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保存年限：

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主旨：有關匈牙利Tempus Public Foundation歡迎我國學人申請獎助來匈研究事，詳如說明，敬請週知我大專院校教師及研究員踴躍申請。

說明：

- 一、依據匈牙利Tempus Public Foundation(簡稱TPF)本(106)年12月21日電郵辦理。
- 二、上揭電郵略以，在雙邊獎學金計畫架構下，匈方歡迎我國學者及研究員申請匈國國家獎助金來匈研究，並請本處將相關資訊轉送我國學人參考。
- 三、獎助計畫旨在補助學者在匈進行研究(不限領域)，獎助期限分短期研究(3-29天)及長期研究(1-10月)，如獲錄取，碩士畢業以上學人可獲每月8萬匈幣獎學金及7萬匈幣房租補助；博士後學人可獲每月12萬匈幣獎學金及8萬匈幣房租補助，短期研究及停留未滿足月者計算基準請參考附件英文簡章。獎助計畫並不提供獲獎人機票及各項旅費補助

四、研究時程及申請截止日期：

(一) 2018-2019學年度獎助計畫外國學人來匈研究時程須在2018年9月至2019年7月31日間，實際研究程期以各申請人獲得匈國高等教育機構同意程期為準，申請期限為中歐洲時間2018年1月30日星期二23時止。

(二) TPF同時仍受理2017-2018學年度獎助計畫之申請，倘研究時程結束日期在2017年5月31日前者，目前仍可繼續提出申請，申請期限為2018年3月29日星期四23時止。審核方式為先收件先審核，一直到當年度相關預算用盡為止。

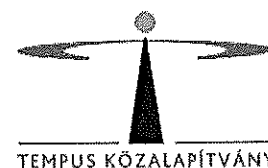
五、本獎助計畫一律採線上申請，申請人宜詳閱線上申請說明後再登錄系統辦理。

六、檢送TPF提供線上申請說明、2018-2019學年度匈牙利國家獎助金計畫簡章暨2017-2018學年度匈牙利國家獎助金計畫簡章等英文資料如附件，併請參考。

正本：教育部

副本：外交部

2017-12-26  
交17-24章



## User's Guide for the Online Application System for Scholarships in Hungary

### Technical conditions

The system can be used by any internet browser.

The document types accepted at the document upload are: doc, docx, txt, xls, xlsx, pdf, jpg, jpeg, htm, html, mht, ppt, zip.

**To switch to English language, before entering**, please, select **In English** in the upper right corner of the front page of the website.

### Registration of new applicants

In case you do not yet have a username and a password, first you need to register on [www.scholarship.hu](http://www.scholarship.hu). An automatic message is sent to the e-mail address that you provided if your registration was successful.

Following your login, the system automatically navigates you to the Edit my Resume page where you are requested to fill in the necessary data. It is a precondition to adequately fill in the **Curriculum Vitae** form for all types of application. It is obligatory to fill in the fields marked by an asterisk (\*). You can save the data that you have filled in so far by clicking on **Save** behind the button Action. The form **Curriculum Vitae** can be edited any time at a later date by entering as a registered user. To edit your CV, click on Edit my Resume in Managing User's data at the top of the page. When editing, all previously given data appear. You can save your modifications by clicking on **Save** behind the button Action.

### Login as an already registered user

In case you already registered on [www.scholarship.hu](http://www.scholarship.hu), do not create a new registration, use the old one. To log in [www.scholarship.hu](http://www.scholarship.hu), you are requested to use your old username and password. In case you do not find the e-mail that was sent to you after your registration, or if you do not remember your username, please, write to [allamkozihelpdesk@tpf.hu](mailto:allamkozihelpdesk@tpf.hu) and your old username will be sent to you. We cannot remind you of your old password, though, so please, use the password reminder function on our website.



After logging in, your name will appear in the upper right corner. You can modify your user's profile, as well as the provided data and your password at any time. To edit, click on Managing User's Data/Edit user data or Edit my Resume at the upper right top of the page.

To start the system, click on **LOGIN to the Online Application System** link in the upper left corner.

You can check and correct your data on the Edit my Resume page.

### **Create your application**

To proceed, click on the Start new job/document button under **Startable jobs/documents**. Select *Scholarships in Hungary* out of the appearing possibilities and click on the **Start** button. Finally, select the scholarship type that you wish to submit an application for.

