

## CALL FOR APPLICATIONS<sup>1</sup>

### For persons working at the Organs of the African Union to Pursue Study Visits in Hungary in the Academic Year 2023/2024

Based on the financial support of the Hungarian Government, Tempus Public Foundation calls for applications for persons working at the Organs of the African Union who wish to pursue 5-day long short-term study visits in Hungary during the academic year 2023/2024, to be completed before 31 August 2024.

The aim of the scholarship program is to support capacity-building within the African Union and to foster Hungarian - African co-operation.

#### AVAILABLE SCHOLARSHIP TYPES AND ELIGIBILITY

Persons working at the Organs of the African Union, who are also citizens of the member states of the organization, are eligible to apply for the scholarship programme. Preference will be given to those candidates who have a strong background in economic and international co-operation.

Number of scholarship recipients:

- max. 20 persons (up to the exhaustion of the available budget).

The following are not entitled to apply:

- › foreign citizens with an immigration/ settlement permit or while applying for such a permit in Hungary,
- › foreign citizens with permanent residence in Hungary,
- › foreign citizens employed as defined by the Hungarian Labour Law,
- › foreign citizens residing in Hungary.

In case of receiving any **other Hungarian-state or EU scholarships** for the same purpose and/or period, applicants are not eligible for the Bilateral State Scholarship.

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application, applicants acknowledge that should the signing of the scholarship agreement not happen or if the call is withdrawn or modified, the applicant may not appeal for any indemnity or reimbursement against Tempus Public Foundation under any legal title.

## FURTHER IMPORTANT INFORMATION

Implementation of the scholarship

- **from 1 September 2023 till 31 August 2024,**
- for studies or research in any field of art or sciences
- at an accredited Hungarian higher education institution, or for research at a relevant Hungarian organisation, both based on an acceptance letter
- applicants must be at least 18 years old. There is no upper age limit.

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

## SCHOLARSHIP RATES

A lump sum of **100 000 HUF** is paid for **5 days**, excluding days of travelling (1-1 day before and after the visit).

The host institution is requested to provide beneficial accommodation options. The scholarship is intended to cover daily subsistence and accommodation costs but does not necessarily cover all personal costs.

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

Visas must be arranged individually.

## SUBMITTING THE APPLICATION

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

- **Register** with a user ID and password.
- After registration, fill in the CV tab and attach the application documents under 'Documents to be submitted'.
- For the application, an **online application technical guide** can be found on our webpage (<http://tka.hu/international-programmes/4133/information-for-applicants>). Before starting the online procedure, please read our **Online Application Guide** carefully and do not wait until the last few days to apply.

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

**Application deadline: 15<sup>th</sup> July 2023 (11 pm CET)**

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

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

During the formal evaluation, **TPF may send your application back to you if it needs to be corrected.** The application may be corrected once only. If the applicant does not fully or properly correct the application within the fixed deadline, his/her incorrect application may be rejected without any further assessment.

Please note that the applications will be evaluated professionally based on the documents submitted, so please make sure to provide all the necessary information and attachments listed in this call.

## **DOCUMENTS TO BE SUBMITTED**

Applicants should submit their applications in the **online application system** of Tempus Public Foundation ([www.scholarship.hu](http://www.scholarship.hu)). It can be reached in **English**.

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

1. **Application form** of Tempus Public Foundation (downloadable from the online system). **After signing and dating the document by hand, its scanned version should be uploaded.**
2. **Official Nomination letter** issued by any organ of the African Union with signature of the head, date, stamp, and institutional letterhead.
3. A recent **medical certificate** with signature, date, stamp, and institutional letterhead issued within 3 months, which proves that the applicant has satisfactory health condition to participate in the scholarship program and that he/she does not have any epidemic condition.
4. **Proof of English language proficiency** that is required for the programme. It can be issued by the sending workplace/institution.
5. Complete professional **CV** attached as a file (e.g., <https://europass.cedefop.europa.eu/>)
6. **Motivation letter** - minimum 1 maximum 2 pages long
7. **Preliminary Acceptance Letter** issued by the representative of a Hungarian institution, research, or art institute, with signature, date, stamp, and institutional

letterhead. (Please, use this form, it is downloadable here:  
<http://tka.hu/international-programmes/4133/information-for-applicants>)

## SELECTION PROCEDURE

The Hungarian party first examines the applicants' eligibility then evaluates applications nominated by the African Union.

