - In case the Higher Education Institution requires the completion of a foundation semester or a foundation year from the awardees before starting their main degree programme, issues a Letter of Acceptance which includes this requisite

and sends it to the awardee through DreamApply. The Higher Education Institution moves these awardees to this offer type.

- In this case this foundation semester or foundation year forms part of the scholarship of the awardee, so in case he/she successfully completes it, he/she can continue his/her studies automatically in his/her selected degree programme.
  - The Higher Education Institution also moves those applicants to this offer type who were accepted to a Hungarian language preparatory programme.
- **TPF: Letter of Award sent**
    - For awardees who are in HEI: Letter of Acceptance sent offer type, and the issued Letter of Acceptance is sent to them through DreamApply, Tempus Public Foundation will issue the Letter of Award, send it through DreamApply and move them to this offer.
    - The Letter of Award can be issued ONLY after the issuance of the Letter of Acceptance.
    - The awardees receive their Letter of Award through DreamApply ONLY, so you can also find it in the Inbox section. Tempus Public Foundation issues documents ONLY electronically, Letters of Award are not issued in paper form.
  - **TPF: LoAw\_prep\_sent**
    - Awardees who were previously in HEI: LoAcc\_prep\_sent offer are moved to this offer when Tempus Public Foundation issues them their Letter of Award which also includes their foundation semester or foundation year as well.
  - **HEI: SH Agreement Generated**
    - When the Letter of Award is already issued for the awardees, the Higher Education Institutions generate the Stipendium Hungaricum Scholarship Agreement for them and send it to the awardees through DreamApply and moves them to this offer type.
    - The awardees must check if their data is correct before signing it. The document must be signed by the awardees until their enrollment at their host institution. Signing the Agreement is the legal start of their scholarship status.

- **HEI: SH Agreement Accepted**
  - After enrollment the Higher Education Institutions check the signed agreement, register it, and move the awardees to this offer type. The Higher Education Institutions upload the Agreement in DreamApply as well.
  
- **TPF: Hungarian Program Selection**
  - Scholarship holders who were awarded for a Hungarian language preparatory programme and complete it successfully can continue their studies in the framework of the scholarship on any available study programme in Hungarian language. All these scholarship holders are moved to this offer by Tempus Public Foundation before opening the application period for them in DreamApply. After the application deadline, Tempus Public Foundation first conducts a technical check and after that, Higher Education Institutions invite the approved students for the entrance examinations. Starting from this point, we use the same offer types as in the normal application process (e.g. HEI: Acceptable).

#### 3.4.4. Applicant decision

The Applicant Decision section (*Picture 15*) refers to those applicants that have been awarded a scholarship offer only.

- Undecided: In this category you can see applicants who still have time to accept the scholarship offer or did not accept the offer until the given deadline. In case the applicant did not accept the offer until the given deadline you are going to see the following sign:



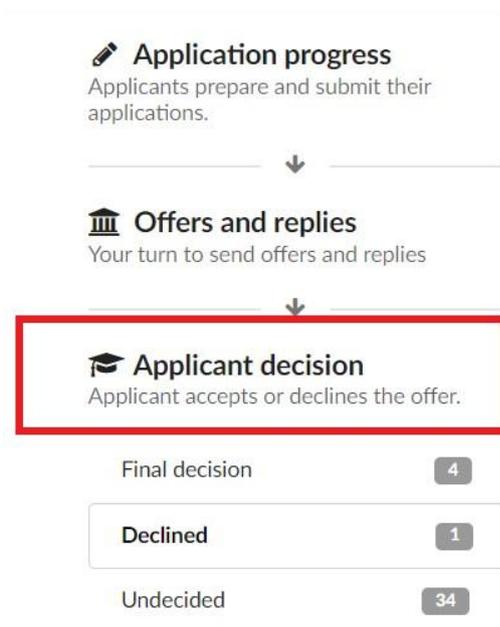
- Final decision: In this category you can see applicants who accepted the scholarship offer until the given deadline. In case of these applicants the following sign will also



appear:

- Declined: In this category you can see the applicants who declined their scholarship offer. In this case you will see the following sign: 

