



## INTRODUCTION

Scholarships and study trips might be a special opportunity in the life and professional development of young people. Therefore it is essential to choose a country that has outstanding results in the field of education and research and its culture is rather different from the applicant's home culture. Hungary is one of the most attractive destinations for those who wish to study abroad. Lying in the heart of Europe, Hungary is famous for its hospitality and friendliness in harmony with its ancient eastern traditions. Hungary is renowned for a particular language with a unique rhythm, special music, folk art, architecture as well as its long traditions in science, education and arts. There is hardly anyone who is not familiar with Liszt, Bartók and Kodály's music, János Irinyi's matches, László Bíró's ball pen, János Bolyai's non-Euclidean geometry, Albert Szent-Györgyi's vitamin C, László Moholy-Nagy's revolutionary work activity in the field of visual arts, János Neumann's computer, Dénes Gábor's hologram, Endre Papp's hybrid maize, Ernő Rubik's magic cube or Ignác Semmelweis' mother-saving theory on the use of hand disinfection, only to mention a few famous Hungarian "inventions".

Budapest is one of the most beautiful capitals in the world with special architecture, a great amount of protected area as part of the World Heritage, with the Blue Danube, mountains, Europe's longest karst cave, with so many thermal spas, Turkish and Roman monuments and a city of ruins rivaling Pompei. The Hungarian equestrian culture originating from the ancient steppe, the Hungarian fishing industry, livestock, agriculture and the country's tourist attractions are abundant in surprises for everybody.

Lake Balaton, the region's largest sweet water lake, the first museum of golden artifacts, cafés competing with those in Paris and Vienna, retro pubs, flea markets, festivals and museums are inviting visitors.

Hungarian higher education institutions have been receiving foreign students for more than a hundred years. Degrees obtained in Hungary are accepted and appreciated worldwide. For many decades Hungarian universities and research institutes have been participating in international co-operations in all fields of science and arts. Come and study or do research in Hungary and thus not only develop your professional skills but also gain unforgettable experience.



Location: Eastern hemisphere between longitudes 16° and 23° and Northern hemisphere between latitudes 45° and 49°, at the center of Europe, in the Carpathian Basin.

Area: 93,030 square kilometres

Capital: Budapest

Official language: Hungarian

Estimated population: 9,962,000

Climate: Continental

Average temperature: approx. +10 °C

Number of sunny hours per year: 1,700 – 2,100

Average rainfall per year: 500–1,000 mm

## CALL FOR APPLICATIONS

Hungary through the Balassi Institute, the Hungarian Scholarship Board Office offers scholarships for foreign students and lecturers in higher education institutions as well as research fellows who intend to gain further professional experience in Hungarian higher education institutions, research or art institutes. Scholarships can be applied for in two different ways:

### 1) Work plans and bilateral agreements

The Office of the Hungarian Scholarship Board (hereinafter HSB) welcomes applications by citizens of countries (and territories) that have a valid/effective educational work plan with Hungary, or a bilateral agreement signed by the Hungarian Ministry of Human Capacities and the relevant ministry of the given country (or territory). Dissemination of all information regarding the application procedure and deadlines as well as assessment and shortlisting of applications is conducted by the scholarship authority or the Ministry of Education in the relevant home country. Applications forwarded by partner scholarship offices shall have a priority. However, applications submitted directly to the HSB Office shall also be accepted in the framework of the Pool system outlined below.

### 2) Scholarship Pool

This system allows applications for all HSB scholarship types from the following countries::

Albania, Argentina, Austria, Belgium, Brazil, Bulgaria, Canada, Chile, Cyprus, Croatia, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Iceland, India, Indonesia, Ireland, Israel, Italy, Japan, Jordan, Korean Republic, Kuwait, Latvia, Lebanon, Lithuania, Luxembourg, Malaysia, Mexico, The Netherlands, Norway, Republic of the Philippines, Poland, Portugal, Russia, Romania, Singapore, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Syria, Taiwan, Thailand, Turkey, United Kingdom, United States of America.

