



МИНИСТЕРСТВО
ОБРАЗОВАНИЯ И НАУКИ
РОССИЙСКОЙ ФЕДЕРАЦИИ
(МИНОБРНАУКИ РОССИИ)

Руководителям образовательных
организаций высшего образования

Международный департамент

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

27.12.2016 № 16-2253

О приеме зарубежными странами
на обучение в 2017/2018 учебном году
российских студентов, аспирантов
ВЕНГРИЯ

Международный департамент Министерства образования и науки Российской Федерации доводит до Вашего сведения, что в соответствии с Соглашением между Министерством образования и науки Российской Федерации и Министерством социальных ресурсов Венгрии о сотрудничестве в области высшего образования от 17.02.2015 г. венгерская сторона предлагает 200 грантов для российских студентов 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, доступ к системе online для прием заявок и заполнения форм будет открыт в

середине января),

- в Министерство образования 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:
intermobility@mon.gov.ru или esofronova@mail.ru

Срок приема документов до **5 марта 2017 года**.

Заместитель директора



И.Н. Ганьшин

А.В. Косова
(495) 629-51-82

Дополнительная информация к рассылке (Венгрия)

На основе Соглашения между Министерством образования и науки Российской Федерации и Министерством социальных ресурсов Венгрии о сотрудничестве в области высшего образования от 17.02.2015 г. венгерская сторона предлагает 200 грантов для российских студентов по программе Stipendium Hungaricum с целью обучения в Венгрии на венгерском или английском языке (бакалавриат, магистратура, включенное обучение – стажировка, аспирантура).

Условия для всех студентов, которые будут обучаться по программам полного курса обучения в 2017/2018 учебном году:

- Бесплатное обучение
- Месячная стипендия: 40 460 форинтов для студентов бакалавриата и магистратуры и 100 000 форинтов для аспирантов
- Место в общежитии или оплата проживания в снимаемой комнате: 30 000 форинтов
- Медицинская страховка

Студенты должны подавать 2 комплекта документов одновременно:

1 комплект (на требуемом принимающей стороной языке)

- **в Общественный фонд Темпус (через сайт Темпуса онлайн, на сайте необходимо сначала зарегистрироваться).**

Условия конкурса (включая перечень документов для венгерской стороны) будут опубликованы на сайте Общественного фонда Темпус.

2 комплект (на русском языке)

- **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 (см. приложение).
2. Биографическую справку 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.
3. Копию 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, не получают рекомендацию от Минобрнауки России и, следовательно, не пройдут конкурсный отбор на обучение в Венгрии.

В случае появления новой информации, она будет размещена на сайте <http://im.interphysica.su/>

Напоминаем, что доступ к системе online для приема заявок и заполнения форм будет открыт в середине января 2017 года.

Срок подачи документов как в ОФ Темпус, так и Минобрнауки России до 5 марта

С уважением, Софронова Елена Евгеньевна

8-499-236-25-57

ПРИЛОЖЕНИЕ

О письме-представлении:

Письмо-представление от российского университета на кандидата составляется в произвольной форме на имя директора Международного департамента Минобрнауки России Николая Рудольфовича Тойвонена, 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

2017-2018

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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 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 more than 50 Sending Partners are engaged in the programme throughout 4 different continents.

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 academic year 2017/2018 approximately 4000 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	full time	partial	
Degree programmes	Bachelor programmes	2-4 years	1 or 2 semesters	BA or BSc degree	certificate of completion	full time and partial
	Master programmes	1.5-2 years	1 or 2 semesters	MA or MSc degree	certificate of completion	full time and partial
	One-tier master programmes	5-6 years	1 or 2 semesters	MA or MSc degree	certificate of completion	full time and partial
	Doctoral programmes	2+2 years	1 or 2 semesters	doctoral degree	certificate of completion	full time and partial

Non-degree programmes ¹	Preparatory course in Hungarian language	1 year	-	certificate	-	full time
	Other preparatory and 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.

1.2.2. Study Modes

Both full time and partial 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 and one-year programmes that do not lead to a degree but provide a preparatory course before a degree programme or a specialisation course after a degree programme.

Partial 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 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 studies, applicants can only apply to those study levels (bachelor, master, doctoral) that they are attending in their sending, home institutions. Partial studies are not available for preparatory and specialisation courses. Partial 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.

¹ Please see section 2.5. for details about preparatory and specialisation courses!