*Picture 15*



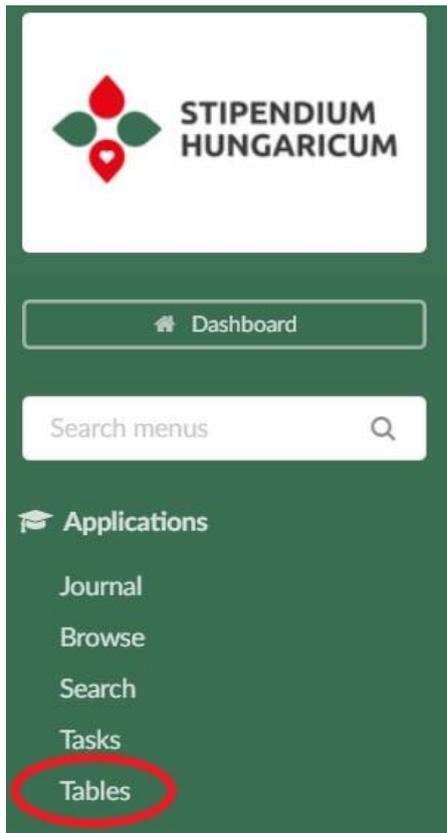
### 3.5. How to export the data provided by the applicants? – Tables

The representative of the Partner Organization, who has access to the DreamApply can prepare tables in the system, which is useful to make statistics at different points of the application process or to monitor the submitted applications. You also can export all data in a table format, that the applicant has provided in the application form.

#### 3.5.1. Where to find the tables section and how to create a table?

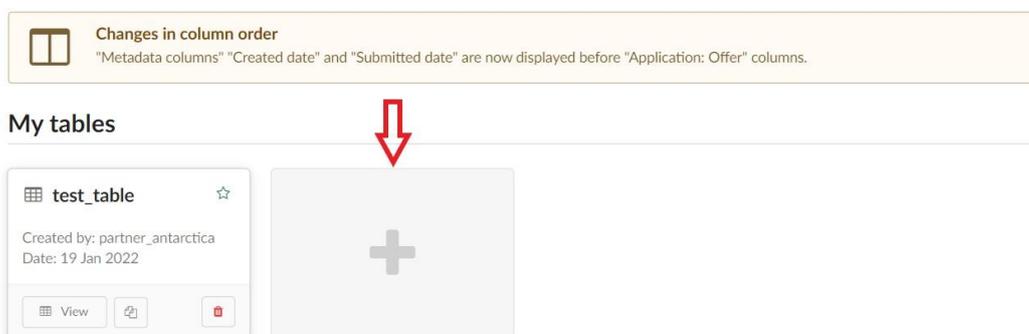
First, you need to click on *Tables* section which can be found on the left side of the page in the menu. (*Picture 16*)

Picture 16



After opening the Tables function you will see your already existing tables (if you already have some) under “*My tables*”. In order to create a new table, you must click on the  sign to create a new table (*Picture 17*).