## AVAILABLE SCHOLARSHIPS

The following scholarships are available in the academic year 2015/2016:

### **A – semester/partial studies** (3–10 months)

Available for: undergraduate (BA/BSc) and graduate (MA/MSc) students (enrolled at foreign higher education institutions), especially those majoring in Hungarian Language and Literature and students participating in a single degree track university programme (such as General Medicine, Dentistry, Pharmaceutical Studies, Veterinary Studies, Architecture, Studies in Law, etc.). Before application, students are required to have completed minimum two semesters at their home institutions. For 'Type A' scholarship students may apply only on one occasion during their Bachelor's studies, and once during their Master's studies.

### **B – postgraduate studies, research** (3–21 days or 1–10 months)

Available for: applicants holding a Master's degree or an equivalent university degree, including PhD students who intend to do research for their dissertation and wish to stay in Hungary for less than 10 months. (However, PhD students cannot earn credits during the scholarship period at the host university.)

### **C/1 – full PhD programme** (36 months)

The scholarship is conditional upon successful entrance exam/admission to the respective Hungarian doctoral school.

### **C/2 – partial PhD studies** (10 months)

Applicants must be enrolled in a PhD programme at an accredited higher education institution in their home country or in a foreign country (but not in Hungary).

### **D – postdoctoral studies, research** (1–10 months)

Applicants must hold a PhD or an equivalent degree.

### **E – research stay** (3–21 days or 1–10 months)

Available for applicants who hold minimum a PhD or an equivalent degree.

### **F – summer courses** in the summer of 2015 (2–4 weeks)

Only courses published in the list of 'Summer Courses 2015' on the HSB website can be selected. You may select three different courses but your scholarship will allow you to participate only in one course.

## CASES OF NON-ELIGIBILITY

- Foreign citizens with an immigration/national settlement permit or in the course of applying for such a permit in Hungary
- 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

- Applicants for semester/partial studies (type A) must be under 30.
- Applicants for postgraduate studies (type B) must be under 40.
- Applicants for PhD scholarships (types C1 and C2) must be under 35.
- Applicants for postdoctoral scholarships (type D) must be under 45.

**There is no age limit** for the following types of scholarships:

- research stay (type E)
- summer university course (type F).

## GENERAL PROVISIONS

Scholarships offered by the HSB allow for studies or research in any field of arts or sciences at an accredited Hungarian higher education institution or research institute to be determined in advance.

Those who wish to apply for semester/partial and postgraduate studies as well as doctoral programmes (full-time or part-time) can only pursue ministerial scholarship studies in Hungarian. (Scholarship awarded by the Minister responsible for education in Hungary) Tuition fee is covered by the Hosting Party..

For 'type A scholarship' students may apply only on one occasion in the course of their Bachelor's studies, and once during their Master's studies. Type A (semester/partial studies) and type C1/C2 (full PhD and partial PhD studies) scholarships cannot be extended. Type B (postgraduate studies), D (postdoctoral studies, research), and E (research stay) scholarships may be extended exceptionally, only under special circumstances, on one occasion. The request for the extension of the research stay must be submitted to the HSB Office one or maximum two months ahead of the beginning of the planned extension.

HSB scholarships are valid only for studies and research purposes in Hungary. Scholarship-holders must stay in Hungary during the entire period of their studies or research.

**Scholarships are awarded for the summer of 2015 or the academic year 2015/2016 and must be finished by 30 June 2016 at the latest.**

A list of the national scholarship authorities ('Foreign Partners'), the list of summer university courses as well as other useful information can be found on the HSB website ([www.scholarship.hu](http://www.scholarship.hu)). Scholarships are awarded by the Hungarian Minister responsible for education based on the decisions of the Hungarian Scholarship Board. The list of successful applicants for the different types of scholarships is expected to be published on the HSB website in the course of June and July 2015. Applicants will be informed on the result in an official letter posted or sent via e-mail. The HSB office shall not accept appeals against the decision.

## APPLICATION PROCEDURE

Applications must be submitted in two ways:

1. **ONLINE** through the HSB website,
2. In printed version sent by post.

**Note:** Applications must be submitted in both ways. Our office will only accept applications sent by post as well as through the online system by the given deadline.