- **Accommodation**
 - dormitory place *or a contribution* of HUF 40 000 to accommodation costs for the whole duration of the scholarship period
- **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

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, Argentine Republic, Bosnia and Herzegovina, Federal Democratic Republic of Ethiopia, Federal Republic of Nigeria, Georgia, Islamic Republic of Iran, Islamic Republic of Pakistan, Japan, Kingdom of Cambodia, Kingdom of Morocco, Kurdistan Regional Government/Iraq, Kyrgyz Republic, Lao People's Democratic Republic, Lebanese Republic, Mongolia, Oriental Republic of Uruguay, Palestine, People's Democratic Republic of Algeria, People's Republic of China (including the Hudec scholarships), Republic of Albania, Republic of Angola, Republic of Azerbaijan, Republic of Belarus, Republic of Colombia, 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 Macedonia (FYROM is used at OSCE, UN, CoE, EU and NATO fora), Republic of Moldova, Republic of Namibia, Republic of Paraguay, Republic of Serbia, Republic of South Africa, Republic of the Philippines, Republic of the Union of Myanmar, Republic of Turkey, Republic of Yemen, Russian Federation, Socialist Republic of Vietnam, State of Israel, Syrian Arab Republic, The Hashemite Kingdom of Jordan, Tunisian Republic, Turkmenistan, Ukraine, United Mexican States

For partial study programmes, students can apply from the following Sending Partners: Georgia, Islamic Republic of Iran, Japan, Kingdom of Cambodia, Lao People's Democratic Republic, 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 the Union of Myanmar, Republic of Turkey, Socialist Republic of Vietnam, Russian Federation, Syrian Arab Republic, United Mexican States

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 suggest you to not to apply through any agencies.

2.2. Non-eligibility

Applications will not be considered in the following cases:

- Hungarian citizens (including those with dual citizenships)
- former Stipendium Hungaricum Scholarship Holders, who are re-applying for studies in the same cycle of education (non-degree studies, bachelor, master, doctoral level) including both full time and partial study programmes

2.3. Available Host Institutions and Study Programmes

26 Hungarian higher education institutions are engaged in the Stipendium Hungaricum Programme for the 2017/2018 academic year with a total of 410 study programmes.² Study programmes are generally available in English and Hungarian languages, with some programmes offered in German and French as well. The list of available study programmes and Host Institutions is accessible on our website (*see Annex 2 – available from middle of January 2017*).

Each applicant is entitled to apply for up to three different study programmes, in order of preference. After submitting the application, the order of preference cannot be changed by the applicant.

Applicants are eligible to apply for those scholarship types and study fields that are determined in the educational cooperation programmes in effect between Hungary and the specific Sending Partner (*see Annex 1 or [click here](#) for the full list of available study fields*).

2.4. 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 (*see Annex 2 – available from middle of January 2017*). In general:

- **Study programmes in English language:** students shall have a level of English proficiency required by the Host Institution.
- **Preparatory programmes in Hungarian language:** students are usually required to have a basic level of English proficiency. Please visit Annex 2 to see the exact requirements of the Host Institutions.
- **Study programmes in other languages:** students shall have a level of proficiency in the language of the study programme required by the Host Institution.

Applicants for full time study programmes in Hungarian language need to participate in a one-year preparatory Hungarian language course before starting their full time studies. In addition to the Hungarian language, subjects related to the chosen field of studies will also be taught in Hungarian. Applicants for study programmes in English and other languages start their higher education studies without a language preparation year.

Study modes	Study programmes taught in Hungarian language	Study programmes taught in English and other languages
Full time studies	obligatory one-year Hungarian language preparatory course	no language preparatory year
Partial studies	no language preparatory year	no language preparatory year

2.5. Preparatory and specialisation courses

Besides full degree programmes, preparatory and specialisation courses are also available within the programme. There are three types of these non-degree programmes.

² Please note that these are estimated numbers. The final number of host institutions and study programmes will be available from the middle of January!

2.5.1. Hungarian language preparatory year

Please see section 2.4. for further details. Please note that applicants for full time study programmes in Hungarian language need to apply for the preparatory course in the online application system of Tempus Public Foundation, and NOT the higher education programme they wish to start after the language preparatory year in.

