



**МИНИСТЕРСТВО
ОБРАЗОВАНИЯ И НАУКИ
РОССИЙСКОЙ ФЕДЕРАЦИИ
(МИНОБРНАУКИ РОССИИ)**

Международный департамент

Тверская ул., д. 11, Москва, 125993.
Тел. (495) 629-32-39, факс (495) 629-74-51.
E-mail: d16@mon.gov.ru

09.01.2018 № 16-4

О приеме зарубежными странами
на обучение в 2018/2019 учебном году
российских студентов, аспирантов
ВЕНГРИЯ

Международный департамент Министерства образования и науки Российской Федерации доводит до Вашего сведения, что Общественный фонд Темпус (Венгрия) согласно письму от 04.01.2018 года объявил об открытии нового конкурса для российских студентов на соискание венгерской стипендии по программе Stipendium Hungaricum с целью обучения в Венгрии на венгерском или английском языках (бакалавриат, магистратура, включенное обучение – стажировка, аспирантура).

Информация по программе Stipendium Hungaricum размещена на сайте Общественного фонда Темпус: www.stipendiumhungaricum.hu

Информация по условиям участия российских соискателей в программе Stipendium Hungaricum размещена на сайте: <http://im.interphysica.su/>

Российские соискатели должны подавать необходимые документы одновременно:

- в венгерский Общественный фонд Темпус (через сайт программы в режиме online),

- в Министерство образование и науки РФ (на бумажном носителе) по адресу:

Люсиновская ул., д. 51, г.Москва, 117997 (16 - Международный департамент
Минобрнауки России).

Контактное лицо: Софронова Елена Евгеньевна, тел. 8-499-236-25-57,
e-mail: esofronova@mail.ru

Срок приема документов до **16 февраля 2018 года.**

Заместитель директора



А.Е. Четвертков

А.В. Косова
(495) 629-51-82

Дополнительная информация к рассылке (Венгрия)

На учебный год 2018/2019 схема подачи документов на соискание венгерской стипендии не изменится:

Студенты должны представить необходимые документы как для венгерской, так для российской стороны (в зависимости от требований той и другой стороны) :

1. Документы для венгерской стороны подаются в режиме online в **Общественный фонд Темпус** через сайт программы **Stipendium Hungaricum** **www.stipendiumhungaricum.hu**.

На этом же сайте опубликованы условия подачи заявок, перечень документов, которые необходимо представить, и условия проведения конкурса.

2. Документы для российской стороны (на русском языке) должны быть представлены в **Министерство образование и науки РФ (на бумажном носителе) по адресу: Люсиновская ул., д. 51, г.Москва, 117997 (16 - Международный департамент Минобрнауки России)**.

Комплект документов для Минобрнауки России (в одном экземпляре):

1. Письмо-представление высшего учебного заведения, подписанное ректором или проректором (более подробно см. ниже).

2. Биографическая справка кандидата (справка - объективка) с указанием фамилии, имени, отчества, даты рождения, места рождения, данных российского внутреннего паспорта, домашнего адреса, контактного телефона и e-mail, с приклеенной фотографией 3x4 см. (пишется самостоятельно).

3. Копия загранпаспорта (первый лист с фотографией).

Каждый из перечисленных документов должен быть заверен печатью вуза (кроме п.3).

Кандидаты, не представившие соответствующие документы в Минобрнауки России, и, соответственно, не получившие рекомендацию от Минобрнауки России для участия в конкурсе, не будут рассматриваться венгерской стороной как соискатели венгерской стипендии.

При подаче документов венгерской стороне обратите внимания на изменения в условиях и критериях подачи заявок (например: «заявку могут только те абитуриенты, которые родились 31 августа 2000 года или раньше» и т.п.) а также в оперативном Регламенте программы.

В этом учебном году венгерская сторона использует совершенно новую систему онлайн-приложений, студенты могут получить доступ к приложениям по следующей ссылке: apply.stipendiumhungaricum.hu

В разделе "поиск исследования" венгерского сайта доступен обновленный список подходящих учебных программ, из которых студенты могут выбрать программы:

<http://studyinhungary.hu/study-in-hungary/menu/find-a-study-programme/study-finder.html>

Изменились также приоритеты отбора и процесс проведения экзаменов.

В **приложении Call_for_Applications_2018_2019** Вы можете более подробно посмотреть информацию о подаче заявок.

Срок подачи документов как в ОФ Темпус, так и в Минобрнауки России до 16 февраля 2018 года.

На досылку недостающих документов (например копии загранпаспорта) для тех, кто вовремя и успешно подал заявку в Темпус, российская сторона предоставляет возможность дослать необходимое в течение 15 дней после 16 февраля (это касается только документов для российской стороны).

С уважением, Софронова Елена Евгеньевна

8-499-236-25-57

О письме-представлении:

Письмо-представление от российского университета на кандидата составляется в произвольной форме на имя директора Международного департамента Минобрнауки России Ганьшина Игоря Николаевича, за подписью ректора или проректора (на бланке вуза).

Письмо-представление должно содержать следующую информацию:

1. Статус в вузе (студент: курс, факультет; магистрант: курс, факультет; аспирант: год обучения; научно-педагогический работник: должность, ученая степень, ученое звание)
2. На какой вид обучения/работы направляется кандидат, (языковые курсы, языковая стажировка, научная стажировка, научная работа, бакалавриат, магистратура, аспирантура, работа в качестве преподавателя русского языка и т.д.)
3. В какой университет Венгрии кандидат планирует подать заявку (если заявка подается сразу в несколько университетов – указать все), направление обучения, факультет
4. По возможности указать период обучения/работы (конкретные даты)
5. Краткая характеристика кандидата (почему университет рекомендует именно данного кандидата (заслуги)).



STIPENDIUM HUNGARICUM

STUDY IN HUNGARY

stipendiumhungaricum.hu ■ studyinhungary.hu



Call for Applications

2018/2019

1. The Stipendium Hungaricum Scholarship Programme	4
1.1. Mission of the Programme	4
1.2. Available Scholarship Types	4
1.2.1. Study Levels	4
1.2.2. Study Modes.....	5
1.3. Provisions Covered by the Scholarship	6
2. Eligibility	6
2.1. Eligible Sending Partners	6
2.2. Non-eligibility	7
2.3. Available Host Institutions and Study Programmes	8
2.4. Order of Selected Study Programmes.....	8
2.5. Language of Study Programmes.....	9
2.5.1. Studies in English or Other Foreign Language.....	9
2.5.2. Studies in Hungarian Language	9
2.6. Preparatory and Specialisation Courses.....	10
3. The Application Process	10
3.1. Application Timeline.....	10
3.2. Application Documents to be submitted to Tempus Public Foundation	11
3.2.1. Basic Application Documents	11
3.2.2. Additional Documents for Doctoral Level	13
3.2.3. Additional Documents for Art and Music Applicants	13
3.3. Missing Documents	14
3.4. Submitting the Application.....	15
3.4.1. Application to Tempus Public Foundation	15
3.4.2. Application to the Sending Partners.....	15
3.4.3. Flow Chart of Application Process.....	15
3.5. Selection Procedure	17
3.5.1. First Round of Selection: technical check and the nomination of Sending Partner (March 2018).....	17
3.5.2. Second Round of Selection: the institutional evaluation (April-June 2018)	17
3.5.3. Allocation of Admitted Applicants (May-July 2018).....	18
3.6. Acceptance of the Scholarship	19