1. **Online application:** You have to register and upload your application materials through the HSB website

Before starting the online procedure please read our Online Application Guidelines carefully.

**Deadline of the online application: 8<sup>th</sup> April 2015 (Wednesday CEST midnight)**

2. **Printed version:** must be sent – in two copies – by post to the following address:

Balassi Intézet, MÖB Iroda  
(Balassi Institute, HSB Office)  
1519 Budapest Pf. 385  
Hungary

**If you send them by courier service, please use the following address:**

Balassi Intézet, MÖB Iroda  
(Balassi Institute, HSB Office)  
1016 Budapest,  
Somlói út/str. 51.  
Hungary

**Deadline: Wednesday, 8<sup>th</sup> April 2015 (as per postmark)**

**Note:** For those applying under the system of bilateral agreements the application deadline might be earlier, as determined by the national scholarship office of the given country.

We suggest that applicants keep a copy of the application documents.

Incomplete applications or those submitted after the deadline will not be considered.

## DOCUMENTS TO BE SUBMITTED

Paper-based applications – from any country and for all scholarship types – must contain **two (2) printed copies** of the documents listed below in one of the following languages: Hungarian, English, French or German– in the order indicated below.<sup>1</sup>

### **A – semester/partial studies**

1. Application form of the Hungarian Scholarship Board (to be edited in the online application system)
2. Curriculum Vitae (there are no criteria for the printed version; in the online system you have to fill in the form under the menu point 'Edit your CV')
3. Letter of interest
4. Transcript of the last two completed semesters at the home institution (for those who have already completed an undergraduate programme: copy of the certificate)
5. Certificate of the applicant's level of Hungarian necessary for the selected course – unless there is another working language for the proposed course/programme (in this case the host institution is to declare this fact in the letter of invitation)
6. Copy of the certificate of enrolment issued by the applicant's home institution
7. Invitation letter issued by a higher education institution in Hungary (only for ministerial scholarship studies in Hungarian)
8. Medical certificate of satisfactory health condition (issued by the family doctor).

### **B – postgraduate studies, research**

1. Application form of the Hungarian Scholarship Board (to be edited in the online application system)
2. Curriculum Vitae (there are no criteria for the printed version; in the online system you have to fill in the form under the menu point 'Edit your CV')
3. Precise and detailed work plan – maximum two pages
4. Copy of highest degree/diploma (i.e. MA or MSc degree)
5. Certificate of proficiency in the language required for conducting the research
6. List of publications
7. Invitation letter issued by a higher education institution, research or art institute in Hungary (in the case of postgraduate studies, one can only apply for ministerial scholarship studies in Hungarian)
8. Two letters of recommendation written by two recognized experts in the relevant discipline. They must be signed and stamped and/or written on letterhead paper. The letters of recommendation and the letter of invitation cannot be issued by the same person.
9. Medical certificate of satisfactory health condition (issued by the family doctor)

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<sup>1</sup> Certificates (diploma, awarding of a title, proof of student status, language certificate, certificate of education, transcript of records etc.) and other documents must be translated to any of these languages if the language of issuance is different. All conditions apply to online and paper-based applications alike.

### **C/1 – full PhD programme**

1. Application form of the Hungarian Scholarship Board (to be edited in the online application system)
2. Curriculum Vitae (there are no criteria for the printed version; in the online system you have to fill in the form under the menu point 'Edit your CV')
3. Precise and detailed work plan – maximum two pages
4. Copy of highest degree/diploma
5. Certificate of language proficiency required for conducting the research; if the working language is other than Hungarian, the host institution shall declare this fact in the invitation letter
6. List of publications
7. Invitation letter issued by the director of an accredited doctoral school in Hungary, declaring that the applicant may take part in the programme on the condition of being accepted to the doctoral school and awarded a HSB scholarship. The positive decision of the respective Hungarian Doctoral Council shall be submitted to the HSB Office at the latest by 3rd of August, 2015. Tuition fee is covered by the Hosting Party
8. Two letters of recommendation written by two recognized experts in the relevant discipline. They must be signed and stamped and/or written on letterhead paper. The letters of recommendation and the letter of invitation cannot be issued by the same person.
9. Medical certificate of satisfactory health condition (issued by the family doctor)

