

**CALL FOR APPLICATIONS
FOR STATE SCHOLARSHIPS IN HUNGARY¹
2020-2021**

Call for applications for foreigners for Hungarian state scholarships
to conduct **study visits** in the academic year 2020-2021

AIM OF THE SCHOLARSHIP

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

Applications may be submitted in the following two ways:

1) **As a nominee** of the sending country's national scholarship organisation, **based on the bilateral agreement** of the two countries signed by the Hungarian Government and the relevant ministry of the given country or territory. Such applicants are entitled to apply for scholarships defined in the agreement. Information regarding these applicants about the application procedure, internal deadlines, pre-assessment and shortlisting of applications are in the scope of duties of the national partner office of Tempus Public Foundation and of the responsible department of the national/territorial ministry of education. Applicants need to submit an application to the sending country, as well as to Tempus Public Foundation. Applications nominated by the sending country take *priority*. As a nominee, you may apply from the following **countries**:

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

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

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

¹ The call is conditional until Tempus Public Foundation receives the necessary state funds. By submitting the application, applicants acknowledge that should the signing of the scholarship agreement not happen or if the call is withdrawn or modified, the applicant may not appeal for any indemnity against Tempus Public Foundation under any legal title.

SCHOLARSHIP TYPES AND ELIGIBILITY

For **short-term study visits** (3-29 days) applicants holding at least a master's degree may apply.

For **long-term study visits** (1-10 months) applicants holding at least a master's degree may apply.

Doctoral student applicants, who are not nominated on a bilateral agreement basis, may not apply for long-term study visits. They may apply for Partial studies instead.)

For both short-term and long-term study visits, applicants may **choose either the postgraduate or the postdoctoral category:**

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

The following are not entitled to apply:

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

AGE LIMIT FOR APPLICANTS

There is no age limit.

FURTHER IMPORTANT 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.

During one application cycle **within the bilateral state scholarship programme**, further to an application for study visit, applicants may submit another application for partial/semester studies or for a summer course. Only two scholarships can be granted, in case they do not overlap in time and if the budgetary allocations make it possible.

In case of receiving any **other Hungarian-state or EU scholarships granted by Tempus Public Foundation** for the same time period, applicants are not eligible for the Bilateral State Scholarship.

Scholarship-holders must stay in Hungary during the entire period of their study visit, excluding public holidays.

SUBMITTING THE APPLICATION

Applicants should submit their applications **in the online system** of Tempus Public Foundation (<https://scholarship.hu/>) in the following way:

- **Register** with a user ID and password.
- **Choose one from the two below categories:**
 - **postgradual** level: for applicants holding a master's degree,
 - **postdoctoral** level: for applicants holding a doctorate degree.
- After registration, fill in the CV tab and attach the application documents under 'Documents to be submitted'.
- For the application, an **online application technical guide** can be found on our webpage (<http://tka.hu/international-programmes/4133/information-for-applicants>).

Please note that we can only accept complete applications submitted before the deadline through the online system. Applications submitted via post or e-mail will not be accepted.

Before starting the online procedure, please read our **Online Application Guide** carefully and do not wait until the last few days to apply.

Deadline: 27th February 2020, Thursday, 11 pm (closure of the online application system)
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Please note that applications with formal errors and incomplete applications cannot be accepted, they will be automatically rejected.

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

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

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.

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

DOCUMENTS TO BE SUBMITTED

1. Application form of Tempus Public Foundation (downloadable from the online system). ***After signing and dating the document***, it shall be uploaded scanned.

2. An abstract of the research in a few sentences.
3. Precise and detailed work plan – minimum 1- maximum 5-pages long (template: <http://tka.hu/international-programmes/4133/information-for-applicants>)
4. Complete professional CV– attached as a file (e.g. <https://europass.cedefop.europa.eu/>)
5. Copy of highest degree/diploma at the time of application (when applying for postgraduate research, a master's degree, for postgraduate research a PhD degree, or if not yet received, the doctoral council's decision of the home higher education institution, is required)
6. Proof of proficiency in the language that is required for the research programme (at least a B2-level language exam certificate, or a certificate (in Hungarian or English) issued by the sending workplace/institution, Lectorate, or an official certificate by the Hungarian host institution on the basis of previous cooperation). In case the working language is not Hungarian, the host institution should declare it in writing (in the Invitation Letter).
7. Publication list
8. Preliminary Acceptance Letter issued by the representative of a Hungarian institution, research or art institute. Document must be with original signature, date, and stamp and/or on institutional letterhead. (Letter template downloadable, please, possibly use this: <http://tka.hu/international-programmes/4133/information-for-applicants>)
9. Two Letters of Recommendation from two recognized experts in the relevant discipline with original signature, date, stamp and/or on institutional letterhead. The signers of the Letters of Recommendations cannot be the same as of the Letter of Invitation. Recommendations older than 6 months cannot be accepted.

ART SCHOLARSHIPS

Applicants for art scholarships must attach the following supplementary documents uploaded in the field 'Other documents':

- ▶ Fine and applied artists: documentation of 5 works of art (indicating the date of creating) or the link of the webpage where the works are available.
- ▶ Performing artists: records of performing 3 pieces of different styles or link to the webpage where the records/performances are available.

Fine, applied and performing artists may be required by the host university to submit a more detailed portfolio before a scholarship is granted.