By clicking on the selected scholarship type, the **Scholarship information** page of the step 'Basic data' will open. By using the  icon, select your research/study field. By using the  icon, select the sending country (the country of your citizenship).

After filling in the data, click on **Submit** behind the button Action.

In the following step **Other data and documents to be attached**

1. provide the data corresponding to the scholarship
2. upload the requested documents into the adequate fields (please, check the list of documents to be submitted from the call for applications)
3. prepare the application form:
  - 3.1 **Save** the page (click on Save behind the button Action), but **DO NOT click on the button Submit yet.**
  - 3.2 Click on the button **Merge** and save the document that pops up in your computer.
  - 3.3 Then print the form, **sign it**, scan it, and upload the scan into the field 'Upload the filled-in and signed form'. Then submit online your application by clicking on **Submit** behind the button Action. *IMPORTANT: After clicking on Submit, you will not be able to modify your application anymore and your application will be submitted automatically to Tempus Public Foundation.*
  - 3.4 Your application disappears from your My todo list and you will not be able to edit it anymore.

***An automatic message is sent to the e-mail address provided if the submission of your application was successful. Its subject being 'Submitted application registered at Tempus Public Foundation' (in case you seem not to receive such a message, you should absolutely check your Spams within your mailbox).***

It is obligatory to fill in the fields marked by an asterisk (\*). Incomplete applications cannot be submitted in the system. If you cannot provide all necessary data, you can save the started application by **Save** behind the button **Action** at the top or at the bottom of the form. Then the application gets into **My todo list** and may be proceeded at a later date.

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**CALL FOR APPLICATIONS  
FOR STATE SCHOLARSHIPS IN HUNGARY  
2018/2019**

Call for applications for foreigners for Hungarian state scholarships  
to conduct research in the academic year 2018/2019

**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 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 nominated by these offices *take priority*. Applications submitted directly to Tempus Public Foundation shall also be considered.

Thus, 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 (independently from the applicant's nationality):

Argentina, Belgium, Bulgaria, Cambodia, Republic of China, Croatia, Czech Republic, France, India, Latvia, Lebanon, Mexico, Mongolia, Morocco, Poland, Romania, Russia, Slovakia, Slovenia, Ukraine, Vietnam

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

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, Russia, Slovakia, Slovenia, Spain, Sweden, Switzerland, , Taiwan, Thailand, Turkey, Ukraine, UK, USA, Vietnam.

## SCHOLARSHIP TYPES AND ELIGIBILITY

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

For **long-term research** (1-10 months) applicants holding at least a master's degree may apply. (Doctoral students may not apply; they may apply for Partial studies.)

## 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 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.

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

During one application cycle and **within the bilateral state scholarship programmes**, beside research stay, applicants may apply additionally for partial/semester studies or summer courses, in case they do not overlap in time. Only two scholarships can be granted.

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 public holidays.

### **Utilization period**

Scholarships have to be implemented during the academic year 2018/2019. The scholarship period can be started at the earliest on 1 September 2018 and must be finished by 31 July 2019 at the latest.

### **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.

To modify the starting date within the utilization period can be arranged after receiving the consent of the host institution under the condition that the scholarship holder informs Tempus Public Foundation through its bilateral state scholarships officer (see Tempus Public Foundation's contact persons according to the countries of origin here: <http://tka.hu/international-programmes/4127/bilateral-state-scholarships>).

### **Resignation**

In case the applicant cannot or do not want to use the scholarship within the period approved by the decision of Tempus Public Foundation, a new application for the following academic year has to be submitted. The applicant is requested to inform his/her Tempus Public Foundation through its bilateral state scholarships officer by email, as well as the host and sending home institution, without delay (see Tempus Public Foundation's contact persons according to the countries of origin here: <http://tka.hu/international-programmes/4127/bilateral-state-scholarships>). In case of nomination, the national office responsible for scholarship grants needs to be informed as well.

### **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 Tempus Public Foundation bilateral state scholarships officer by email, as well as the host institution, without delay (see Tempus Public Foundation's contact persons according to the countries of origin here: <http://tka.hu/international-programmes/4127/bilateral-state-scholarships>).

