

Dear Applicants of the 2017's round,

This guide is made for your help in the online application process in the round of 2017. It will contain useful hints and screenshots with explanation.

- ! Only those applications are valid and acceptable that were submitted online in the official application system.
- ! One person is allowed to submit one application only! (If you wish to restart, please erase the whole applicaton)

BEFORE GETTING STARTED:





Prepare your necessary documents!

Best if you save them into one folder on your desktop and upload them all from there:



Stipendium Hungaricum Programme



PREPARATION:

Make sure to <u>read</u> the Stipendium Hungaricum Programme's:

- Official Website:
 <u>www.stipendiumhungaricum.hu</u>
- Call for Application: http://www.tka.hu/docs/palyazatok/20170119 call for applications 2017 20181701191427.pdf
- List of Available Study Programmes:
 http://www.tka.hu/getDoc.php?doc=3141dfc5f8ca656e9c87a3fd89961e509e3d124c

Please select the courses from the list provided on the website. You can also contact the higher educational institutions at contact persons provided in the list (*Excel file*)

Once you know where to apply, you must register your choice in the online application system.



APLICATION SYSTEM

www.scholarship.hu

Register your account in the application system!



You need to have a valid, working e-mail address during the whole application and admission process! From now on all communication will be sent to this e-mail address only! Please if possible do NOT use hotmail; yahoo.fr, Outlook.com





Then, switch to English and log in:



STUDY IN HUNGARY STIPENDIUM HUNGARICUM

Fill out the personal information for the CV details:

| CV details | |
|--|---|
| hoto*: | 1 x ± |
| | |
| | File: |
| Title: | |
| Family name*: | User17 |
| Given name*: | Test |
| Naiden name*: | |
| Citizenship*: | |
| Place of birth*: | |
| Date of birth*: | DD MM YYYY |
| Mother's maiden name*: | |
| Sex*: | Nõ / Female ○ Férti / Male |
| Marital status*: | Egyedülálló / Single Házas / Married Elettársi kapcsolat / Cohabitation |
| D/Passport number*: | |
| Permanent address, country*: | |
| Permanent address, postal code*: | |
| Permanent address, city": | |
| Permanent address, street. Nr.*: | |
| Help text to the postal address: | To be filled in only if different from the nermanent address |
| help text to the postal address. | to be fined in only in different from the permanent address |
| Postal address, country: | |
| Postal address, postal code: | |
| Postal address, city: | |
| Postal address, street, Nr.: | |
| | andras.kontsek@tpf.hu |
| Phone number*: | |
| Studies in process and/or | m+ |
| completed": | Higher Education Institution (name and address) Starting date of studies End of studies Field of science Qualification Dele |
| Academic degree: | nincs / none PhD/DLA tudományok doktora / academic doctor xnone |
| Other studies: | |
| Language skills*: | · #+ |
| | Language Native Excellent Good Fair Poor Beginner Official exam taken in (year) Level /ooint Dede |
| Professional experience: | |
| | David (form (ba) Human formation |
| Name of present employer: | verder (ven/so) exception ever |
| Other professional practice: | |
| Other skills: | |
| Dthers: | |
| Sontact person in case of emergency : | |

Tempus Public Foundation



Here you have to provide your CV data. All fields will be seen during nominations and selections, please take all fields, attachments seriously.

We kindly ask you to repeat some of the personal data given already. Please make sure to fill in the fields properly.

You can save your process by choosing ACTION, then check (✓) Save

You can start filling your datas about your education and language skill by click on the followin icons:

| Studies in process and/or completed*: | | | | | | | | | | | | |
|---|------------------|---------------|-------------|-----------|------|--------|-----------------|---------|---------------------|------------------|---------------|--------|
| | Higher Education | on Institutio | on (name an | d address |) | Starti | ng date of stud | lies | End of studies | Field of science | Qualification | Delete |
| Language skills*: | | | | | | | | | | | | |
| | Language | Native | Excelent | Good | Fair | Poor | Beginner | Officia | ıl exam taken is (y | vear) | Level/point | Delete |
| Vissza a lap tetejére | | | | | | | | | | | | |
| Művelet- | | | | | | | | | | | | |

Please fill out every box accurately!

