

CALL FOR APPLICATIONS
FOR HUNGARIAN STATE SCHOLARSHIPS
2016/2017

Call for applications for foreigners for Hungarian state scholarships
to conduct studies and research in Hungarian higher education institutions in the
academic year 2016/2017 and for summer university courses in the summer of 2016

AIM OF THE SCHOLARSHIP

Tempus Public Foundation offers scholarships for foreign higher education students, graduates, lecturers and researchers who would like to gain further knowledge and experience in Hungarian higher education institutions, research or art institutes.

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.

Applications for **all types** of state scholarships are available for applicants from the following relations¹:

Albania, Austria, Belgium, Brazil, Bulgaria, Canada, Chile, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Israel, Italy, Kuwait, Latvia, Lithuania, Luxembourg, Malaysia, The Netherlands, Norway, Poland, Portugal, Romania, Singapore, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Taiwan, Thailand, United Kingdom, United States of America.

Students from the following relations are **only eligible for full degree studies**: Yemen

Students from the following relations are **eligible for partial studies in the field of Hungarian language and culture**: Japan, People's Republic of China, Republic of Korea

¹ Applicants from the following relations may apply to Hungary within the framework of the Stipendium Hungaricum programme: Argentina, Egypt, India, Israel, Japan, Korean Republic, Lebanon, Mexico, Mongolia, Republic of the Philippines, Russia, Syria, and Turkey. Application process is detailed on the website <http://www.stipendiumhungaricum.hu>

Lecturer and researcher scholarships are available for applicants from the following relations: Argentina, Egypt, India, Indonesia, Iran, Japan, Lebanon, Mexico, Mongolia, Morocco, People's Republic of China, Republic of Korea, Republic of the Philippines, Russia, Syria, Ukraine, and Yemen

Summer university courses are available for applicants from the following relations: Argentina, Egypt, India, Indonesia, Japan, Korean Republic, Lebanon, Mexico, People's Republic of China, Republic of the Philippines, Russia

SCHOLARSHIP TYPES AND ELIGIBILITY

The following scholarships are available in the academic year 2016/2017:

Applicants, as future ministerial scholarship holders for partial/semester and full degree bachelor, master and doctoral studies, can only apply for programs held in **Hungarian language**. Tuition fee is covered by the Hungarian state.

Bachelor/Master/Doctoral partial/semester studies (3-10 months)

Partial/semester bachelor or master studies (3-10 months) are available for undergraduate and graduate students enrolled at (not Hungarian) higher education institutions. Primarily students majoring in Hungarian Language and Literature and students participating in a single track university programme (such as General Medicine, Dentistry, Pharmaceutical Studies, Veterinary Studies, Architecture, Studies in Law, etc.). Students are required to have minimum two completed semesters at their home institutions.

Partial/semester doctoral studies (1-10 months) are available for applicants who are enrolled in a PhD programme at an accredited higher education institution in a foreign country (not in Hungary).

Students may apply only once within a course of studies (once during their bachelor studies, and once during their master's).

Partial/semester studies are available only for those who are enrolled in one of the higher education institutions of the partner relations.

Full Bachelor/Master/Doctoral programme

In case of bachelor or master programmes state scholarships are available on the conditions of the bilateral agreement or work plan. The scholarship is conditional upon successful entrance exam or admission to the respective Hungarian school.

In case of doctoral programmes: Available for applicants holding a master's degree or an equivalent university degree. The scholarship is conditional upon successful entrance exam/admission to the respective Hungarian doctoral school.

Postgraduate and postdoctoral studies (min. 3 days - max. 10 months)

Postgraduate studies, research (min. 3 days - max. 10 months) scholarship is available for applicants holding at least a master's degree.

In case of doctoral applicants: only available for applicants who wish to stay in Hungary for less than 1 month and intend to do research for their dissertation. For more than a 1-month-long scholarship they should apply for *partial/semester doctoral studies*.

Postdoctoral studies, research (min. 3 days - max. 10 months) scholarship is available for applicants holding a doctor's degree.

Postgraduate and postdoctoral research stays may be prolonged in exceptional cases, only on **one occasion** within the period of use (before 30th June 2017). However, the awarded maximum stay cannot be exceeded. Prolongation request shall be submitted 30 days prior to the expiration of the scholarship.

2016 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.

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.

FURTHER INFORMATION

Scholarships offered by Tempus Public Foundation allow for studies in any field of arts or sciences at an accredited Hungarian higher education institution, or for research at a relevant Hungarian organisation based on an acceptance letter.

In one application cycle applicants may obtain maximum two state scholarships as long as the two scholarship periods do not overlap. Applicants should indicate their order of preference in the online application.

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

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 2016 or the academic year 2016/2017 and must be finished by 30 June 2017 at the latest (excluding scholarships for full degree studies).

A list of the national scholarship offices, the list of summer university courses as well as other useful information can be found on the website of Tempus Public Foundation (www.tpf.hu).