3.6.1. Acceptance of Scholarship for Approved Scholarship Holders	19
3.6.2. Acceptance of Scholarship for Conditionally Approved Scholarship Holders	19
4. Studying in Hungary	20
4.1. Visa Applications	20
4.2. Arrival and Enrolment	20
4.3. Rights and Obligations.....	21
4.3.1. Operational Regulations and Student Contract	21
4.3.2. Staying in Hungary.....	21
4.3.3. Other Scholarships and Double Financing.....	21
4.3.4. Termination of Scholarship Status	22
5. Contact Details	22
6. Annexes	23

1. The Stipendium Hungaricum Scholarship Programme

1.1. Mission of the Programme

Hungary provides high quality education in the heart of Europe. Today, there is a growing demand of international students to study in Hungary. Besides the quality of education and degrees recognised throughout Europe and beyond, students are attracted by the affordable living costs with an extremely favourable cost-to-value ratio, a safe and friendly living environment with convenient public transportation, the central location of the country in Europe and the unspoiled natural beauties combined with a 2000 year-old, rich Hungarian history and several UNESCO World Heritage Sites. Hungary is also within the top countries with the highest number of scientific Nobel Prize Winners per capita, and a numerous scientific inventions from Vitamin C to Rubik's cube and so on.

The Stipendium Hungaricum Scholarship Programme was launched in 2013 by the Hungarian Government. The main goal of the programme regarding the education policy is to support the internationalisation of the Hungarian higher education and its constant development, to strengthen the international relations of the Hungarian academic and research community, to enhance the cultural diversity of the higher education institutions and to promote the good reputation and competitiveness of the Hungarian higher education throughout the world. The programme also aims to establish and encourage the personal and professional attachment of foreign graduated students to Hungary and contribute to the promotion of the Hungarian culture and language abroad.

The core mission of the programme is to increase the number of foreign students in Hungary and to encourage Hungarian higher education institutions to attract top foreign students.

The programme is based on bilateral educational cooperation agreements signed between the Ministries responsible for education in the sending countries/territories and Hungary or between institutions. Currently 60 Sending Partners are engaged in the programme throughout 5 different continents and the geographical scope of the programme is spreading each year.

Thousands of students from all around the world apply for higher educational studies in Hungary each year. **The number of Stipendium Hungaricum applicants is continuously increasing as well as the number of available scholarship places.** In the 2017/2018 round of applications, more than 3800 scholarships were awarded. In the academic year 2018/2019 more than 5000 students can begin their studies in Hungary in the framework of the Stipendium Hungaricum Programme.

The Programme is managed by Tempus Public Foundation.

1.2. Available Scholarship Types

1.2.1. Study Levels

Stipendium Hungaricum scholarships are available for bachelor, master, one-tier master, doctoral and non-degree programmes (preparatory and specialisation courses).

Available Types		Scholarship	Duration		Qualifications at the end of programme		Available study modes
			full time	partial (exchange)	full time	partial (exchange)	
Degree programmes	Bachelor programmes		2-4 years	1 or 2 semesters	BA or BSc degree	certificate of completion	full time and partial (exchange)
	Master programmes		1.5-2 years	1 or 2 semesters	MA or MSc degree	certificate of completion	full time and partial (exchange)
	One-tier master programmes		5-6 years	1 or 2 semesters	MA or MSc degree	certificate of completion	full time and partial (exchange)
	Doctoral programmes		2+2 years	1 or 2 semesters	doctoral degree	certificate of completion	full time and partial (exchange)
Non-degree programmes ¹	Preparatory course in Hungarian language		1 year	-	certificate	-	full time
	Specialisation courses		up to 1 year	-	certificate	-	full time

Note about one-tier master programmes:

In the Hungarian education system, one-tier master programmes cover both the bachelor and the master level of studies; therefore it is an undivided master programme that results in a master degree. These one-tier programmes are offered in specific study fields such as general medicine, pharmacy, dentistry, architecture, law, veterinary surgery, forestry engineering, etc.

Note about doctoral programmes:

According to the current Hungarian legislation, the duration of doctoral programmes has changed to 8 semesters. The doctoral studies consist of two different phases: the first one is a two-year long period for professional training and research, while the second two-year long section is for research and dissertation. At the end of the first 4 semesters, doctoral students are obliged to take a complex exam in order to assess the educational and research progress of the student. Doctoral students can only continue with the second two-year phase if they pass this exam. The amount of the monthly scholarship is different in these two phases of doctoral programmes. Please see section 1.3 about financial details and section 3.2.2. about the details of application for doctoral programmes.

1.2.2. Study Modes

Both full time and partial (exchange) study modes are available, depending on/defined in the specific bilateral educational cooperation agreement. Full time programmes are programmes that lead to a bachelor, master or doctoral degree. One-year programmes do not lead to a degree but provide a preparatory course before a degree programme or a specialisation course after a degree programme.

¹ Please see section 2.6. for details about preparatory and specialisation courses!

Partial (exchange) studies are one- or two-semester long exchange studies that are part of the student's degree studies in their sending higher education institutions. Therefore, those who apply for partial (exchange) studies must be registered in and must have a student status at a higher education institution that operates outside of Hungary. In case of partial (exchange) studies, applicants can only apply to those study levels (bachelor, master, doctoral) that they are attending in their sending, home institutions. Partial (exchange) studies are not available for preparatory and specialisation courses. Partial (exchange) studies are available for up to one academic year and no further extension is possible.

