

**CALL FOR APPLICATIONS
FOR HUNGARIAN STATE SCHOLARSHIPS
2017/2018**

Call for applications for foreigners for Hungarian state scholarships
for **summer university courses** in the summer of 2017

AIM OF THE SCHOLARSHIP

Tempus Public Foundation offers scholarships for foreign higher education students, graduates and professionals who would like to gain further knowledge in Hungarian summer university courses.

Applications by citizens of relations that have a valid educational work plan or a bilateral agreement signed by the Hungarian Government or the Ministry of Human Capacities and the relevant ministry of the given country or territory are entitled for the scholarship. Information regarding the application procedure, internal deadlines and the pre-assessment and shortlisting of applications is in the scope of duties of Tempus Public Foundation and the responsible department of the national/territorial ministry of education. Applications ranked by these offices *take priority*. However, applications submitted directly to Tempus Public Foundation shall also be accepted in the following framework.

Thus, it is possible to apply in two ways:

- 1) **As a nominee** of the sending country's national scholarship organisation, **based on the bilateral agreement** of the two countries (independently from the applicant's nationality):

Belgium, Bulgaria, China, Croatia, Czech Republic, Egypt, Finland, France, Germany, Greece, Japan, Latvia, Poland, Russia, Slovakia, Slovenia, Turkey, Ukraine.

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

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

ELIGIBILITY

2017 summer courses (2-4 weeks)

Applicants may select 3 options in order of preference from the list provided in the annex of this Call for application. However, the scholarship allows scholarship holders to participate only in

one course. The placement of the applicants depend on the capacity of the receiving institutions, so applicants may be accepted in either of the institutions they selected previously, independently from their order of preference.

CASES OF NON-ELIGIBILITY

- Foreign citizens with an immigration/ settlement permit or in the course of applying for such a permit in Hungary, or dual citizens
- Foreign citizens with permanent residence in Hungary
- Foreign citizens employed on a permanent basis as defined by the Hungarian Labour Law
- Students in employment applying for part-time or correspondence study programmes

AGE LIMIT FOR APPLICANTS

For all types of state scholarships applicants must be over 18 at the time of submitting the application. There is no age limit.

FURTHER INFORMATION

Only one application may be submitted.

In case of receiving other **simultaneous scholarships covered by the Hungarian state**, applicants are not eligible for the state scholarship.

For the same period only one scholarship by Tempus Public Foundation may be used.

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

Scholarships have to be implemented during the summer of 2017.

Postponement

The granted scholarship can only be used within the utilization period indicated in the call, so it cannot be postponed to the following academic year.

Resignation

In case the applicant cannot or do not want to use the scholarship within the period approved by the decision of TPF, a new application for the following academic year has to be submitted. The applicant is requested to inform his/her TPF contact person by email, as well as the host institution, without delay (see TPF's contact persons for bilateral state scholarship countries here: <http://tka.hu/international-programmes/4133/information-for-applicants>).

Vis maior

The scholarship holder is entitled to interrupt/finish the scholarship due to a vis maior situation occurring during his/her scholarship period. In this case, the scholarship holder has to inform his/her TPF contact person by email, as well as the host institution, without delay (see TPF's

contact persons for bilateral state scholarship countries here: <http://tka.hu/international-programmes/4133/information-for-applicants>). After being informed about the vis maior situation, TPF will fix the extent of the time-proportional reimbursement of the grant and will inform the scholarship holder accordingly.

SUBMITTING THE APPLICATION

Applicants should submit their applications **only in the online system** of Tempus Public Foundation (www.scholarship.hu).

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

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| Deadline: 6 March 2017, Monday 11 pm |
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Please note that applications with formal errors and incomplete applications will be automatically rejected.

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

Note: Applicants applying under the work plan system should submit their applications and required documents to the organization responsible for scholarships in the sending relation, too. These scholarship offices or responsible ministries work with individual deadlines. Applicants are advised to contact the responsible organisation of their sending relation as soon as possible so that the given relation can officially review, rank and nominate the applications to TPF.

APPLICATION PROCEDURE

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

It is followed by a formal assessment by Tempus Public Foundation. Formally correct applications will also be evaluated along professional requirements.

Preference is given to applicants nominated by their sending relation in the selection procedure if their applications meet the professional requirements during the evaluation.