SUBMITTING THE APPLICATION

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

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/docs/palyazatok/online application guide in 1617.pdf](http://tka.hu/docs/palyazatok/online_application_guide_in_1617.pdf))

Deadline: Friday, 18 March 2016 (11 pm)
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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. 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.

Please note that applications with formal errors and incomplete applications will be automatically rejected.

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 be evaluated by external, independent experts along the professional requirements listed in the Call for applications.

Preference is given to applicants nominated by their sending relation in the selection procedure if they reach at least 15 points in the course of professional evaluation.

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

Scholarships are offered by the Minister responsible for education in Hungary through the Board of Trustees of Tempus Public Foundation. Expectedly, the **list of successful applicants** will be published **on the website** of Tempus Public Foundation in the course of **May-June 2016**. All applicants will be officially informed electronically (in special cases via post) of the final result of the application. Appeals against the decision are not accepted.

Applicants (in case of nomination the national/territorial partner offices too) will be informed by Tempus Public Foundation of the final result of the application (awarded scholarship/waiting list/rejection). At the same time successful applicants will be provided with information concerning the terms and conditions needed to organise their stay in Hungary.

DOCUMENTS TO BE SUBMITTED²

Applications – **from any country, for all types of scholarships** – can be submitted either in Hungarian or English³ in the **online application system of Tempus Public Foundation**.

Bachelor/Master/Doctoral partial/semester studies

Mandatory documents **for all partial/semester studies applicants**:

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. Copy of the certificate of enrolment, issued by the sending institution of the applicant (original copy and its certified Hungarian or English translation)
3. No more than 3-month-old medical certificate issued by a GP stating satisfactory health condition for studies (no contagious disease); (original copy and its certified Hungarian or English translation)

For **bachelor/master partial/semester**:

4. Letter of motivation - maximum 2 pages long
5. Transcript of records (original copy and its certified Hungarian or English translation)

² Specification on the required documents can be found in the Online Application Guide (http://tka.hu/docs/palyazatok/online_application_guide_in_1617.pdf) and in the help notes of the Scholarship information section of the online application.

³ In case the submitted documents (highest degree/diploma, certificate of enrolment, award of a title, etc.) are not in Hungarian, English, French or German, an official Hungarian or English translation must be attached.

- bachelor partial/semester studies: copy of the transcript of records of the last two completed semesters at the home institution
 - master partial/semester studies: copy of the bachelor's degree
6. Proof of Hungarian language proficiency required for the completion of the partial/semester studies (proof of at least B2 knowledge, for example language exam certificate, or certificate (in Hungarian or English) issued by the sending institution, Hungarian institute, or consul.)
 7. Letter of Acceptance by the Hungarian host higher education institution

For doctoral partial/semester studies:

4. Precise and detailed work plan - maximum 2 pages long (according to the sample work plan downloadable from the online system)
5. Copy of highest degree/diploma (original copy and its certified Hungarian or English translation)
6. Proof of Hungarian language proficiency required for the completion of the studies (at least B2 knowledge, for example language exam certificate, or certificate (in Hungarian or English) issued by the sending institution, Hungarian institute, or consul.)
7. Publication list
8. Letter of Acceptance issued by an accredited Hungarian doctoral school
9. Two Letters of Recommendation from two recognized experts in the relevant discipline with original signature.

Full Bachelor/Master/Doctoral programme

Mandatory documents for all full degree programme applicants:

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. No 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 certified Hungarian or English translation)

For full degree bachelor/master programmes:

3. Letter of motivation - maximum 2 pages long
4. Transcript of records (original copy and its certified Hungarian or English translation)
 - bachelor partial/semester studies: certificate of the highest studies/degree/diploma
 - master partial/semester studies: copy of the bachelor's degree
5. Proof of Hungarian language proficiency required for the completion of the studies (at least B2 knowledge, for example language exam certificate, or certificate (in Hungarian or English) issued by the sending institution, Hungarian institute, or consul.) In lack of proof of Hungarian knowledge, students must participate in a one-year preparatory Hungarian language course

6. Letter of Preliminary Acceptance by the Hungarian host institution.

For full degree **doctoral programmes:**

3. Precise and detailed work plan - maximum 2 pages long (according to the sample work plan downloadable from the online system)
4. Complete professional CV in Hungarian or English – attached as file (e.g. <http://europass.cedefop.europa.eu/en/home>)
5. Copy of highest degree/diploma (original copy and its certified Hungarian or English translation)
6. Proof of Hungarian language proficiency required for the completion of the studies (at least B2 knowledge, for example language exam certificate, or certificate (in Hungarian or English) issued by the sending institution, Hungarian institute, or consul.)
7. Publication list
8. Letter of Preliminary Acceptance issued by the representative of an accredited Hungarian doctoral school (declaring that the full doctoral programme is ensured for the applicant on the condition of being accepted to the doctoral school and awarded with the scholarship by Tempus Public Foundation); Scholarship status is provisional until the admission decision by the Doctoral Council of the respective higher education institution will be submitted to Tempus Public Foundation.
9. Two Letters of Recommendation from two recognized experts in the relevant discipline with original signature. Signatory of the Letter of Recommendation cannot be the same as the signatory of the Letter of Acceptance.