### **C/2 – partial PhD studies**

1. Application form of the Hungarian Scholarship Board (to be edited in the online application system)
2. Curriculum Vitae (there are no criteria for the printed version; in the online system you have to fill in the form under the menu point 'Edit your CV')
3. Precise and detailed work plan – maximum two pages
4. Copy of highest degree/diploma
5. Certificate of proficiency in the language required for conducting the research. If the working language is other than Hungarian, the host institution shall declare this fact in the letter of invitation
6. Copy of the certificate of enrolment issued by the applicant's doctoral school in the home country
7. List of publications
8. Invitation letter issued by the director of an accredited doctoral school in Hungary (only for ministerial scholarship studies in Hungarian)
9. Two letters of recommendation written by two recognized experts in the relevant discipline. They must be signed and stamped and/or written on letterhead paper. The letters of recommendation and the letter of invitation cannot be issued by the same person.
10. Medical certificate of satisfactory health condition (issued by the family doctor)



#### **D – postdoctoral studies, research**

1. Application form of the Hungarian Scholarship Board (to be edited in the online application system)
2. Curriculum Vitae (there are no criteria for the printed version; in the online system you have to fill in the form under the menu point 'Edit your CV')
3. Precise and detailed work plan – maximum two pages
4. Copy of highest degree/diploma
5. Certificate of proficiency in the language required for conducting the research
6. List of publications
7. Invitation letter issued by a higher education institution, research institute or art institution) in Hungary
8. Two letters of recommendation from two recognized experts in the relevant discipline. They must be signed and stamped and/or written on letterhead paper. The letters of recommendation and the letter of invitation cannot be issued by the same person.
9. Medical certificate of satisfactory health condition (issued by the family doctor)

#### **E – research stay for high-ranking academics**

1. Application form of the Hungarian Scholarship Board (to be edited in the online application system)
2. Curriculum Vitae (there are no criteria for the printed version; in the online system you have to fill in the form under the menu point 'Edit your CV')
3. Precise and detailed work plan – maximum two pages
4. Copy of highest degree/diploma (PhD degree) and document certifying the high-ranking position (at least associate professor)
5. Certificate of proficiency in the language required for conducting the research
6. List of publications
7. Invitation letter issued by a higher education institution, research institute or art institution in Hungary
8. Two letters of recommendation written by two recognized experts in the relevant discipline. They must be signed and stamped and/or written on letterhead paper. The letters of recommendation and the letter of invitation cannot be issued by the same person.
9. Medical certificate of satisfactory health condition (issued by the family doctor)

#### **F – summer courses**

1. Application form of the Hungarian Scholarship Board (to be edited in the online application system)
2. Curriculum Vitae (there are no criteria for the printed version; in the online system you have to fill in the form under the menu point 'Edit your CV')
3. Letter of interest
4. Copy of highest degree/diploma (Bachelor's or Master's diploma). University students should submit a copy of the academic transcript of the last completed semester
5. a short explanation to the grading system with regard to the academic transcript (e.g. '30 points'=excellent, etc.)
6. Certificate of proficiency in the language required for the course
7. One letter of recommendation issued by a professor at the applicant's higher education institution or by the applicant's employer
8. Medical certificate of satisfactory health condition (issued by the family doctor)

#### **ARTS/MUSIC SCHOLARSHIPS**

**Applicants for music/arts scholarships** must attach the following documents **in addition** to the above:

- For painters, graphic artists and sculptors: photographs of three (3) works of art / sketches (indicating the date of the creation)
- For musicians (conductors, composers): high quality recordings of three (3) different styles of music, (conductors may submit a DVD), composers must submit three (3) original scores as well.

Applicants for graphic and fine arts as well as music may be required to take additional exams in the relevant Hungarian host institution before being granted a scholarship.

**Applicants who wish to study at the Liszt Academy of Music should** contact the International Department of the Academy (e-mail: [Csallo.Edina@lisztakademia.hu](mailto:Csallo.Edina@lisztakademia.hu), phone: +36 1 462 4616) for detailed information concerning the application process and they should ask for a letter of acceptance from the International Department of the Academy before preparing their applications for an HSB scholarship.