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

Scholarships are granted by the Board of Trustees of Tempus Public Foundation in the name of the Minister responsible for education in Hungary. The **list of successful applicants** will be published **on the website** of Tempus Public Foundation in the course of **May-June 2017**.

All applicants (in case of nomination the national/territorial partner offices, too) will be informed of the final result of the application (awarded scholarship/waiting list/rejection) electronically (in special circumstances, by post, too) by Tempus Public Foundation. At the same time successful applicants will be provided with information concerning the terms and conditions needed to organise their stay in Hungary. In case of research, TPF informs the host institute, as well.

There is no appeal to the decision.

DOCUMENTS TO BE SUBMITTED

Applicants should submit their applications **in the online application system** of Tempus Public Foundation (www.scholarship.hu). It can be reached and filled in **in Hungarian and in English**.

The language of the **documents** (highest degree, language exam, certificate of student status) to be uploaded in the online system can be **Hungarian, English, French or German**. If they are not written in either of these four languages, their **official Hungarian or English translations** must also be attached. Documents with the stamp and signature of the issuing institution on letterhead can be considered as official, there is no need to have it translated by a translator office.

1. Application form of Tempus Public Foundation (downloadable from the online system). It is an electronic document only, and ***after signing it***, it shall be uploaded scanned.
2. Complete professional CV in Hungarian or English – attached as a file (e.g. <http://europass.cedefop.europa.eu/en/home>)
3. Letter of motivation – minimum 1, maximum 2 pages long
4. Transcript of records (original copy and its certified Hungarian or English translation)
 - University students: copy of the transcript of records of the last completed semester at the home institution
 - Graduates: copy of the highest degree/diploma of higher education
5. Short description of the grading system (e.g. '30 points' = excellent, etc.)
6. Proof of language proficiency (Hungarian and English) required for the summer university course. In case of Hungarian courses if the applicant has Hungarian knowledge it can be any type of Hungarian or English language exam certificate, or a formal certificate (in Hungarian or English) issued by the sending institution/workplace, foreign Hungarian institute or a Hungarian consul, marking the level of the knowledge. Without Hungarian knowledge: any kind of certificate of at least B2 English knowledge because in the courses the mediatory language is English.
7. A Letter of Recommendation issued by a teacher of the sending higher education institution/employer (with letterhead and signature)
8. Not more than a 3-month-old medical certificate issued by a GP of satisfactory health condition for studies (no contagious disease); (original copy and its authorized Hungarian or English translation). There is no template for it.
9. Copy of the picture page of ID card or passport.

FINANCIAL PROVISIONS

The scholarship is the participation fee which includes the classes, accommodation and meals.

State scholarships cannot be awarded at the same time with any other scholarships granted by the Hungarian state. In case scholarship holders are granted another scholarship or get any other financial support (wage) for the same scholarship period, they must withdraw their state scholarship.

The scholarship is meant to cover the living expenses of only one person, it does not necessarily cover all expenses during the scholarship period, so there is no availability for further allowance or visa for accompanying persons.

Apart from the above-mentioned costs, Tempus Public Foundation cannot ensure any other allowance or support.

Travel expenses

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

Entitlement to Healthcare Services

According to the rules of the European Parliament and Council Regulations 883/2004 (EC) and 987/2009 (EC), scholarship-holders who are citizens of either the European Union, EEA member countries or Switzerland are entitled to healthcare services in medical necessity during their stay in Hungary.

Healthcare services in medical necessity during their stay in Hungary are available for scholarship-holders with the European Health Insurance Card (E111). Medical necessity is determined by the physician who considers the given circumstances. Scholarship-holders should obtain the European Health Insurance Card in their home country prior to the arrival to Hungary.

Further important information: healthcare services can only be provided – according to the equal treatment principle of the European Union - by those healthcare providers that have contractual relations with the National Health Insurance Fund (OEP). 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 OEP.

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 and participants of summer university courses are required to make their own arrangements for insurance coverage.

MOBILITY REPORT

Scholarship-holders are required to write an **online professional report and submit the certificate of attendance given by the host institution after completion** of their scholarship period. The report must be submitted within 30 days after finishing their stay in Hungary.

In case scholarship-holders fail to submit the report, they will be excluded from further scholarship opportunities.

ANNEXES

List of summer course organizer institutions and short description of the courses:

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