Picture 17

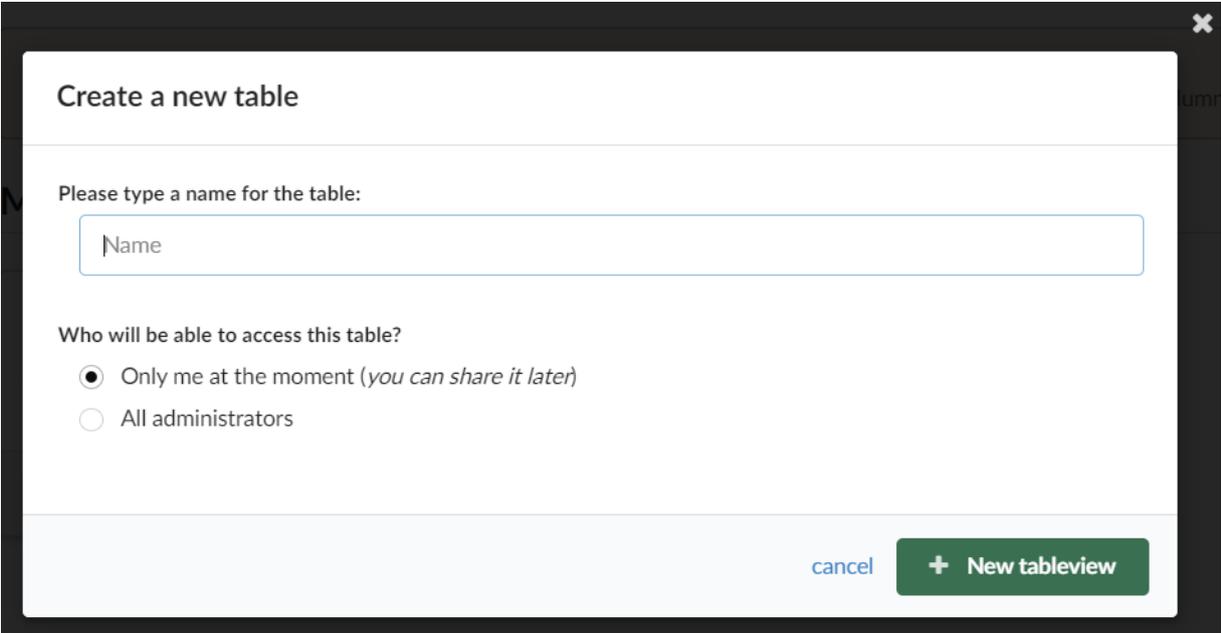


When you click on the  sign, you will see the following window (*Picture 18*). Here you must name the table that you will create. In order to find your tables easily, we recommend you to give a title that is easily recognized later (e.g. Submitted Applications 2023/24 or Withdrawn scholarship holders 2022/23).

Please, always choose the “*Only me at the moment*” option, since you will be able to share the table later with specific people.

After completing these steps, please click on the “*New tableview*” option.

*Picture 18*



After completing these steps, please click on the “*New tableview*” option to create a raw table with some of the basic information regarding the applicants from your territory (*Picture 19*).

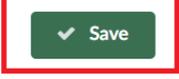
Picture 19

Tables > teszt-partner\_guide  1

Print 9 Export 10 Access Share 11 Copy 12

2021/22 (all terms) 2 All intakes 3 All assignees All flags All trackers All regions 4 All programmes

5 Application status 6 Offer status 7 Offer decision



8

	Status ^	Offer priority	Offer type	Offer decision	Given name(s)	Family name(s)	Citizenship	E-mail
1	Submitted	1	● HEI: SH Agreement Accepted	Final	Anna	Teszt	AQ Antarctica	sh.technikai@tpf.hu

Now we will provide information regarding the most important filters you may use and details on how to add content to your table. The Setting function of the Tables follows the structure of the application form, so before constructing your table we advise you to look through the application form of any applicant, by clicking on the View button of an applicant as written in [Section 3.3](#). You can export all the information provided to the application form's questions. This way, you may collect information you would like to add to your table and memorize the name of the section where the question appears.

### No. 1: Name of the Table

- Here you can find the name of your table, which you may modify easily by clicking on

this sign: 

First, we advise you to filter your search as follows:

### No. 2: Selecting the term

- Here you can choose the application round you are interested in.
- Always make sure that the correct academic year is selected. Please note, when you first open this section the academic term will always show the previous academic year.

### No. 3: All intakes

- Since various sub-programmes are managed parallelly in DreamApply here you must select the corresponding intake by clicking on All intakes, then select *“filter specific*

*intakes*". After that click on "Clear all" and choose the one that starts with: "Stipendium\_Hungaricum\_MAIN". This way, you will see only those applicants who apply for the Stipendium Hungaricum Scholarship programme.

#### **No. 4: All programmes**

- Regarding applications from your country, if you are interested in a specific higher education institution/study programme/study level/study mode, you can click on "All programmes", then selected "filter specific programmes" (Picture 12). After that, you can specify your search (Picture 13).

#### **No. 5: Application status**

- Here you can filter your search based on the application statuses detailed in [Section 3.4.2](#). To filter, you must first click on "use these options".
- E.g. if you would like to see only applicants who can be considered for the scholarship, you must select the "Submitted" and the "Reopened" options.