1.3. Provisions Covered by the Scholarship

- **Tuition-free education**
 - exemption from the payment of tuition fee
- **Monthly stipend**
 - **non-degree, bachelor, master and one-tier master level:** monthly amount of HUF 40 460 (cca EUR 130) contribution to the living expenses in Hungary, for 12 months a year, until the completion of studies
 - **doctoral level:** according to the current Hungarian legislation, the monthly amount of scholarship is HUF 140 000 (cca EUR 450) for the first phase of education (4 semesters) and HUF 180 000 (cca EUR 580) for the second phase (4 semesters) - for 12 months a year, until completion of studies. Please see details in section 1.2.1.
- **Accommodation contribution**
 - free dormitory place or a contribution of HUF 40 000/month to accommodation costs for the whole duration of the scholarship period
 - Please note that if the student does not live in the dormitory, then the HUF 40 000/month is a contribution to that rental costs, and in bigger cities – especially in the capital city – this contribution would not cover the full amount of rental costs.
- **Medical insurance**
 - health care services according to the relevant Hungarian legislation (Act No. 80 of 1997, national health insurance card) and supplementary medical insurance for up to HUF 65 000 (cca EUR 205) a year/person

Please bear in mind that these provisions are **only a contribution** to the living expenses of the Scholarship Holders. It means that it **does not fully cover all the costs of living** and the students need to add their own financial resources in order to cover all living expenses in Hungary. All applicants are highly advised to check the expected living expenses both in Hungary and in the city that they wish to live in before applying; please do check our Cost of Living Calculator by clicking here: <http://www.studyinhungary.hu/living-in-hungary/menu/your-costs-of-living.html>

2. Eligibility

2.1. Eligible Sending Partners

The Stipendium Hungaricum Programme is based on effective bilateral educational cooperation agreements between the Ministry of Human Capacities of Hungary and the partner's Ministry responsible for higher education. Applications will be considered eligible if the applicant is nominated by the responsible authorities of the Sending Partner.

For full time programmes, students can apply from the following Sending Partners: Arab Republic of Egypt, Bosnia and Herzegovina, Federal Democratic Republic of Ethiopia, Federative Republic of Brazil, Federal Republic of Nigeria, Georgia, Islamic Republic of Iran, Islamic Republic of Pakistan, Japan, Kingdom of Cambodia, Kingdom of Morocco, Kingdom of Thailand, Kurdistan Regional Government/Iraq, Kyrgyz Republic, Lao People's Democratic Republic, Lebanese Republic, Macedonia, Mongolia, Montenegro, Pacific Alliance (member states: Chile, Colombia, Mexico and Peru), Palestine, People's Democratic Republic of Algeria, People's Republic of Bangladesh, People's Republic of China (including the Hudec* scholarships), Republic of Albania, Republic of Angola, Republic of Azerbaijan, Republic of Belarus, Republic of Cabo Verde, Republic of Colombia, Republic of Cuba, Republic of Ecuador, Republic of Ghana, Republic of India, Republic of Indonesia, Republic of Iraq, Republic of Kazakhstan, Republic of Kenya, Republic of Korea, Republic of Kosovo, Republic of Moldova, Republic of the Union of Myanmar, Republic of Paraguay, Republic of Serbia, Republic of Singapore, Republic of South Africa, Republic of the Sudan, Republic of the Philippines, Republic of Turkey, Republic of Yemen, Russian Federation, Socialist Republic of Vietnam, State of Israel, State of Kuwait, Syrian Arab Republic, The Hashemite Kingdom of Jordan, Tunisian Republic, Turkmenistan, Ukraine, United Mexican States, United Republic of Tanzania.

For partial (exchange) study programmes, students can apply from the following Sending Partners: Federative Republic of Brazil, Japan, Kingdom of Cambodia, Lebanese Republic, Mongolia, People's Republic of China (only Hudec* applicants), Republic of Albania, Republic of Belarus, Republic of India, Republic of Korea, Republic of Turkey, Socialist Republic of Vietnam, Russian Federation, Syrian Arab Republic, United Mexican States.

Important note regarding partners marked with “ * ” : In case of these countries, the bilateral educational cooperation agreement is only valid until December 2017, therefore the online application surface cannot be opened until a new agreement is signed. In case a new agreement is signed before the application deadline, the application surface will open immediately.

Please note that the programme is implemented by direct cooperation with the responsible authorities of the Sending Partner. The application does not have any additional costs, therefore we highly suggest you not to apply through any agencies. However, for your information you can find the list of agencies that the Hungarian universities work with, [please click](#) here to check, the list is updated regularly.

2.2. Non-eligibility

Applications will not be considered in the following cases:

- Hungarian citizens (including those with dual citizenships).
- Applicants with a citizenship different from the sending country/territory. For example, only Brazilian citizens can apply through the Brazilian Sending Partner.
- Applicants born after 31 August 2000 (= applicants under 18 years old as of 31 August 2018) **except** applicants applying for Dance study programmes,
- Applicants who will not hold a secondary school graduation certificate until 1 August 2018,
- Those former Stipendium Hungaricum Scholarship Holders who were **awarded for full degree studies** and who
 - are now re-applying for full degree or partial (exchange) studies **in the same cycle of education** (non-degree studies, bachelor, master, one-tire master, doctoral level) – **therefore, those Stipendium Hungaricum Scholarship Holders can apply for the**

programme who apply to continue their studies at a different cycle of education, e.g. bachelor scholarship holders can apply for master studies!

- or who are now re-applying for the programme for any cycles of education while they still have a scholarship status at the time of application (unless they withdraw their former scholarship before the application deadline) and will not receive their degree until 31 August 2018,
 - or who have postponed the start date of their scholarship studies and did not withdraw their scholarship before the current application deadline.
- Those former Stipendium Hungaricum Scholarship Holders who were **awarded for partial (exchange) studies** and who
- are now re-applying for partial (exchange) studies in the same cycle of education (non-degree studies, bachelor, master, one-tire master, doctoral level) – therefore, those Stipendium Hungaricum Scholarship Holders can apply for a different cycle of education, e.g. former bachelor scholarship holders can apply for master partial (exchange) studies if they are now master students in their home countries!

Therefore, please note that it is only possible to re-apply for full degree scholarship studies in the same cycle of education if the former Stipendium Hungaricum Scholarship Holder was previously awarded for partial (exchange) studies! Even in this case, the lengths of the full degree scholarship shall be reduced by the lengths of the previous partial (exchange) studies.

2.3. Available Host Institutions and Study Programmes

28 Hungarian higher education institutions are engaged in the Stipendium Hungaricum Programme for the 2018/2019 academic year with more than 460 study programmes in foreign languages (414 of them in English language). Study programmes are generally available in English and Hungarian languages, with some programmes offered in German and French as well.

The full list of available study programmes and Host Institutions is accessible on the “Study Finder” section of our website: <http://studyinhungary.hu/study-in-hungary/menu/find-a-study-programme/study-finder.html>. Please note that only these study programmes can be applied for.

Applicants are eligible to apply only for those scholarship types and study fields that are determined in the educational cooperation programmes in effect between Hungary and the specific Sending Partner. **Please see Annex 1 for the full list** of available study fields regarding your sending country.

2.4. Order of Selected Study Programmes

In addition to the first choice of study programme, there is the opportunity to apply for additional two study programmes. Therefore, each applicant can apply for **up to three different study programmes, in order of preference**. These three study programmes can be both at the same Host Institution and at different Host Institutions; it is the applicants’ decision.

The order of preference is essential. During the application process, the first selection and examination process will be conducted for the study programmes selected as the first choices of applicants. The first decision about the applications is also going to be made regarding the first selected programmes. During the second and third decisions, **only the remaining free places will be filled**. In this way, the chances of receive the scholarship are relatively higher for the study programmes selected as first choices because there are more free places at that time.