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

Contact e-mail: international.office@lisztakademia.hu, phone: +36 1 462 4616.

The Acceptance Letter must be signed by the Head of the Department. Letters signed by department teachers are not accepted.

APPLICATION PROCEDURE

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

After carrying out a formal assessment by Tempus Public Foundation, formally correct applications will be evaluated by external independent experts along the professional requirements listed in the Call for applications.

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

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 Higher Education in Hungary.

All applicants (and in case of nomination the national/territorial partner offices, too) will be informed of the final result of the application (awarded scholarship/waiting list/rejection) electronically (in special circumstances, by post, too) by Tempus Public Foundation. At the same time successful applicants will be provided with information concerning the terms and conditions needed to organise their stay in Hungary in May/June 2020. Tempus Public Foundation informs the host institute, as well.

There is no appeal to the decision.

SCHOLARSHIP RATES

Scholarships are paid by Tempus Public Foundation to the scholarship holders

Postgraduate applicants:

Stipend: 80 000 HUF/month

Accommodation allowance: 70 000 HUF/month

Postdoctoral applicants:

Stipend: 120 000 HUF/month

Accommodation allowance: 80 000 HUF/month

In case of short term study visits, the full amount of allowances will be transferred after the conclusion of the grant agreement.

In case of long term study visits, the scholarship holder will receive 10% of the total allowances after the final report is accepted (see the Report section below). 90% of the allowances is paid during the scholarship period through monthly transfers.

In case of long term study visits, if the number of months/days indicated in the certificate issued on the completed scholarship period does not cover the applied period, Tempus Public Foundation may ask for the reimbursement of the allowance difference between the two periods.

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

FURTHER INFORMATION ON FINANCIAL PROVISIONS

State scholarships cannot be awarded at the same time with **any EU or Hungarian State scholarships granted in parallel** by Tempus Public Foundation.

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 contribute to the living expenses of only one person, it does not necessarily cover all expenses during the scholarship period. There is no financial support for visa fees and any allowance for accompanying persons. Payment of the stipend will not be effectuated immediately upon arrival to Hungary. Therefore scholarship holders are advised to have a sufficient amount of money to cover their living costs for at least one month in Hungary. In case of one-month or shorter stays, it is possible that their stipend may be transferred only a few days before – or after - leaving Hungary. Apart from the above-mentioned costs, Tempus Public Foundation cannot ensure any other allowance or support.

OBLIGATIONS OF THE SCHOLAR

Should there be any personal changes in personal data (especially change of permanent address, e-mail address, phone number), the applicant has to notify Tempus Public Foundation as soon as possible.

Implementation period

Scholarships have to be implemented during the academic year 2020-2021. Scholarship period can be started earliest **1st September 2020** and must be finished by **31st August 2021** at latest.

Postponement

To modify the starting date within the implementation period can be arranged after receiving the consent of the host institution under the condition that the scholarship holder informs via e-mail Tempus Public Foundation through its bilateral state scholarships officer (see Tempus Public Foundation's contact persons according to the countries of origin here: <https://tka.hu/getDoc.php?doc=3839cd4b264282cc10ed70d8d315c59ad6f0067f>).

Resignation

In case the applicant cannot or do not want to start the scholarship within the period approved by the decision of Tempus Public Foundation and he or she wishes to postpone it for the following academic year, a new application needs to be submitted. The applicant is requested to inform his/her Tempus Public Foundation by email, as well as the host institution, without delay.

Entitlement to Healthcare Services

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

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

Further important information: healthcare services can only be provided – according to the equal treatment principle of the European Union - by those healthcare providers that have contractual relations with the National Health Insurance Fund (NEAK). The scholarship holder has to cover the costs of those services that are provided by a private healthcare provider that has no contractual relation with NEAK.

Citizens of all other countries - who wish to stay in Hungary for more than 1 month - are covered for medical treatment in case of sudden illness by the Hungarian party. This insurance does not cover dentistry services, with the exception of urgent treatments. Health insurance covered by the Hungarian party is only available for scholarship holders under the age of 65.

Scholarship-holders staying in Hungary for less than 1 month are required to make their own arrangements for insurance coverage.

MOBILITY REPORT

Scholarship-holders are required to submit an **online professional report in the online application system within 30 days after finishing their scholarship period in Hungary, An automated notification will be sent to the registered e-mail address in this subject.** The final report consists of

- a 1-2-page essay summarizing the scholarship period,
- a certificate issued by the host institution on the completed scholarship period.

The scholars should ask the host institution for a certificate on a letter-head and it has to include the starting and closing date of the scholarship period, the aim of the scholarship, the name, title and coordinates of the person issuing the certificate, as well as the stamp of the institution.

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

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

PUBLICATIONS

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

CONTACT

Address: 1077 Budapest, Kéthly Anna tér 1.

Postal address: 1438 Budapest 70, Postafiók: 508

Web: <https://tka.hu/palyazatok/3005/allamkozi-osztondijak>

E-mail address: bilateral@tpf.hu

APPENDIX

Workplan, Preliminary Acceptance Letter form and Online Application Guide: <http://tka.hu/international-programmes/4133/information-for-applicants>

Decision of the Board of Trustees of Tempus Public Foundation: 24 October 2019

Publication of the Call for Application: 30 January 2020