#### **No. 6: Offer status**

- Here you can filter your search based on the offer statuses detailed in [Section 3.4.3](#). To filter, you must first click on "use these options".
- **Example 1:** If you would like to see the submitted applications right after the application deadline, you do not need to use these options.
- **Example 2:** If you would like to see all the applicants who passed the technical check, you need to select all options **except** *TPF: Rejected (Tech\_Check)*.
- **Example 3:** If you would like to monitor how many of your nominated applicants have successfully passed the institutional entrance examinations, you need to select the *HEI: Acceptable* and *HEI: Conditionally Acceptable* options. Here we also advise you to select the *Partner: Nominated* option as well, so you will see how many applicants are still awaiting the results of the entrance examinations.
- **Example 4:** If you would like to see how many applicants have been awarded the scholarship after the allocation process, you need to select these options: *TPF: Conditionally Awarded*, *TPF: Scholarship Awarded*, *HEI: Missing Documents Approved*, *HEI: Letter of Acceptance sent*, *HEI: LoAcc\_prep\_sent*, *TPF: Letter of Award sent*, *TPF: LoAw\_prep\_sent*, *HEI: SH Agreement Generated*, *HEI: SH Agreement Accepted*

## No. 7: Offer decision

- Here you can filter your search based on the offer statuses detailed in [Section 3.4.4](#). To filter, you must first click on “*use these options*”.
- E.g. if you would like to see how many applicants have been awarded the scholarship after the allocation process, after selecting the offer statuses we suggest you to select the *final* option here, to exclude the awardees who rejected or did not accept their scholarship offer. **Please note, when the scholarship results are announced, awardees usually have two weeks to accept their scholarship. Until they accept it, they will still remain in the *none* category.**

After setting the filters of your search query, you must click on the SAVE button. If you would like to monitor the same group of applicants continuously, **by clicking on the Save button again, your table will be automatically updated, so you do not need to create a new table every time you need the same information.**

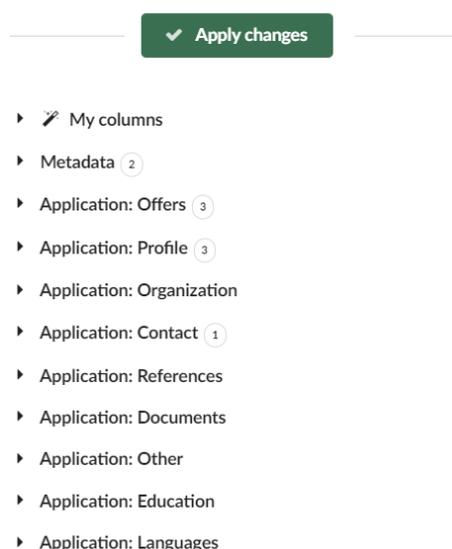
Now we will present how you can add or remove columns to your table and give some examples where to select the most important data of the applicants.

## No. 8: Settings

- To add columns to the raw table, you must click on the Settings icon. Here you will see a long list of the sections which might appear in the application form (*Picture 20*).

### Picture 20

Choose the columns that you want to see in the table.



The image shows a user interface for configuring table columns. At the top, there is a green button with a white checkmark and the text "Apply changes". Below this button is a list of column categories, each preceded by a right-pointing arrow and a small circular icon containing a number. The categories are: "My columns", "Metadata (2)", "Application: Offers (3)", "Application: Profile (3)", "Application: Organization", "Application: Contact (1)", "Application: References", "Application: Documents", "Application: Other", "Application: Education", and "Application: Languages".

- Now we will list the most important sections, some useful suggestions and examples for what columns are recommended to add.
  - **Metadata:**
    - In this section you will find general data related to the application process and identification numbers generated by DreamApply.
    - You must always select the **Applicant (with link)** option to be able to identify the applicants. By selecting this option, the Applicant ID column will be added to your table.
    - We also recommend you add the **Status** option in order to see the application status of the applicant detailed in [Section 3.4.2](#).
  - **Offers:**
    - In this section you will find all the information related to the study programme(s) selected by the applicants. In order to have a complete overview of their selected study programmes, we recommend you add the following options:
    - By selecting **Offer priority** you will see if the applicant selected a certain programme as a first or second choice.
    - By selecting **Offer type** you will see the current offer status where the applicant has been moved by Tempus Public Foundation or the Higher Education Institutions as detailed in [Section 3.4.3](#).
    - By selecting **Offer decision** you will see if the applicant has accepted the scholarship or not as detailed in [Section 3.4.4](#). It is highly advised to use this option if you are preparing a table about the awardees.
    - By selecting **Offer course name** you will see the name of the applicants' selected study programme (e.g. Computer Science, Physics, Medicine).
    - By selecting **Offer course code** you will see the study field where the applicants' selected study programme belongs (e.g. Computer Science and Information Technology, Natural Science, Health Science etc.).
    - By selecting **Offer course type** you will see the study level of the applicants' selected study programme (e.g. BA, MA, OTM).
    - By selecting **Offer course mode** you will see if the applicant selected a full-degree study programme or partial studies (e.g. FT or PT)