Please note that after submitting the application, the selected programmes and the order of preference cannot be changed by the applicant. We highly advise all applicants to carefully check the [minimum entry requirements](#) of the study programmes and take time to decide on the order of the three programme preferences! We also highly encourage the applicants to increase their chances of receiving the scholarship by apply for not only one or two, but three study programmes in total!

2.5. Language of Study Programmes

Applicants are eligible to apply only if they meet the minimum language criteria set by the chosen host higher education institution. Please visit the “Study Finder” section of our website: <http://studyinhungary.hu/study-in-hungary/menu/find-a-study-programme/study-finder.html>) to see the exact language criteria for each study programme!

Study modes	Study programmes taught in English and other languages		Study programmes taught in Hungarian language			
			applicants with at least an intermediate (B2) level of Hungarian language knowledge		applicants with basic or no Hungarian language knowledge	
	minimum level of knowledge	language preparatory year	minimum level of knowledge	language preparatory year	minimum level of knowledge	language preparatory year
Full time studies	level of English proficiency determined by the Host Institution	none	level of Hungarian proficiency determined by the Host Institution	none if the language certificate is uploaded	level of English proficiency determined by the Host Institution, usually basic level	yes, obligatory one-year Hungarian language preparatory course
Partial (exchange) studies					not possible to apply	not possible to apply

2.5.1. Studies in English or Other Foreign Language

Students shall have a level of proficiency in the language of education as required by the Host Institution. The applicants need to directly apply for the study programmes in the online application system.

2.5.2. Studies in Hungarian Language

Those applicants that have at least an intermediate (B2) level of Hungarian language knowledge can apply to Hungarian study programmes directly. The copy of the proof of at least a B2 level language knowledge has to be uploaded as part of the application in the online system. Please note that if you only apply to Hungarian study programmes directly, but fail to upload the proof of at least a B2 level language knowledge in Hungarian, then you cannot be admitted to any places.

Those applicants that do not have at least an intermediate (B2) level of Hungarian language knowledge shall complete an obligatory one-year Hungarian language preparatory course before starting their degree courses. For this, the applicants are usually required to have at least a basic level of English proficiency. In the online application system, the applicants need to apply directly for the preparatory course (and NOT for the degree programme they wish to start after the language preparatory year). To see all Hungarian language preparatory courses and entry requirements, please

check the [“Study Finder” section](#) of our website and select “OP” at the “Level of studies” row which stands for “other programme”.

2.6. Preparatory and Specialisation Courses

Besides full-time degree programmes, full-time non-degree programmes are also available within the programme in certain cases, for up to one year. **Please read this section if you are applying for study programmes in the field of Music or Engineering.**

Preparatory courses are non-degree programmes before starting a bachelor or master level degree programme at a Host Institution (both with the scholarship). Specialisation courses are non-degree programmes after completing a bachelor or master level degree programme, therefore it is for those who already have a degree.

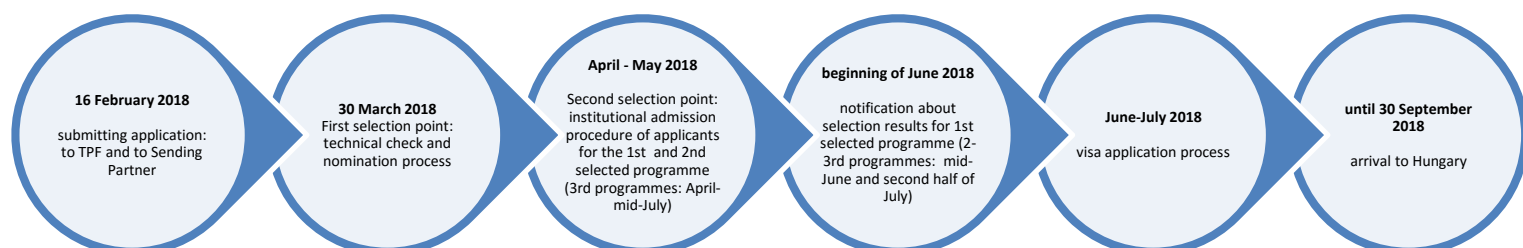
Regarding the preparatory courses, applicants can ONLY apply for Hungarian language preparatory programmes. Even these preparatory courses can ONLY be applied for if the student wishes to continue his/her degree studies at a Hungarian language programme after the preparatory year. After completion, it is not possible to continue the studies in English or other foreign languages. Please see Section 2.5.2. for further details about this.

However, ONLY in case of English language full degree study programmes in the field of Engineering and Music, during the institutional entrance examination process and based on the professional evaluation of the applicant, the host institutions have the right to make the decision to admit the applicant for a preparatory course (up to 1 year) before they can actually start their full degree programmes. This is only available for a preparatory course before bachelor and master level programmes in the field of Engineering and Music. Applicants therefore cannot directly apply for preparatory courses in English language; it is always the host institutions’ decision if a professional preparation year is necessary or not.

Specialisation courses conducted in English language are ONLY available in the field of Music. Applicants should directly apply for these in the online application system. To see the specialisation courses and entry requirements, please check the [“Study Finder” section](#) of our website and select “OP” at the “Level of studies” row which stands for “other programme”.

3. The Application Process

3.1. Application Timeline



3.2. Application Documents to be submitted to Tempus Public Foundation

PLEASE [CLICK HERE](#) TO ACCESS THE CHECKLIST FOR THE APPLICATION DOCUMENTS!

No hard copies are required from any of these documents by Tempus Public Foundation at the time of application. The Sending Partners might require hard copies.

- See Section 3.2.1. for application documents that need to be uploaded by all applicants.
- See Section 3.2.2. for additional documents that need to be uploaded by doctoral applicants only.
- See Section 3.2.3. for additional documents that need to be uploaded by Art & Music applicants.
- See Section 3.3. for the list of application documents that can be uploaded after the application deadline too.

3.2.1. Basic Application Documents

All of the following documents are compulsory and need to be submitted to the online application surface by **all applicants** until 16 February 2018.

Please note that only files with a maximum size of 4 MB can be uploaded in the system.