2.5.2. Preparatory courses before a degree programme

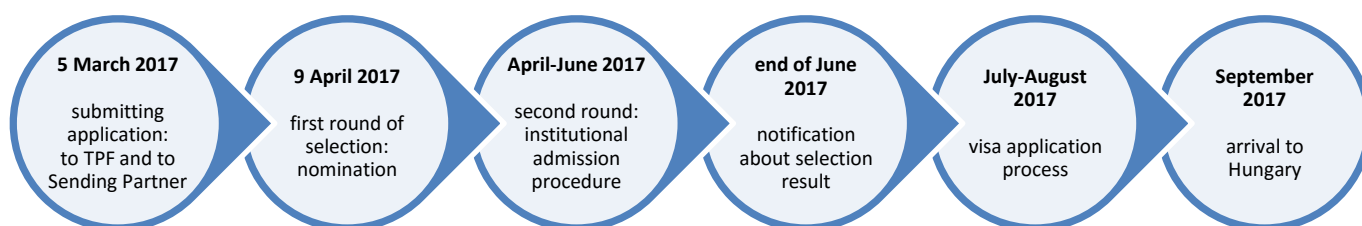
Preparatory courses conducted in English language are only available in the fields of Engineering and Music (*please see Annex 2 – available from middle of January 2017 – for the exact study programmes*). During the institutional entrance examination process and based on the professional evaluation of 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 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; they need to apply for a bachelor or a master programmes in the online application system.

2.5.3. Specialisation courses after a degree programme

Specialisation courses conducted in English language are only available in the field of Music (*please see Annex 2 – available from middle of January 2017 – for the exact study programmes*). Applicants cannot directly apply for specialisation courses in English language in the online application system; they need to apply for a bachelor and master programme that the specialisation course is preceded by. In this case, applicants must indicate in their motivation letter that they wish to participate in the specialisation course only.

3. The Application Process

3.1. Application Timeline



3.2. Application Documents to be submitted to Tempus Public Foundation

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.

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 5th March 2017.

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 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 and 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 2.4. 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 applicants 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 and their translations in the language of the selected study programme or in Hungarian	<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 - 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 high school diploma AND their translations - non-degree, specialisation programmes: scanned copy of degree certificate required by the host institution AND their translations - partial 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 	all applicants
Transcript of	- copy of the original transcript of records regarding all academic	all

Records and its translation in the language of the selected study programme or in Hungarian	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	applicants
Medical certificate	- scanned copy of a medical certificate of satisfactory health condition issued not earlier than 1 st December 2016 - 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	all applicants
Copy of passport	- scanned copy of that page of the passport which contains the personal data of the applicant	all applicants
Statement for Application	- all applicants need to upload the signed and scanned "Statement for Application" document (<i>please see Annex 3 to download the statement form or click here</i>)	all applicants

All documents that cannot be obtained 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.a, 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 5th March 2017.

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.

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 5th March 2017.

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

3.3. Missing Documents

All documents listed in point 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 statement that they will obtain and upload the missing document(s) until 1st August the latest. No missing document will be accepted if the statement is not uploaded until 5th March 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 1st August 2017:

Which documents can be uploaded as missing documents?	Who can upload these documents as missing documents?	What has to be uploaded until 5 th March?	What has to be uploaded until 1 st August?	
School certificates and their translations	high school certificate	only applicants registered for the last semester of their secondary school studies	statement signed by the applicant	high school certificate
	bachelor degree certificate	only applicants registered for the last semester of their bachelor programme	statement 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	statement 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	statement signed by the applicant	certificate of language proficiency	
Copy of passport	only applicants awaiting their passport to be issued	statement signed by the applicant	copy of passport	
Medical certificate	only applicants awaiting their medical certificate	statement 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 can only be submitted by clicking on the “submit” button in the application system. 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: 5st March 2017 (until 23:59 Central European Time)

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 beginning of April 2017. **Applications will be considered only if the applicant is nominated by the Sending Partner. No other applications will be considered.**

3.4.3. Flow Chart of Application Process



3.4.4. Application “Dos and Don'ts”

Please make sure that

- you read and understand all parts of the Call for Application and the guide (available on www.stipendiumhungaricum.hu website) for the online application system,
- you visit the website of Tempus Public Foundation and your chosen Host Institutions for details about the entrance requirements of study programmes, curriculum and so on,
- if you are a doctoral applicant, visit <http://www.doktori.hu> and contact your chosen host institution before submitting your institution in order to discuss the available research topics and possible supervisors,
- you provide precise contact details and make sure your e-mail address (or any other information) is not mistyped on your application form because all information – including the selection results – will be sent there,
- you do not accidentally apply for the wrong study levels (e.g. doctoral studies while you are a bachelor student) and do not apply to different study levels in one application
- you do not mix up the application to full time and partial study programme as it cannot be altered after the application is submitted,
- in case of applications for Hungarian language programmes, you apply for the Hungarian language preparatory course in the online application system of Tempus Public Foundation, and NOT the higher education programme you wish to start after the language preparatory year,
- the documents with the correct file formats are uploaded and the files can be opened,
- you submit your application until the deadline both to Tempus Public Foundation and the responsible authorities of the Sending Partner,
- you click on the “submit” button to submit your application because the “save” button will only save your surface but the application will not be submitted,
- you write down and remember your login name, password and your e-mail address used when you submitted your application because you will need these information later (e.g. for accepting the scholarship offer), and
- you write down and remember your application registration number because this is how we will be able to identify your application later and this is the number that Scholarship Holders will need to use.