- By selecting **Offer institution name** you will see the name of the Hungarian Higher Education that the applicant has selected.
- **Profile:**
  - In this section we advise you to add the **Middle name** option to have the full name of the applicants and facilitate their identification.
  - The **Citizenship** option is automatically included. In case of the Pacific Alliance and the SEGIB we suggest keeping this option included.
  - By selecting **Country of residence**, you will see the current residence country of the applicants, which might be different from their country of origin.
  - To facilitate the identification of the applicants you also may select the **Date of birth, Place of birth** and **Country of birth** options.
  - If you have requested Tempus Public Foundation to include extra questions which is necessary for your Organization, they can be found and included in this section. You will find these questions at the bottom of the list, starting with *“Extra question:”*.
- **Contact:**
  - In this section the **E-mail** option is automatically included which facilitates getting in touch with the applicants from your territory.
  - You may also add columns here regarding the applicants’ **Address** (e.g. Postal code, City, Street name)
  - You also may add here the **Telephone** numbers of the applicants.
  - Here you can find the applicants’ **Skype** address as well. All students provide their Skype address since the Higher Education Institutions usually contact them via this channel, but you may also use it.
- **Education:**
  - In this section you may select the necessary information regarding the applicants’ educational background. DreamApply automatically recognizes the data regarding the latest studies of the applicant which you may include by selecting the options starting with *“Latest”*.
  - If you need more information in your table regarding the applicants’ education background you may select the options starting with *“Education Block”* as well, so you can include all the information about

the applicants' previous education details that they added in the Education section of the application form.

○ **Languages:**

- In this section you may include the applicants' native language by selecting the **Language: native** option.
- By selecting **Language: knowledge** you will see the list of the languages the applicant speaks.
- By selecting **Language: proficiencies** you will see the list of the languages the applicant speaks with the acquired level.
- By selecting **Language: English test results** you will see the type of English proficiency test done by the applicants and they scores they achieved.

After selecting all the columns you would like to include in your table, you must always click on the “*Apply changes*” button to update your table. After adding all the columns, please also click on the “*Save*” button to finalize your table.

You may modify your selected filters and columns anytime you wish. **After any modifications, please make sure that you have clicked on the necessary buttons.**

When your table is ready you have some further options, such as sharing, downloading or printing it, which may further facilitate your work.

**No. 9: Print**

- By clicking on this option, you will be able to print your created table or save it in a *.pdf* form.

**No. 10: Export**

- If you would like to export your table, first you need to specify in which form you need the file. Excel (*.xlsx*) or CSV (*.csv*).
- After selecting the corresponding form your table will be downloaded, containing all the columns you have added (*Picture 21*).

*Picture 21*

	A	B	C	D	E	F	G	H	I	J
<b>ID</b>		<b>Applicant</b>	<b>Status</b>	<b>Offer priority</b>	<b>Offer type</b>	<b>Offer decision</b>	<b>Given name(s)</b>	<b>Family name(s)</b>	<b>Citizenship</b>	<b>E-mail</b>
	606862	907100	Submitted	1	TPF: Scholarship	Final	S. Anna	Teszt	AQ Antarctica	sh.technikai@tpf.hu

## No. 11: Share

- By clicking on this option, you may share your table with any of your colleagues by typing in their email address (*Picture 22*).
- In this case an automatic email will be sent to the given address through DreamApply with a link that leads to your table. If you consider it more effective, you may also select the “*get a shareable link*” option and copy the link.
- If you share a table the recipient will be able to see all the data in the table, but he/she cannot edit it.

### *Picture 22*

#### Share this table

---

✉ Type an email..

or [get a shareable link](#)

If you want to share the table with someone, just type the email addresses. You may also add a note to the recipient. The share will allow read-only access to the table. If you have also added a column with the link to the application, this link will also be authorised so the recipient of the tableview can see the contents of each linked application. By default a share will expire in 3 months. You may choose a shorter expiry, as appropriate.