Application Documents	Detailed Requirements	Required to be uploaded by
Online application form	<ul style="list-style-type: none"> - the applicants must fill out and save all requested information on the online application form in English language - a recent photo of the applicant (taken not earlier than 2 years before the submission of the application must also be uploaded) - those who apply for partial (exchange) studies must clearly state the length (1 or 2 semesters) and start date (September of February) of the studies they apply for! 	all applicants
Motivation Letter	<ul style="list-style-type: none"> - minimum 1 page, typed with Times New Roman 12 point font size letters - written in the language of the selected study programme or in Hungarian 	all applicants
Proof of language proficiency <u>and</u> their translations in the language of the selected study programme or in Hungarian	<ul style="list-style-type: none"> - scanned copy of the original proof of language proficiency, with a minimum level determined by the Host Institution AND their translations - see section 2.5. for further details - in case the student has completed his/her previous level of studies in the language of the selected study programme, a proof can be uploaded about the fact that the language of education was the same as the language of the study programme that the applicant is now applying for - translations only have to be attached if the copy of the original document is not in the language of the selected study programme or in Hungarian 	all applicants
School certificates <u>and</u> their translations	<ul style="list-style-type: none"> - bachelor level full time programmes: scanned copy of the original secondary school graduation certificate or equivalent AND their translations 	all applicants

<p>in the language of the selected study programme or in Hungarian</p>	<ul style="list-style-type: none"> - master level full time programmes: scanned copy of the original bachelor degree certificate or equivalent AND their translations - one-tier master level full time programmes: scanned copy of the original secondary school graduation certificate or equivalent AND their translations - doctoral level: scanned copy of the original master degree certificate or equivalent AND their translations - non-degree, Hungarian language preparatory programmes: scanned copy of the secondary school graduation certificate AND their translations - non-degree, specialisation programmes: scanned copy of degree certificate required by the host institution AND their translations - partial (exchange) study programmes on all study levels: scanned copy of the original certificate about student status issued by the current higher education institution where the applicants is registered in AND their translations - translations only have to be attached if the copy of the original document is not in the language of the selected study programme or in English 	
<p>Transcript of Records and its translations in the language of the selected study programme or in Hungarian</p>	<ul style="list-style-type: none"> - copy of the original transcript of records regarding all academic semesters or school years completed during previous studies (in the highest level of education that the student have participated in) AND their translations - translations only have to be attached if the copy of the original document is not in the language of the selected study programme or in Hungarian 	<p>all applicants</p>
<p>Medical Certificate</p>	<ul style="list-style-type: none"> - scanned copy of a medical certificate of satisfactory health condition issued not earlier than 1 December 2017 - please note that there is no form provided by Tempus Public Foundation for this certificate, it can be any certificates that the particular hospital uses or the particular physician issues - certificates has to be issued and signed by a physician to prove that the applicant does not have the following illnesses: AIDS, Hepatitis A, B, C or any other epidemic conditions - please note that despite the applicants need to upload this document, the Host Institutions might require the student to take a medical test at the time of enrolment (free of charge for the Scholarship Holders) 	<p>all applicants</p>
<p>Copy of Identification Document</p>	<ul style="list-style-type: none"> - provided that the applicant already has a passport, the scan of the passport should be uploaded - in case the applicants do not yet have a passport, the applicant should upload the scanned copy of any document which may be used to prove the applicant's identity (e.g. national ID card) - that page has to be uploaded which contains both the personal data and the photography of the applicant 	<p>all applicants</p>
<p>acceptance of Statement for Application in the online system</p>	<ul style="list-style-type: none"> - all applicants need to accept the "Statement for Application" (please see Annex 3 for a sample) - the statement can only be accepted in the online system, therefore scanned and signed copies should not be uploaded 	<p>all applicants</p>

All documents that cannot be obtained or produced in the language of the selected study programme or in Hungarian have to be translated and the translations have to be submitted as well as the copy of the original document.

3.2.2. Additional Documents for Doctoral Level

Besides the documents listed in section 3.2.1, applicants applying for studies on a doctoral level need to upload the following documents as well. All of the following documents are compulsory and need to be submitted to the online application surface by **doctoral applicants** until 16 February 2018.

Application Documents	Detailed requirements	Required to be uploaded by
Research Plan	- minimum 2 pages, typed with Times New Roman 12 point font size letters, written in the language of the selected study programme	applicants of doctoral programmes
Letters of Recommendation	- two signed Letters of Recommendation from the applicant's former or current academic tutors or supervisors - the two letters cannot be issued by the same person - written in the language of the selected study programme or in Hungarian	applicants of doctoral programmes

All applicants of doctoral programmes are required to visit <http://www.doktori.hu> before they submit their application. The website provides information in English and Hungarian language about the Hungarian doctoral schools, available research field and research topics as well as the supervisors of doctoral students. Thesis topic proposals on the website are available on <http://www.doktori.hu/index.php?menuid=115&lang=EN>.

Doctoral applicant are also required to contact their chosen host institutions and doctoral schools in advance in order to discuss the available research topics in the institution as well as the possible supervisors for those topics. The list of Stipendium Hungaricum coordinators at the Host Institutions is available on <http://www.tka.hu/international-programmes/5218/institutional-coordinators>. These pieces of information need to be considered when preparing the application materials (e.g. Research Plan) and choosing a matching doctoral school and research area!

Please note that during the evaluation and allocation process, those doctoral applicants will have a priority who are already assigned a future supervisor who is a professor and researcher of a Doctoral School accredited in Hungary and upload a Letter(s) of Recommendation written and signed by this future supervisor.

3.2.3. Additional Documents for Art and Music Applicants

Besides the documents listed in section 3.2.1, applicants applying for studies in field of Arts and/or Music need to upload the following documents as well. All of the following documents are compulsory and need to be submitted to the online application surface by **Art and Music applicants** until 16 February 2018.

Application Documents	Detailed requirements	Required to be uploaded by
Portfolio	photographs of three works of art / sketches (indicating the date of creation)	applicants of study programmes in the field of Arts
Audio Portfolio	audio track of three works (indicating the date of the creation)	applicants of study programmes in the field of Music

Please note that only files with a maximum size of 4 MB can be uploaded in the system. If the size of the portfolio or audit portfolio is larger than 4 MB, please upload a word a document that contains the link(s) where the portfolio file(s) can be downloaded from.

3.3. Missing Documents

All documents listed in section 3.2. are **compulsory** application documents. However, certain documents are accepted to be uploaded even after the application deadline, **provided that** the applicant could not possibly obtain the document by the deadline of application.

In this case, the applicants need to upload a signed declaration saying that they will obtain and upload the missing document(s) until 1st August the latest. No missing document will be accepted if the declaration is not uploaded until 16 February 2018 and/or if the missing documents are not uploaded until 1st August, thus such applications will automatically be rejected.

The following missing documents can be submitted after the application deadline, but no later than 1 August 2018:

Which documents can be uploaded as missing documents?		Who can upload these documents as missing documents?	What has to be uploaded until 16 February 2018?	What has to be uploaded until 1 August 2018?
School certificates and their translations	high school certificate	only applicants registered for the last semester of their secondary school studies	declaration signed by the applicant	high school graduation certificate
	bachelor degree certificate	only applicants registered for the last semester of their bachelor programme	declaration signed by the applicant AND high school certificate and translation	bachelor degree certificate
	master degree certificate	only applicants registered for the last semester of their master programme	declaration signed by the applicant AND bachelor degree with translation	master degree certificate
Certificate of language proficiency		only applicants awaiting their language test results at the time of application	declaration signed by the applicant	certificate of language proficiency
Copy of Identification Document		only applicants awaiting their identification document to be issued	declaration signed by the applicant	copy of identification

			document
Medical certificate	only applicants awaiting their medical certificate	declaration signed by the applicant	medical certificate

3.4. Submitting the Application

3.4.1. Application to Tempus Public Foundation

All applications shall be submitted through the online application system of Tempus Public Foundation. After registration, the applicants are able to access the application surface and upload the required documents. Applications should be submitted, saved applications will not be considered. Please note that no applications will be accepted without the online submission and after the deadline. No hard copies are required. A guide for the online system will be available to download from the www.stipendiumhungaricum.hu website.