The HSB Office cannot accept letters of acceptance issued by a professor of the Academy. Applicants should send their applications to the Liszt Academy of Music before 15 February as they – except for certain researchers – will have to take an entrance examination. In the application form to be sent to the Academy applicants should indicate that they are simultaneously applying for an HSB scholarship. Since the entrance examinations at the Liszt Academy of Music are usually organised at the end of June or beginning of July, the positive decision of the Hungarian Scholarship Board should be considered conditional.

## FINANCIAL PROVISIONS

### **A – semester/partial studies** (3–10 months)

HUF 40 460 stipend per month, paid by the host institution\*; student hostel accommodation in a university residence hall paid by the scholarship-holder\*\*

### **B – postgraduate studies, research** (3–21 days or 1–10 months)

HUF 79 200 stipend per month and HUF 70 000 accommodation allowance per month. These amounts are paid by the Balassi Institute HSB Office.

### **C/1 – full PhD programme** (36 months)

HUF 100 000 stipend per month paid by the host institution\*; student hostel accommodation in a university residence hall paid by the scholarship-holder\*\*

### **C/2 – partial PhD studies** (10 months)

HUF 100 000 stipend per month paid by the host institution\*; student hostel accommodation in a university residence hall paid by the scholarship-holder\*\*

### **D – postdoctoral studies, research** (1–10 months)

HUF 118 800 stipend and HUF 80 000 accommodation allowance per month, paid by the Balassi Institute HSB Office.

### **E – research stay for high-ranking academics** (3–21 days or 1–10 months)

HUF 118 800 stipend and HUF 80 000 accommodation allowance per month. These amounts are paid by the Balassi Institute HSB Office.

### **F – summer course** (2–4 weeks)

Tuition-free course, free accommodation and meals.

\*Scholarship-holders from Russia, the Czech Republic, Poland and Slovakia who were granted a scholarship based on a bilateral agreement receive their stipend from the sending Party, the amount thereof is set by the respective scholarship offices of those countries. The host institution provides them with accommodation in a university residence hall.

\*\*Vacancy at university residence halls is limited, hence applicants are well-advised to inquire about the accommodation possibilities in advance.

## FURTHER INFORMATION ON FINANCIAL PROVISIONS

HSB Scholarships cannot be awarded concurrently with any other scholarship awarded by the Hungarian state. If a scholarship-holder has been awarded another scholarship or gets other financial support (wages), he/she must waive the HSB scholarship.

The scholarship is meant to cover the living expenses of one person only so there is no available financing or visa exemption for accompanying members of the family or any other persons. In case of long-term research stays or trainings payment of the stipend will not be effectuated immediately upon arrival in 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. Scholarship holders arriving for one month or shorter must bear in mind that their stipend may well be transferred only a few days before leaving Hungary.

Apart from the financial provisions outlined above, the HSB shall not compensate for any other costs related to the scholarship holder's stay.

### **Travel Expenses**

Travel expenses to Hungary, within Hungary and back to the country of origin shall not be covered by the Hungarian Scholarship Board.

### **Entitlement to Healthcare Services**

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

In Hungary, healthcare services can be provided in medical necessity for those scholarship holders who have the European Health Insurance Card (hereinafter Card). Medical necessity is determined by the attending physician who considers the given circumstances. The Card must be collected in the home country prior to the arrival in Hungary.

Further important information is that healthcare services can only be provided – according to the principle of equal treatment – 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.

Non-EU citizens and non-EFTA citizens who wish to stay in Hungary for more than 1 month are covered for medical treatment in case of sudden illness. Except for emergency cases the costs of dental care are not covered. Health insurance provided by the Hungarian Party is only available for those who are 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.

## **REPORT**

Applicants awarded with a scholarship will be asked via email to write a report after finishing their scholarship period. The report must be prepared and submitted in the online application system. The scholarship holder has 30 days after the end of the scholarship period to submit the report. If the scholarship holder fails to submit the report within this time frame, he/she may be excluded from further scholarship applications.