After carrying out a formal assessment by Tempus Public Foundation, formally correct applications will be considered for an award.

Based on the results of the evaluation procedure, the Board of Trustees of Tempus Public Foundation decides about the applications.

Scholarships are granted by the Board of Trustees of Tempus Public Foundation in the name of the minister responsible for Higher Education in Hungary.

All applicants, as well as the African Union, will be informed of the result of the application (awarded scholarship/waiting list/rejection) electronically by Tempus Public Foundation within a few weeks after the application deadline. At the same time, successful applicants will be provided with information concerning the terms and conditions needed to organise their stay in Hungary.

There is no appeal to the decision.

## FURTHER INFORMATION ON FINANCIAL PROVISIONS

In case of receiving any **other Hungarian-state or EU scholarships** for the same purpose and/or period, applicants are not eligible for the Bilateral State Scholarship.

The scholarship is meant to contribute to the living expenses of only one person, and it does not necessarily cover all expenses during the scholarship period. There is no financial support for visa fees, nor any allowance for accompanying persons. Therefore, scholarship holders are advised to have sufficient funds to cover their living costs in Hungary. It is possible that their stipend may be transferred only a few days before – or after - leaving Hungary. Apart from the above-mentioned costs, Tempus Public Foundation cannot ensure any other allowance or support.

## POSTPONEMENT

The scholarship can only be used within the implementation period, it cannot be postponed to the following academic year.

To modify the starting date within the implementation period can be arranged after receiving the consent of the host institution. The scholar must inform Tempus Public Foundation about it. The request for postponement must be submitted to the contact person ([bilateral@tpf.hu](mailto:bilateral@tpf.hu)) at Tempus Public Foundation by email.

The modification of the starting date must be arranged between the scholar and the host institution.

## WITHDRAWAL

The scholar must inform the contact person at Tempus Public Foundation about his or her withdrawal immediately by email. In case the applicant cannot or do not want to start the scholarship within the period approved by the decision of Tempus Public Foundation and he or she wishes to postpone it for the following academic year, a new application needs to be submitted. If some allowance has already been transferred to the scholarship-holder, he or she must reimburse it as defined in the General Conditions of the Scholarship Agreement.

## ENTITLEMENT TO HEALTHCARE SERVICES

Scholarship-holders staying in Hungary for no more than 1 month are required to make their own arrangements for insurance coverage.

## OBLIGATIONS OF THE SCHOLAR

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

## MOBILITY REPORT

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

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

The scholars should ask the host institution for a certificate on a letterhead, and it must include the starting and closing date of the scholarship period, the aim of the scholarship, the name, title, coordinates, and signature of the person issuing the certificate, as well as the stamp of the institution.

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

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

## PUBLICATIONS

The scholar as an author, or co-author, is obliged to indicate in every Hungarian or foreign publication, thesis, dissertation, etc., that was partially or completely a result of the scholarship, that it was supported by the Hungarian Government.

Decision of the Board of Trustees of Tempus Public Foundation: 20.04.2023  
Publication of the Call for Application: 12.05.2023



## CONTACT

Address: 1077 Budapest, Kéthly Anna tér 1.

Postal address: 1438 Budapest 70, Postafiók: 508

Web: <http://tka.hu/international-programmes/4133/information-for-applicants>

E-mail address: [bilateral@tpf.hu](mailto:bilateral@tpf.hu)