**The deadline for submitting the complete application package:
16 February 2018 – noon (until 12:00 PM Central European Time)**

**The online application system can be reached here:
apply.stipendiumhungaricum.hu**

All applicants are highly advised to carefully read our Application “Dos and Don'ts” document, please [click here](#) to access!

The information provided on the application – including the study programmes and their order of preference – cannot be changed after the application is submitted!

By submitting the application, the applicant declares that all information provided on the online application surface of Tempus Public Foundation – including the content of all uploaded documents – are true and correct to the best of their knowledge and belief.

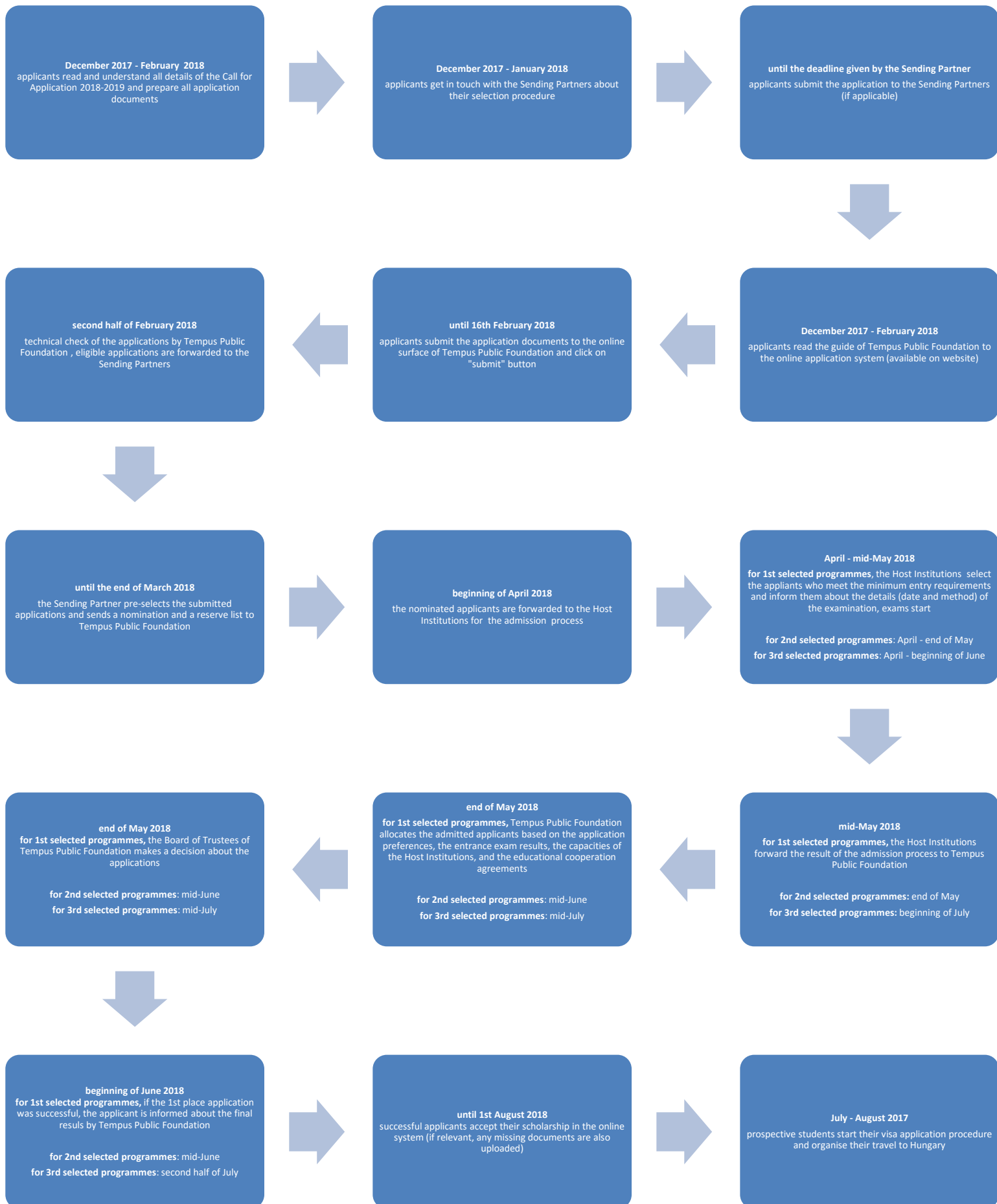
3.4.2. Application to the Sending Partners

All applications shall also be submitted to the responsible authority of the Sending Partner. Each Sending Partner might have different deadlines and requirements for submitting the application material. **Applicants are strongly advised to contact the responsible authority at their Sending Partner as soon as possible and inquire about the exact procedures.** For contact details of the responsible authority of the Sending Partner, please visit our website or [click here](#).

The responsible authority of the Sending Partner will review and pre-select the applications. A nomination list, including a reserve list will be forwarded to Tempus Public Foundation by the Sending Partner in the end of March 2018. **Applications will be considered only if the applicant is nominated. No other applications will be considered.**

3.4.3. Flow Chart of Application Process

Please note that the dates are indicative.



3.5. Selection Procedure

3.5.1. First Round of Selection: technical check and the nomination of Sending Partner (March 2018)

The applications only saved but not submitted will be automatically rejected. The applications successfully submitted in Tempus Public Foundation's online application surface are first checked. This is called a technical check and it is done by Tempus Public Foundation. In this step, we check some of the eligibility criteria; for example the age, citizenship, the previous scholarships, and check if the applicant has applied for a scholarship type and/or study programme that is available within the framework of the programme and that is available for the applicants of the particular sending country/territory. Also, we will formally check if the required documents are uploaded in the application system or not and check if the Statement for Application is accepted in the system. However, it is the Host Institution that checks whether the uploaded files and their quality can be accepted and whether these documents meet their entry requirements or not.

Applicants will be automatically rejected during the technical check if they

- do not successfully submit their application in the online system until the 16 February 2018,
- are Hungarian citizens or hold a Hungarian dual citizenship,
- have a citizenship that is different from the sending country/territory they apply through,
- were born after 31st August 2000 (except those applying for Dance study programmes),
- do not accept the Statement for Application (please see [Annex 3](#) for sample) in the online system,
- are former Stipendium Hungaricum Scholarship Holders in cases described in Section 2.2. about non-eligibility.