Any shares that you make, will appear here. You can revoke them at any time.

## No. 12: Clone

- If you need to create a table very similar to an existing one (e.g. containing the same data as in the previous year) this option is very useful. By clicking on this option your existing table will be duplicated with the same filters and settings so you can keep your previous table in the original form and make small modifications in the new one.
- To make a clone of your table you first need to click on the cloning icon and then select the “*Yes, clone the table*” option.

## 3.6. How to rank the applicants during the nomination process in DreamApply? – Scoresheet

In the last section of this guide, we will provide detailed information which will help the nomination process and the ranking of the applicants in DreamApply.

### 3.6.1. General information about the nomination

The representative of the Partner Organization will be provided access to the scoresheet ONLY after the completion of the technical check. During the technical check Tempus Public Foundation revises all the eligibility criteria in case of each applicant, according to the requirements of the Call for Application for the 2023/2024 academic year.

From each Partner Organization only one representative can access the scoresheet and rank the applicants in DreamApply in the framework of the nomination process.

**Tempus Public Foundation will send you an information letter and notify you when the access to the scoresheet in DreamApply is given to you.**

You are requested to prepare your nomination list until the given deadline, send it back to Tempus Public Foundation in the provided Excel file and rank your nominated applicants in the scoresheet in DreamApply as well. **The ranking numbers must match in DreamApply and in the excel file that you are sending back to Tempus Public Foundation.**

Please note there is only one scoresheet in DreamApply, where you must submit your nominations: a maximum of 200% (double) of the quota (if relevant).

Applicants who are rejected during the technical check **cannot be nominated, neither will they appear in the Scoresheet in the application system.**

### 3.6.2. Where to find the scoresheet in DreamApply?

You will find the scoresheet under the Scoring section (*Picture 23*). This section will only appear after the access is given to you.

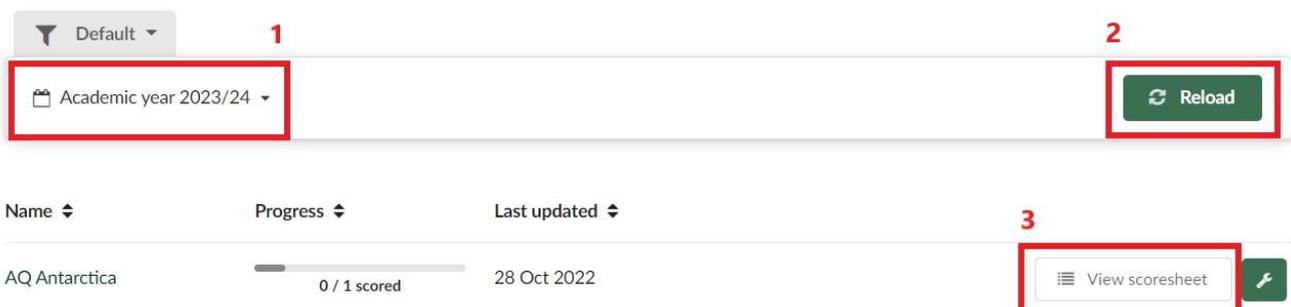
In case you encounter problems with reaching the scoresheet menu in DreamApply, Tempus Public Foundation will be able to provide you a direct link for the scoresheet.

*Picture 23*



After clicking on the Scoresheets section, you will have to follow the steps presented on *Picture 24* to see the corresponding applicants.

*Picture 24*



- **Step 1.:** You must select the correct academic year that the applicants are applying to.
- **Step 2.:** Please click on the “Reload” button to update the page.
- **Step 3.:** Please click on the “View scoresheet” option to open the scoresheet of your territory.

### 3.6.3. How to rank the applicants in DreamApply?

After setting the correct academic year and opening the scoresheet following the steps of [Section 3.6.2.](#) you will see some important instructions for the nomination and all the applicants who successfully passed the technical check from your territory (*Picture 25*). Now we will present some important features of DreamApply that might be useful during the ranking of the applicants.

*Picture 25*

#### AQ Antarctica\_teszt

Changes that you make to the scores will be saved automatically.