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](http://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** on our website carefully (<http://tka.hu/international-programmes/4133/information-for-applicants> )

<b>Deadline: 30 January 2018, Tuesday 11 pm</b>
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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.**



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 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 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 2018. Tempus Public Foundation 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](http://www.scholarship.hu)). It can be reached and filled in **in Hungarian and in English**.

The language of the **documents** (eg, 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). **After signing and dating the document**, 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). No template available.
3. Copy of the picture page of ID card or passport.
4. Precise and detailed work plan – minimum 1- maximum 5-pages long (according to the work plan template)
5. Complete professional CV in Hungarian or English – attached as a file (e.g. <http://europass.cedefop.europa.eu/en/home>)
6. Copy of highest degree/diploma (original copy and its certified Hungarian or English translation)
7. 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).
8. Publication list
9. Letter of Invitation issued by the representative of a Hungarian higher education institution, research or art institute. Document must be with original signature, date, and stamp and/or on institutional letterhead.
10. 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

## **ART SCHOLARSHIPS**

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

- › Fine and applied arts: documentation of 5 works of art (indicating the date of creating) or the link of the webpage where the works are available.
- › Performing arts: 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 being granted a scholarship.

**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](mailto:international.office@lisztakademia.hu), phone: +36 1 462 4616.

## 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 research stays allowances will be counted for half a month or for a month in accordance with the length of the stay:

<u>Scholarship period</u>	<u>Postgradual</u>	<u>Postdoctoral</u>
<u>3-15 days</u>	<u>75 000 HUF</u>	<u>100 000 HUF</u>
<u>16-29 days</u>	<u>150 000 HUF</u>	<u>200 000 HUF</u>

In case of long term research stay if the last month is not complete, the allowances will be counted as follows:

<u>The number of days of the last, incomplete month</u>	<u>Allowances for the incomplete month</u>
<u>1-10 day</u>	<u>no allowance is given</u>
<u>11-20 day</u>	<u>allowance for half a month</u>
<u>21-30 day</u>	<u>allowance for a full month</u>

## FURTHER INFORMATION ON FINANCIAL PROVISIONS

State scholarships cannot be awarded at the same time with **any scholarships granted in parallel** 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 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.

## **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 (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 and upload a scholarship period certificate issued by the host institution after completion** of their scholarship period. If the scholarship duration certificate does not cover the awarded scholarship period, the scholarship holder is required to pay back the relevant part of the scholarship. (The amount of the reimbursement equals the rounded amount mentioned under the „Scholarship Rates" above: 0, half month or full month) The report must be submitted within 30 days after finishing their scholarship.

### **Failure to submit the mobility report**

**In case scholarship-holders fail to submit the report, they will be excluded from further scholarship opportunities and will be required to pay back the scholarship, and their scholarship period will be immediately closed.**

## **APPENDIX**

Workplan template and Online Application Guide: <http://tka.hu/international-programmes/4133/information-for-applicants>

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**RELAUNCHED**  
**CALL FOR APPLICATIONS**  
**FOR STATE SCHOLARSHIPS IN HUNGARY**  
**2017/2018**

Call for applications for foreigners for Hungarian state scholarships  
**to conduct research ending before 31 May 2018**

As of 27 November 2017, Tempus Public Foundation relaunches its call for applications for research for the academic year 2017-2018, that was originally published in November 2016. **The scholarship period to be applied for within this call should not exceed 31 May 2018.**

**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 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 nominated by these offices *take priority*. Applications submitted directly to Tempus Public Foundation shall also be considered.

Thus, 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 (independently from the applicant's nationality):

Argentina, Belgium, Bulgaria, Cambodia, China, Croatia, Czech Republic, France, India, Latvia, Lebanon, Mexico, Mongolia, Morocco, Poland, Romania, Russia, Slovakia, Slovenia, Ukraine, Vietnam.

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

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, the Philippines, Poland, Portugal, Romania, Russia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Taiwan, Thailand, Turkey, Ukraine, UK, USA, Vietnam.

## SCHOLARSHIP TYPES AND ELIGIBILITY

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

For **long-term research** (1-10 months, but not exceeding 31 May 2018) applicants holding at least a master's degree may apply. (Doctoral students may not apply, they may apply for Partial studies.)

## 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

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.