These eligible and successfully submitted applications are forwarded to the responsible authorities of the Sending Partners for review and pre-selection. The exact methods and guidelines of the Sending Partners' selection are determined by the Sending Partners. After the selection decision of the Sending Partner, a nomination list, including a reserve list will be issued and forwarded to Tempus Public Foundation by the Sending Partner until 30 March 2018.

Applicants can only apply through sending countries/territories of their own nationality. Sending Partners can only nominate applicants with the same citizenship. Only nominated applicants can continue to the second selection point; the institutional evaluations.

3.5.2. Second Round of Selection: the institutional evaluation (April-June 2018)

The application materials of the nominated applicants (including the reserve list) are forwarded to the Host Institutions for professional evaluation. The institutions will also run a formal check first to see if all the documents submitted by the applicants meet the requirements of the Call for Applications and the minimum entry requirements of the study programmes.

Applicants with an eligible, formally correct application that meet the minimum entry requirements can proceed to the institutional entrance examinations. Each applicant can participate in up to three institutional entrance examinations – based on the submitted application form.

The exact date and method of the entrance examination varies by institutions. The methods of examination are available on the "Study Finder" section of our website:

<http://studyinhungary.hu/study-in-hungary/menu/find-a-study-programme/study-finder.html>. Each applicant will be individually informed about further details (e.g. date of examination) directly by the Host Institutions.

As applicants can apply for up to three study programmes, **the institutional examinations are conducted in three separate rounds.**

1. First, the applications for the first selected study programmes are considered by the universities. The examination process for the first selected programmes can be expected from 1 April to 10 May 2018, however the dates are indicative.
2. Secondly, the applications for the second selected study programmes are considered. The examination process for the second selected programmes can be expected from 10 May to 30 May 2018, however the dates are indicative.
3. Finally, the applications for the third selected study programmes are considered. The examination process for the third selected programmes can be expected from 30 May to 6 July 2018, however the dates are indicative.

Depending on the Host Institutions' schedule of examinations, it is possible that there will be no entrance examinations for the second and third study programmes selected by the applicant – in case the applicant is already approved for the scholarship for the first selected study programme. Likewise, if the applicant is approved for the second place, it is likely that there will not be an examination for the third place.

Applicants for Medical programmes, please note that the field of Medical studies is one of the most competitive study fields in the Stipendium Hungaricum Programme due to the very high number of applications and the limited number of scholarship places. As a result, most of the Host Institutions are expected to fill all their medical scholarship places during the examination of those who applied for their programme as a first selected choice. As a consequence, applicants for Medical programmes can expect that the Host Institutions will not consider them if the programme is selected only as a second or third choice by the applicant.

The applicants are evaluated on a 100 point scale. The final examination results and the examination points given by the Host Institutions are then forwarded to Tempus Public Foundation.

3.5.3. Allocation of Admitted Applicants (May-July 2018)

Tempus Public Foundation is responsible for the allocation of the admitted applicants. In case of all countries participating in the programme, the allocation of the admitted applicants and the selection of Scholarship Holders depend of the allocation principles described in the Operational Regulations (see [Annex 2](#)) of the programme. In general, the principles are in the following priority order:

1. the content of the bilateral education cooperation agreements in effect between Hungary and the Sending Partner,
2. the capacity (minimum and maximum number of available places) of the university's specific study programme (you can check it at the "Study Finder" section of [our website](#)),
3. the preference order of the selected study programmes on the application form (please carefully read section 2.4 about this),
4. the examination results (maximum 100 points) given by the Host Institutions and the ranking order of the applicants on the Sending Partners' nomination lists

In case of doctoral applicants, priority is given to those who upload a Letter(s) of Recommendation written and signed by an already appointed future supervisor working for a Doctoral School accredited in Hungary (please see Section 3.2.2. for further details).

Applicants can receive one of the following statuses:

- approved scholarship holder
- conditionally approved (in case any missing documents need to be uploaded)
- approved on waiting list (can only be approved if scholarship holders withdraw)
- rejected

The applicants will be informed about the first application results around the beginning of June, about the second decision around mid- June and about the third decision around the second half of July (please see timeline at Section 3.4.3). Please note that applicants can expect only one information e-mail from Tempus Public Foundation about the results. Depending on the allocation results, applicants can expect this letter anytime throughout June and July; therefore we would like to ask for your patience. Please note that we are not able to reply to individual requests asking for the results because we inform all applicants centrally!

3.6. Acceptance of the Scholarship

Those who do not accept their scholarship until the deadlines below are automatically considered withdrawn from the scholarship.

Applicants who are awarded the scholarship, cannot get a Scholarship Holder status if they

- withdraw the scholarship in a written form (sent to both Tempus Public Foundation and the Host Institution) or in the application system,
- do not upload their missing application documents until 1 August 2018
- do not accept their scholarship until the given deadline, or
- do not hold a secondary school graduation certificate until 31 August 2018.

3.6.1. Acceptance of Scholarship for Approved Scholarship Holders

In order to gain a Scholarship Holder status, approved applicants must accept their scholarship and the Operational Regulations of the programme (see [Annex 2](#) for the Operational Regulations) in the online application system **in maximum two weeks after the receiving the notification e-mail about the application decision, but no later than 1 August 2018!**

3.6.2. Acceptance of Scholarship for Conditionally Approved Scholarship Holders

If the applicant is conditionally approved because s/he has any missing documents that could be uploaded after the application deadline, all of these missing documents need to be uploaded in the online system immediately after receiving all documents (and after receiving the notification about the conditional status), and no later than 1 August 2018. Please see details in Section 3.3. about missing documents.

The conditional scholarship holders are only able to accept their scholarship in the online system if all missing documents are uploaded first!

After uploading all missing documents, the conditionally approved Scholarship Holders must accept their scholarship and the Operational Regulations of the programme (see [Annex 2](#) for the Operational Regulations) in the online application system **in maximum two weeks after uploading the missing documents, but no later than 1 August 2018!**

4. Studying in Hungary

4.1. Visa Applications

You are requested to **start your visa application process immediately** after receiving the positive decision about the scholarship. Officially, it may take 30 days until a visa is issued. In order to apply for visa to Hungary, you need to contact the relevant consular office. For more information please, contact the website of the Hungarian Ministry of Foreign Affairs and Trade (www.kormany.hu/en/ministry-of-foreign-affairs-and-trade/missions) and <http://konzulizsolgalat.kormany.hu/en>) and the Immigration and Asylum Office (www.bmbah.hu).

However, please note that the citizens of some countries do not need a visa to enter Hungary due to the Visa Waiver Agreements. At the time of writing, these countries include: Albania, Bosnia and Herzegovina, Brazil, Chile, Colombia, Georgia, Israel, Japan, Macedonia, Mexico, Paraguay, Peru, Republic of Korea, Serbia, Singapore and Ukraine. Please make sure to visit the Consular Services website for up to date information about your country: <http://konzulizsolgalat.kormany.hu/visa-waiver-agreements>.