We highly suggest you to

- increase your chances of getting admitted by applying for 3 different study programmes (in order of preference) instead of only one or two,
- not to apply through any agencies and pay for their services regarding the application because the programme is implemented by direct cooperation with the responsible authorities of the Sending Partners, not agencies, and
- not use a hotmail or yahoo e-mail address when submitting your application in order to avoid any technical problems.

3.5. Selection Procedure

3.5.1. First round of selection: nomination of Sending Partner (March 2017)

The applications successfully submitted in Tempus Public Foundation’s online application surface are forwarded to the responsible authorities of the Sending Partners for review and pre-selection. 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 in the beginning of April 2017.

3.5.2. Second round of selection: the institutional evaluation (April-June 2017)

The list of nominated applicants (including the reserve list) is forwarded to the Host Institutions for formal check and professional evaluation. Applications are considered formally eligible if all criteria are met:

- the applicant is eligible for participation in the Stipendium Hungaricum Programme,
- the applicant has applied for a scholarship type and study programme available within the framework of the Stipendium Hungaricum Programme and available for applicants of the sending country/territory,
- the applicant has submitted the application and all documents as required no later than the application deadline (except for cases listed in section 3.3.),
- the applicant has proved his/her language proficiency and the language skills meet the requirements of the Host Institution.

Applicants with an eligible, formally correct application 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 our website (*see Annex 2 – available from middle of January 2017*). **Each applicant will be informed about further details (e.g. date of examination) directly by the Host Institutions.**

The final decision about the application is made based on the application preferences, the entrance exam results, the capacities of the Host Institutions involved in the programme, and the educational cooperation agreements in effect between Hungary and the Sending Partner.

Applicants can be expected to be informed about the final result of application around 30 June 2017.

4. Studying in Hungary

4.1. Arrival and Enrolment

In order to gain a Scholarship Holder status, successful applicants must **accept their scholarship offer** and the Rules and Regulations of the programme in the online application system no later than 1st August 2017. Those who do not accept their scholarship offer until the deadline are automatically considered withdrawn from the scholarship.

We recommend all applicants to visit our Study in Hungary website (www.studyinhungary.hu) for detailed information about life and education in Hungary.

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. Scholarship Holders are expected to obtain their visa and arrive to Hungary no later than 1st September 2017 (for study programmes starting in the Autumn Semester) – or the date set by the Host Institutions. No visa, administrative services or additional contribution is given to family members or accompanying persons.

The applicant who is granted the scholarship must enrol to the Host Institution in the semester in which he was granted admission. If s/he does not enrol within one month after the beginning of the academic year/semester or the deadline provided by the Host Institution, s/he will be automatically excluded from the scholarship programme. In justified cases, the applicant can ask for the postponement of his/her studies for up to 1 year. Postponement request has to be sent to Tempus Public Foundation until 30th September 2017 the latest – or until the registration deadline set by the Host Institution.

Please visit the [Rules and Regulations](#) of the programme for details about the acceptance of the scholarship, enrolment and postponement procedures.

4.2. Rights and Obligations

All Scholarship Holders are bound by the Rules and Regulations of the Stipendium Hungaricum Programme. Please make sure to read it carefully: <http://www.tka.hu/international-programmes/3697/rights-and-obligations>.

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 [click here](#)*).

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 offer, 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.

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 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. 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 study programmes outside Hungary (e.g. Erasmus + and CEEPUS). Applicants are also not eligible to receive the Stipendium Hungaricum scholarship in case they have another concurrent scholarship from the Hungarian central budget. 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.

At the end of their study period or academic year as Stipendium Hungaricum Scholarship Holders, students are obliged to submit a Student Report to Tempus Public Foundation until the given deadline.

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.

- Website of the Programme www.stipendiumhungaricum.hu
- Frequently Asked Questions [click here](#)
- Skype: "stipendiumhungaricum"
- E-mail: stipendiumhungaricum@tpf.hu
- Phone: +36-1-236-5040

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: List of eligible Host Institutions, study programmes, institutional language criteria and institutional methods of examinations – *click here to download* **Please note that this annex will be available from the middle of January 2017!**
- Annex 3: Statement for Application – [click here to download](#)