If you will receive your certificate (either of studies or language) later than the deadline, please let it know here Ψ

| Studies in process and/or completed*: | Higher Education Institution (name | and address) | Starting date of | f studies | End of studies | Field of science | Qualification |
|---|---|--------------|------------------|-----------|---------------------|------------------|----------------|
| | | | | | | | Add new Record |
| | Higher Education Institution (name and address)*: | | | | | | |
| | Starting date of studies*: | | | | | | |
| | End of studies: | | | | | | |
| | Field of science: | | | | | | |
| | Qualification: | - | \checkmark | | | | |
| Language skills*: | Language Native Exceler | nt Good Fair | Poor Beginn | er Offic | ial exam taken is (| year) | Level/point |
| | | | | | | | Add new Record |
| | Language*: | | | | | | |
| | Native: | | | | | | |
| | Excelent: | | | | | | |
| | Good: | | | | | | |
| | Fair: | | | | | | |
| | Poor: | | | | | | |
| | Beginner: | | | | | | |
| | Official exam taken is (year): | | DD.MM.YYYY | ≡× | | | |
| | Level/point: | | | | | | |
| Vissza a lap tetejére | | | | | | | |
| Művelet- | | | | | | | |
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After finishing your details, please save these datas by clicking on the left icon!

After saving you can add "new records" if it is necessary.



click on the little white box (top left corner)

| application management system |
|--|
| Startable jobs / documents Start new job / document My todo list |
| Process Short Name J Stipendium Hungaricum Pályázat T Print T |

"START NEW JOB"

| THEFUS EXALATIVANY Online application manageme | Managing User I ent system | Data × | | | English • |
|--|-------------------------------|---|--------------|-----------------|------------------|
| Welcome User17, Test | | | | | ¢ |
| Startable jobs / document Start new job / document My todo list Process Short Name | tob Name - | Click here to s | | Start data Daad | ina |
| Stipendium Hungaricum Pályázat | User17/Test/163078 | 02 Képzés választása / Course selection | User17, Test | 24.01.2017 | |
| A Print | | | | | |



Choose ' Stipendium Hungaricum Pályázat'

| Chronos Workflow Platform × | 🔐 🖒 |
|---|---------|
| Online application management system | sh 🔽 |
| J Start new job / document | |
| Pályázatok / Scholarships | |
| Campus Mundi pályázati folyamat [Campus Mundi pályázatok (1)] | ▶ Start |
| DAAD Project [Pályázat / Scholarship (DAAD Project) (1)] | ▶ Start |
| Magyar Állami Eötvös Ösztöndíj [Pályázat / Scholarship (Magyar Állami Eötvös Ösztöndíj) (1)] | ▶ Start |
| Ösztöndíjak külföldön / Scholarships abroad [Pályázat / Scholarship (Ösztöndíjak külföldön / Scholarships abroad) (1)] | ▶ Start |
| Ösztöndíjak Magyarországra / Scholarships in Hungary [Pályázat / Scholarship (Ösztöndíjak Magyarországra / Scholarships in Hungary) (1)] | ▶ Start |
| Stipendium Hungaricum Pályázat [Stipendium Hungaricum pályázatok (1)] | ▶ Start |
| | |

Select "Stipendium Hungaricum 2017-2018"

| Online application management system | Managing User Data 👻 English 🔻 |
|---|--------------------------------|
| Welcome User17, Test | C |
| | Select Parent Document/Process |
| Filter criteria: | |
| | 🗔 Filter 🔒 Clear Filter |
| Selectable Parent Documents/Processes Stipendium Hungaricum 2017-2018 | |
| | |



The 4 main parts of the applicational platform:

1. Application's data **2.** Curriculum vitae **3.** Applicant's 3 choices (study programmes) **4.** Attached documents

1. Application's data

| Application's data | | |
|--|--|---|
| Fields | | |
| Registration Number: | 163568 | |
| Academic Year: | 2017-2018 | |
| Application deadline: | 05.03.2017 | |
| Please note: | Applications that are not completed until midnight on the closing date of application | will be deleted from the system. |
| Eligible countries or territories: | We accept applications from Albania, Algeria, Azerbaijan, Belarus, Brazil, China (including the Hudec scholarships), Ecuador, Egypt, Ethiopia, Ghana, India, Indonesia, Iran, Iraq, Israel, Japan, Jordan, Kazakhstan, Kenya, Kosovo, Kurdistan Regional Government/Iraq, Kyrgyzstan, Laos, Lebanon, Mexico, Moldova, Mongolia, Morocco, Pakistan, Palestine, Paraguay, Philippines, Republic of Korea, Republic of South Africa, Russian Federation, Serbia, Syria, Tunisia, Turkey, Turkmenistan, Ukraine, Vietnam, | £ Choose your |
| Sending Partner*: | <u>୫</u> % | country from the |
| Sending Partner: | Turkey | 'Sending Partners' |
| Educational background*: | • | ←Select your highest |
| Availability of part time studies: | Yes | degree / educational |
| Limitations to part time studies: | for 1-5 months agriculture, natural sciences and sustainable development, technology, engineering and economics, international relations, EU studies, Central European Studies | background |
| | | ←Part-time is not |
| Type of Scholarship*: | Full timePart time | available for every partner country! |
| Planned duration of partial studies (months 1-10)*: | | L |
| Please note 3: | Please save your application data by clicking on 'Action/Submit'. Without saving, you your application will be considered ineligible. | Ir application will be deleted after the deadline and |
| Back to Top Action | | |

***Full time** program = full time studies – *you may apply for full (preparatory, bachelor, master and doctoral level or undivided)* programs.