---

Edit settings ⚙️

**View scores** ☰

History 🔄

---

Share ➦

Print 🖨️ **3**

Export 📄 **4**

🔻 Academic year 2022/23 ▾
🔄 Reload

**Please follow these instructions:**

- Each applicant you wish to nominate should be ranked from 1 (top rank) up to to the value of the quota described in the bilateral educational cooperation agreement. Beyond the number set out by the quota, you should also continue ranking the nominees with a minimum of 20%, up to the maximum of 100% of the quota (if relevant), thus creating the reserve list of the nominees. This means that we ask for a list of nominees ranked from 1 up to the maximum of 200% (double) of the quota.
- The nominee with score value 1 will have the highest ranking (= your most recommended applicant).
- The nominee with the highest score value will have the lowest ranking (= least recommended applicant).
- Please note that each of the nominees MUST receive their own unique ranking value, therefore you should not give the same number (rank, score) twice.
- Applicants who are not nominated should receive a score value of zero (0). These applicants will be considered as “not nominated”.
- Applicants with a score left blank (i.e. no ranking value or 0) will also be considered as “not nominated”.

For detailed instructions on how to use the scoresheet, please consult this document.

Please be informed that in case the number of applications does not reach 200% (double) of the quota, the sending party has the option not to set up a candidate list. In this case all applicants are considered as nominees and all of them will take part in the institutional evaluation. In case you do not set up a candidate list, you do not have to indicate the rankings on the scoresheet, however you are required to notify us about it.

Should you have any further questions, we remain at your kind disposal.

Hint: use the Tab-key to move to the next field

Applicant ▾	Score ▾	Application
<p><b>S. Anna Teszt</b> Antarctica</p>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">points <span>🔄</span> <b>1</b></div>	<div style="display: flex; align-items: center; justify-content: flex-end; gap: 10px;"> <span>🗨️</span> <b>2</b> <div style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 4px; display: inline-block;">📄 View <span>🗑️</span></div> </div>

- **No. 1:** Next to the name of the applicant you will see an empty box (“*points*”). This is the box where you need to write the score of the applicant. In case you accidentally write a number that you did not wish to, you can modify the score by clicking in the box again.
- **No. 2:** If you click on the View option it will direct you to the application form of the selected applicant.
- **No. 3:** If you click on this option you can print the list of the applicants or save them in a *.pdf* form.
- **No.4:** If you click on this option you can export the list of applicants who are appearing in the scoresheet, in an excel file in *.xlsx* form. In the exported Excel file you will see the most important data of the applicants from your country (*Picture 26*).

*Picture 26*

	A	B	C	D	E	F	G	H
1	<b>Applicant ID</b>	<b>Applicant name</b>	<b>Applicant email</b>	<b>Applicant citizenship</b>	<b>Score</b>	<b>Date</b>	<b>Comment</b>	<b>Application ID</b>
2	907100	S. Anna Teszt	<a href="mailto:sh.technikai@tpf.hu">sh.technikai@tpf.hu</a>	AQ				606862
3								

Each applicant you wish to nominate should be ranked from 1 (top rank) up to the value of the quota described in the bilateral educational cooperation agreement. Beyond the number set out by the quota, you should also continue ranking the nominees with a minimum of 20%, up to the maximum of 100% of the quota (if relevant), thus creating the reserve list of the nominees. This means that we ask for a list of nominees ranked from 1 up to the maximum of 200% (double) of the quota.

The nominee with score value 1 will have the highest ranking (= your most recommended applicant). The nominee with the highest score value will have the lowest ranking (= least recommended applicant). **Please note that each of the nominees MUST receive their own unique ranking value, therefore you should not give the same number (rank, score) twice.**

Applicants who are not nominated should receive a score value of zero (0). These applicants will be considered as “*not nominated*”. **Applicants with a score left blank (i.e. no ranking value or 0) will also be considered as “*not nominated*”.**

In case the number of applications does not reach 200% (double) of the quota, the sending partner has the option not to set up a candidate list. In this case all applicants are considered as nominees and all of them will take part in the institutional evaluation. In case you do not set up a candidate list, you do not have to indicate the rankings on the scoresheet, however you are required to notify us about it.

You do not have to finish the scoresheet in one session. All work that you complete are saved and will be there when you return. You can close the window in between scoring sessions. Scores can be edited. After filling in the scoresheet you will be kindly requested to send us the list of nominees with an official letter too – in the way that we describe in our official notification letter.