**At most one application can be submitted for long-term research (in case of several applications, the last one will be considered as valid).**

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 **different 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 academic year 2017/2018 and must be finished by 31 May 2018 at the latest.**

## 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.

To modify the starting date within the utilization period can be arranged after receiving the consent of the host institution under the condition that the scholarship holder informs Tempus Public Foundation through its bilateral state scholarships officer (see Tempus Public Foundation's contact persons according to the countries of origin here: <http://tka.hu/international-programmes/4127/bilateral-state-scholarships>).

## Resignation

In case the applicant cannot or do not want to use the scholarship within the period approved by the decision of Tempus Public Foundation, a new application for the following academic year has to be submitted. The applicant is requested to inform his/her Tempus Public Foundation through its bilateral state scholarships officer by email, as well as the host institution, without delay (see Tempus Public Foundation's contact persons according to the countries of origin here: <http://tka.hu/international-programmes/4127/bilateral-state-scholarships>).

## 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 Tempus Public Foundation bilateral state scholarships officer by email, as well as the host institution, without delay (see Tempus Public Foundation's contact persons according to the countries of origin here: <http://tka.hu/international-programmes/4127/bilateral-state-scholarships>).

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](http://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> )

**Deadline: you may submit your application continuously, but the latest deadline is  
Thursday, 29 March 2018, 11 pm\***

\* If you submit your application on, for example, the 29th March, you may only apply for a period of maximum 30-45 days approximately, in order not to exceed the 31st May, due to the length of the decision-making process. Should an application be submitted earlier than this date, the applied period can proportionally be longer.

**The evaluations of and the decisions on the applications are made continuously. Also, applicants are informed about the result of their applications on a continuous basis.**

**Scholarships may be granted as long as necessary funding is available.**

**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 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 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.

**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](http://www.scholarship.hu)). It can be reached and filled in **in Hungarian and in English**.

The language of the **documents** (eg, 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. Precise and detailed work plan – minimum 1- maximum 5-pages long (according to the work plan template)
3. Copy of highest degree/diploma
4. 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 institution/workplace, foreign Hungarian institute or 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).
5. Publication list
6. Letter of Invitation issued by the representative of a Hungarian higher education institution, research or art institute
7. Two Letters of Recommendation from two recognized experts in the relevant discipline with original signature.
8. No more than a 3-month-old medical certificate issued by a GP of satisfactory health condition for studies (no contagious disease). No template available.
9. Copy of the picture page of ID card or passport.

## ART SCHOLARSHIPS

**Applicants for art scholarships must attach the following supplementary documents:**

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

The portfolio should be uploaded in the field 'Other documents' in the online system of TPF (listing the links of the downloadable portfolio in a document).

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

**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](mailto:international.office@lisztakademia.hu), phone: +36 1 462 4616.

### SCHOLARSHIP RATES

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 research stays allowances will be counted for half a month or for a month in accordance with the length of the stay:

<u>Scholarship period</u>	<u>Postgradual</u>	<u>Postdoctoral</u>
<u>3-15 days</u>	<u>75 000 HUF</u>	<u>100 000 HUF</u>
<u>16-29 days</u>	<u>150 000 HUF</u>	<u>200 000 HUF</u>

In case of long term research stay if the last month is not complete, the allowances will be counted as follows:

<u>The number of days of the last incomplete month</u>	<u>Allowances for the incomplete month</u>
<u>1-10 day</u>	<u>no allowance is given</u>
<u>11-20 day</u>	<u>allowance for half a month</u>
<u>21-30 day</u>	<u>allowance for a full month</u>

### FURTHER INFORMATION ON FINANCIAL PROVISIONS

State scholarships cannot be awarded at the same time with **any scholarships granted in parallel** 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. In case of long-term research stays payment of the stipend will not necessarily 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 (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 after completion** of their scholarship period. The report must be submitted within 30 days after finishing their scholarship. If the scholarship duration certificate does not cover the awarded scholarship period, the scholarship holder is required to pay back the relevant part of the scholarship. (The amount of the reimbursement equals the rounded amount mentioned under the „Scholarship Rates" above: 0, half month or full month) The report must be submitted within 30 days after finishing their scholarship.

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

## APPENDIX

Workplan template and Online Application Guide: <http://tka.hu/international-programmes/4133/information-for-applicants>

**Tempus Public Foundation reserves the right to modify any application or scholarship condition or withdraw any part of the call.**