*Part time program = exchange opportunity only for some partner country (1-10 months)

To save it and go to the next step choose ACTION, then check (\checkmark) Submit

| - | Action ▼ Submit B Save B&P Save & Release < Back jiii Field Audit Trail ● Print | S Attachments ■ Remarks ///79464 01 Alapadatak megadása / On-line application, enter basic data Your name |
|---|---|--|
| | Ereeze | 79464 |
| | Sent Emails | 2016-2017 |
| | a Delete | 16.03.2016 |
| | Delegate Process | Applications that are not completed until midnight on the closing date of application will be deleted from the system. |
| E | Eligible countries or territ | Offes: Algeria, Angola, Argentina, Azerbaijan, Belarus, Bosnia and Hercegovina, Ecuador, Egypt, |

STUDY IN HUNGARY STIPENDIUM HUNGARICUM

2. Curriculum vitae

| ields hoto*: | |
|--------------------------------------|---|
| hoto*: | |
| | 1 x 1 |
| | File: |
| amily name (as in passport)*: | |
| iven names(s) (as in passport)": | |
| ender*: | O Female |
| | () Male |
| ome Country / Region*: | |
| itizenship*: | |
| ountry of birth*: | |
| ity of birth*: | |
| ate of birth*: | |
| | DD.MM.YYYY |
| lother's maiden family name*: | |
| lother's maiden given name": | |
| assport No#: | |
| assport expiry date: | DD.MM.YYYY M X No restriction on dates |
| ountry of residence*: | |
| ip code": | |
| ity of residence*: | |
| ddress of residence*: | |
| ostal address*: | |
| ountry of postal address: | |
| ip code of postal address*: | |
| ity of postal address*: | |
| hone number (including Area Code): | |
| -mail address*: | |
| kype ID: | |
| ducational background: | Érettségi folyamatban/Secon |
| tudies in process and/or completed": | |
| | T |
| annuane skills*- | ringiner Coucations Interfaces (Tame and address) Starting date of studies End of studies Field of science Qualification Delete |

You can save your process by choosing ACTION, then check (✓) Save

STUDY IN HUNGARY

STIPENDIUM HUNGARICUM

Applicants' Guide 10

to the online application system

| Action - S Attachme | nts FRemarks | |
|--|--|---|
| Job Identifier: Mongolia///79464 Activity: 02 Képzés válasz Initiator: Your name | ása / Course selection | |
| Application's data Curriculum Vitae | pplicant's 1st choice of study programme Applicant's 2nd choice of study | programme Applicant's 3rd choice of study programme |
| Fields | | |
| st Select: | | |
| Please note 1: | The cells below provide information about your select riskdy programme. Provide please use the document picker above | ease do not modify these cells. If you would like to modify |
| nstitution 1: | | |
| aculty 1: | choose a stud | ay programme |
| Study programme 1: | | |
| Study level 1: | | |
| anguage of instruction 1: | | |
| Qualification 1: | | |
| Duration of studies (semesters): | | |
| Short description of the study programme: | | |
| Location of studies 1: | | |
| Minimum requirements 1: | | |
| Minimum level of language proficiency oral) 1: | | |
| Ainimum level of language proficiency written) 1: | | |
| Contact person title 1: | | |
| Contact person family name 1: | | |
| Contact person given name 1: | | |
| Contact person jobtitle 1: | | |
| -mail 1: | | |
| Phone 1: | | |
| | | |

After choosing your country/region (=our sending partner) you will be able to choose only from the eligible study programmes.

After choosing a study programme, its contact details appear, so you are able to reach them by e-mail or phone.