4.2. Arrival and Enrolment

We highly recommend all applicants to visit our Study in Hungary website (www.studyinhungary.hu) for detailed information about life and education in Hungary. As mentioned in Section 1.3, please also check the expected living expenses with our [Cost of Living Calculator](#).

The Scholarship Holders are required to inform the institutional Stipendium Hungaricum coordinator of their Host Institution (please see contact details on our website) about their expected date of arrival 30 – but not less the 15 – days before arrival.

Successful applicants are expected to make their own travel arrangements to Hungary – no financial provisions will be provided for travel expenses by the Hungarian side. In accordance with current legislations, the Scholarship Holders are entitled to be exempt from the payment of any fees related to his/her admission to Hungary. No visa, administrative services or additional contribution is given to family members or accompanying persons.

Scholarship Holders are expected to obtain their visa, arrive to Hungary and **register to the Host Institution no later than 30 September 2018** (for study programmes starting in the Autumn Semester) – or the date set by the Host Institutions. The applicant who is granted the scholarship must enrol to the Host Institution in the semester in which s/he was granted admission.

In principle, it is **not possible to postpone the start of the scholarship studies** to another semester or academic year – except for very special, unforeseeable, vis maior cases described in the Operational Regulations, with the special approval of Tempus Public Foundation. Therefore, in principle if the Scholarship Holder does not enrol until 30 September 2018 – or the date set by the Host Institutions, s/he will be automatically excluded from the scholarship programme.

Please note that the Host Institutions have to right to require the students to take a medical test at the time of enrolment, however it is free of charge for the Scholarship Holders.

4.3. Rights and Obligations

4.3.1. Operational Regulations and Student Contract

All Scholarship Holders are bound by the Operational Regulations of the Stipendium Hungaricum Programme. Please make sure to read it carefully: Annex 2. The following text contains extracts from the Operational Regulations, however all Scholarship Holders must read the full text of the regulations.

Scholarship Holders are required to sign a scholarship contract with the Host Institution including study-related details and the rights and obligations of the Scholarship Holders (see sample [on our website](#) or at the end of the Operational Regulations).

The Stipendium Hungaricum scholarship is a contribution to the living costs of the Scholarship Holder only, therefore – within the framework of the programme – visa-related assistance, additional allowance and administrative services are not provided for any accompanying people or family members. The legal entity of the scholarship contract is exclusively the Scholarship Holder and the Host Institution.

The Scholarship Holders are expected to follow the regulations of the Host Institution and continue their studies in good faith, to the best of their abilities, in order to meet the academic requirements of the study programme and thus finish the programme successfully. By accepting the scholarship, the Scholarship Holders agree to participate in the alumni system of the programme that support the maintenance of relationships with the Scholarship Holders and facilitates the flow of information – such as the alumni website, alumni events and surveys about the satisfaction of students, career monitoring and the evaluation of research activities.

Please note that the scholarship students generally complete 30 credits in a semester, therefore we suggest you to register courses with at least 30 credits in total. Please also note that if the scholarship students do not complete at least 18 credits during the last two semesters with an active student status, their scholarship status shall be terminated.

Please note that the Operational Regulations of the Stipendium Hungaricum Programme can be subject to change, and the Scholarship Holders are always bound by the regulations that is in effect at the given time.

4.3.2. Staying in Hungary

Scholarship Holders are obliged to live and study in Hungary, therefore they are not allowed to live habitually in any other countries during the study period – otherwise their scholarship holder status will be terminated. The student must register in person at the international office of the Host Institution at the beginning of each semester. The Scholarship Holders are obliged to inform their host institution if they leave Hungary during the study period for more than 10 days in a row.

4.3.3. Other Scholarships and Double Financing

The Stipendium Hungaricum scholarship entitles Scholarship Holders to carry out studies in Hungary, therefore the Scholarship Holders are not entitled to use financial support for getting enrolled in full

time or partial (exchange) study programmes outside Hungary (e.g. Erasmus +, CEEPUS, Campus Mundi) – except for short-term (not more than 10 workdays) periods for participation at conferences that are professionally relevant for the studies or research of the student – in case it does not affect the student in habitually living in Hungary and it can be financed by the Host Institution.

Applicants are also not eligible to receive the Stipendium Hungaricum scholarship in case they have another concurrent scholarship from the Hungarian central budget for studies in Hungary. If the Scholarship Holder was awarded more than one scholarship, s/he has to choose one of the scholarships and renounce from the other ones. However, the Host Institutions are allowed to provide additional financial support for the students on a social, performance-related or other basis.

4.3.4. Termination of Scholarship Status

The details and cases when the scholarship status is terminated are listed in the Operational Regulations of the programme (see Section IV. of [Annex 2](#)). It is important to highlight that– after the consultation with Tempus Public Foundation and in case the university does not have other interior regulations about this – the Host Institution has the right to terminate the scholarship status of the student **if the students does not complete at least 18 credits during the last two semesters** when s/he had an active student status.

Besides, the scholarship status is terminated when the Scholarship Holders

- lose their student status at the appointed study programme of the Host Institution,
- withdraw the scholarship in a written form (sent to both Tempus Public Foundation and the Host Institution),
- have obtained their degrees (or completed their non-degree studies) at the study programme supported by the scholarship,
- have used up all scholarship semesters awarded to them and have not handed in an extension request or when they are not entitled for extension,
- cannot prove that they live in Hungary habitually and the Host Institution terminates their scholarship status for this reason,
- do not arrive and enrol until the registration date specified by the Host Institution (except cases described in the Operational Regulations,
- in other cases described in the Operational Regulations of the programme in effect.

5. Contact Details

Please contact our www.stipendiumhungaricum.hu and www.studyinhungary.hu websites for more details about the programme and Hungarian higher education and for frequently asked questions. Please contact the Study in Hungary Department of Tempus Public Foundation in one of the following ways in case you need any further information.

Contact Tempus Public Foundation	
Website of the Programme	www.stipendiumhungaricum.hu
Frequently Asked Questions	click here
Skype	"stipendiumhungaricum"
E-mail	stipendiumhungaricum@tpf.hu
Phone	+36-1-236-5040

Facebook	https://hu-hu.facebook.com/studyinhungaryofficial/
Information about Hungary	www.studyinhungary.hu
Costs of Living calculator	click here

Contact the Hungarian higher education institutions	
Contact details of institutional coordinators	click here
Details of available study programmes	click here and see study fields here

Contact the local authorities of the Sending Partners	
Contact details of national coordinators at the sending countries/territories	click here

6. Annexes

Annex 1

List of eligible study programmes determined in the educational cooperation agreements in effect between Hungary and the specific Sending Partner – [click here to download](#)

Annex 2

Operational Regulations of the Stipendium Hungaricum Programme – *coming soon*

Annex 3

Statement for Application (sample) – [click here to download](#)

Please note that the Call for Applications of the Stipendium Hungaricum Programme can be subject to change in the future, therefore we suggest all applicants to follow our website and social media accounts.