Postgraduate and Postdoctoral research

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. Precise and detailed work plan - maximum 2 pages long (according to the sample work plan downloadable from the online system)
3. Copy of highest degree/diploma (original copy and its certified Hungarian or English translation)
4. Complete professional CV in Hungarian or English – attached as file (e.g. <http://europass.cedefop.europa.eu/en/home>)
5. Proof of Hungarian language proficiency required for the research programme (at least B2 knowledge, for example language exam certificate, or certificate (in Hungarian or English) issued by the sending institution/workplace, foreign Hungarian institute, consul, 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)
6. Publication list

7. Letter of Invitation issued by the representative of a Hungarian higher education institution, research or art institute
8. Two Letters of Recommendation from two recognized experts in the relevant discipline with original signature. No more than 3 months old medical certificate issued by a GP of satisfactory health condition for studies (no contagious disease); (original copy and its certified Hungarian or English translation).

Summer courses

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. CV in Hungarian or English – attached as file (e.g. <http://europass.cedefop.europa.eu/en/home>)
3. Letter of motivation - 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 on 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' authoritative Hungarian or English transcription).

ART SCHOLARSHIPS

Applicants for art scholarships must attach the following supplementary documents:

- Fine and applied arts: documentation of three works of art (indicating the date of creating) or the link of the webpage where the works are available.
- Performing arts: records of performing three 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 or to take additional entrance examinations before being granted a scholarship.

Applicants to Liszt Academy of Music (LFZE) - before preparing and submitting their application - should contact the International Department for detailed information of specific opportunities and also ask for a Letter of Acceptance.

Contact: e-mail: Csallo.Edina@lisztakademia.hu, Phone: +36 1 462 4616

Liszt Academy of music cannot accept Letters of Acceptance issued by professors of the Academy.

Applicants should also send their application to Liszt Academy of Music before 15 April besides submitting it to Tempus Public Foundation and – depending on the type of scholarship and programme – they have to send a portfolio or take an entrance examination (for further information applicants shall contact the Academy). Applicants should indicate on the application form that they applied for state scholarship to Tempus Public Foundation at the same time. Since the entrance examinations of Liszt Academy of Music are usually organized at the end of June or beginning of July the positive decision of Tempus Public Foundation is conditional upon successful admission to the Academy.

SCHOLARSHIP RATES

Bachelor/Master/Doctoral partial/semester studies (3-10 months)

Bachelor and Master partial/semester studies:

Stipend: 40 460 HUF/month/not covers the cost of living/

Accommodation: student hostel accommodation depending on the capacity of the university, paid by the scholarship-holder

Doctoral partial/semester studies:

Stipend: 100 000 HUF/month /not necessarily covers the cost of living/

Accommodation: student hostel accommodation depending on the capacity of the university, paid by the scholarship-holder

Full degree programmes

Bachelor/Master programme

Stipend: 40 460 HUF/month (does not necessarily cover the cost of living)

Accommodation: student hostel accommodation depending on the capacity of the university, paid by the scholarship-holder

Doctoral programme

Stipend: 100 000 HUF/month (does not necessarily cover the cost of living)

Accommodation: student hostel accommodation depending on the capacity of the university, paid by the scholarship-holder

Postgraduate and postdoctoral studies, research (min. 3 days - max. 10 month)

Postgraduate students:

Stipend: 80 000 HUF/month

Accommodation allowance: 70 000 HUF/month

Postdoctoral lecturers, researchers:

Stipend: 120 000 HUF/month

Accommodation allowance: 80 000 HUF/month

Calculation of scholarship rates:

- Scholarships for shorter stays than a month (30 days): Both the scholarship and the accommodation allowance will be calculated proportionally based on weekly rates.
- Scholarships for longer stays than a month: Scholarships are given based on half-month rounding for the actual scholarship period.

2016 summer courses (2-4 weeks)

The stipend is the participation fee of the course which includes the costs of education, accommodation and meals.

Scholarship-holders who were nominated by their sending relation from the Czech Republic, Poland and the Slovak Republic **receive their stipend from their sending relation**. Hence, the amount of their stipend is set by the respective scholarship offices of these countries. The host institution provides scholarship-holders with accommodation in student hostels.

FURTHER INFORMATION ON FINANCIAL PROVISIONS

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. In case of long-term research stays and studies 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.

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 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

- Work plan sample (only for postgraduate and postdoctoral research and full degree doctoral programme)
- List of summer course organizer institutions and short description of the courses.