After choosing your study programme, the details will be automatically loaded.

| Job Identifier: Turkey/User17/7 Activity: 02 Képzés válas Initiator: User17, Test | res/163078 zitäsa / Course selection |
|---|---|
| Application's data Curriculum Vitae | Applicant's 1st choice of study programme Applicant's 2nd choice of study programme |
| Applicant's 3rd choice of study programme | Registration Cancellation |
| ields | |
| 1st Select": | University of Pécs/Faculty of Scie |
| Please note 1: | The cells below provide information about your selected study programme. Please do not modify these cells. If you would like to modify your choice please use the document picker above. |
| institution 1: | University of Pécs |
| Faculty 1: | Faculty of Sciences |
| Study programme 1: | Biology |
| Study level 1: | BSc |
| Language of instruction 1: | English |
| Qualification 1: | Biologist |
| Duration of studies (semesters): | 6 |
| Short description of the study programme: | The programme provides a complete education in biology and also a number of specialised tracks such as neurobiology, genetics, microbiology, animal and plant ecology, botany, zoology, and plant physiology. These specialised tracks, which feature from the second year, are incorporated into two modules. Infraind/wulau (involving more laboratory practice and cellular biology courses) and supra-individual (involving) more ecology courses). Each module comprises 5.8 subjects. Both these and the basic subjects are taught by means of lectures, seminars and laboratory work. The programme also provides a broader perspective of the |
| Location of studies 1: | Pécs |
| Minimum requirements 1: | Secondary School Leaving Certificate, In |
| Minimum level of language proficiency (oral) 1: | B2 |
| Minimum level of language proficiency (written) 1: | B2 |
| Contact person title 1: | |
| Contact person family name 1: | Szilágyi-Kispap |
| Contact person given name 1: | Erika |
| Contact person jobtitle 1: | coordinator |
| E-mail 1: | contact@gamma.tlk.pte.hu |
| Phone 1: | (72) 503-600 |
| Webpage 1: | http://www.ttk.pte.hu/en/future-students/t |

DO NOT CHANGE ANY LOADED DATA!

After choosing 3 study programmes, go to the next step choose ACTION, then check (✓) Submit



4. Attached documents

| Online application management system | 01 | her Views - Ad-hoc Reporting - Administration - Managing User Data - | English 🔹 |
|--------------------------------------|--|---|-----------|
| Welcome | | | E . |
| | Action* Job Identifier: /a/a/1629 Activity: 03 Csatolandó dok Initiator: | 29 umentumok megadása / Uploading Attachments | |
| | Scholarship information Application's data Applicant's 3rd choice of study programme | a Curriculum Vilae Applicant's 1st choice of study programme Applicant's 2nd choice of study programme Other data, documents to be attached Registration Cancellation | |
| | Fields | | |
| | Motivation Letter': | 1 × 1 | |
| | | File | |
| | Language Certificate": | | |
| | Educational Certificates': | | |
| | Passport Copy": | L X L | |
| | Medical certificate of satisfactory health condition": | 1 x 1 | |
| | Applicants for PhD programme: Letters of Recommendations: | L x L | |
| | Applicants for PhD programme: Research plan: | L X L | |
| | Portfolio (only in arts and music): | t x t | |
| | Back to Top | | |
| | Action* | | |
| | | | |



If you are ready with everything, click on 'SUBMIT'!



Saving is NOT submitting! Please do NOT forget to SUBMIT your application. You can always return to your application by logging into your account. However if you do not SUBMIT your application, you only save it, it wil NOT BE SUBMITTED. Saved but not Sumitted Applications will be deleted automatically from the database after the deadline.

Please make sure that you have Submitted the application and that you see the following text *"You succesfully submitted your application. You can modify your application any time before the deadline. Please note that you cannot modify your application after the deadline."*



Make sure that your application is 'SUBMITTED'

Go back to 'Application data'



If your application submitted, you will see the following texts:

- ACTIVITY =
- 04 Beadni kívánt pályázat / Submitted application
- PLEASE NOTE 2 =

You succesfully submitted your application. You can modify your application any time before the deadline. Please note that you cannot modify your application after the deadline.



If You wish to delete your application:

Choose "Yes" then_choose ACTION , then check (✓) Submit

| Action• Job Identifier: Turkey/User17/Test/163078 Activity: 02 Képzés választása / Course selection Initiator: User17, Test | | | | |
|---|---|--|--|--|
| Application's data Curriculu | m Vitae Applicant's 1st choice of study programme Applicant's 2nd choice of study programme Applicant's 3rd choice of study programme | | | |
| Registration Cancellation | | | | |
| Fields | | | | |
| l would like to cancel the registration.: | No Yes X none | | | |
| Remark of cancellation: | Please save your answer by clicking on 'Action/Submit' | | | |
| Back to Top Action | | | | |







DEADLINE: 5th March 2016. 24:00 (12 pm) – CET

If you have submitted your application, you can still edit it until the deadline.

At the deadline only the submitted applications will be considered as valid.

We highly recommend you to print your finalised application form from the online system as most of our partners will require it from their applicants.

For particular details about the application, read the Stipendium Hungaricum Programme's <u>Call for Applications 2017-2018</u> on the <u>website</u>.