

Pannónia Scholarship Program for Stipendium Hungaricum Students 2024/25

The Hungarian University of Agricultural and Life Sciences (MATE) invites applications within the framework of the Pannonia Scholarship Mobility Programme for Stipendium Hungaricum scholarship holders who would like to carry out an internship, research or a short study mobility abroad in the academic year 2024/2025.

At MATE, the Pannonia Scholarship Programme is coordinated by the Centre for International Education. In case of a successful application, students will have the opportunity to accomplish internships during their studies or after graduation, between 1 February – 31 December 2025.

APPLICATION DEADLINE 31 October 2024

Conditions - eligibility criteria:

All students **who have valid residence permit and are** enrolled in BA / BSc, MA / MSc program or in PhD training at MATE and receive a degree at MATE, regardless of their nationality, are eligible to apply for the Pannónia program.

Important Students must possess at least two closed semesters before starting the internship.

Types of mobilities for Stipendium Hungaricum students:

1. SHORT-TERM MOBILITIES DURING STUDIES (5-30 DAYS)

a) traineeship– for BA/BSc, MA/MSc and PhD students

If the traineeship is either voluntary or embedded in the curriculum (e.g. summer internship or semester internship), an active student status is required for the entire duration of the mobility. Embedded, compulsory internship should be recognised with credits. During the internship, you must work full-time in accordance with the host country's labour rules, usually a minimum of 35 and a maximum of 40 hours per week.

b) research stay – for MA/MSc and PhD students (e.g. conference participation with presentation)

The purpose of a research mobility is to carry out part of the study-related research in a foreign university or research centre, to promote the academic careers of students in higher education, and furthermore, the acquisition of contemporary knowledge, the generation of new results and the establishment and deepening of international research collaborations. Research activities should contribute to the implementation of the MATE international and research strategy. Research proposals should be supported by the program leader (MA/MSc, students) or supervisor (PhD students). The research activity should be recognised with credits.

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c) *study mobility – for BA/BSc, MA/MSc and PhD students (summer university, blocked courses, blended intensive programs – BIP)*

Courses and credits completed abroad must be recognised and counted into your home course. For further information, the Office of Education should be contacted.

2. LONG-TERM MOBILITIES FOR **RECENT GRADUATES (2-6 MONTHS)**

For this type of traineeship, students must apply while they have **active student status at MATE well before absolving the last semester!** The mobility must start after graduation, before the Hungarian permanent residence permission expires.

WHERE CAN YOU DO YOUR TRAINEESHIP?

Students must carry out their mobility activity in a Pannónia Program Country **different from Hungary, your home country and your permanent address**. Countries are listed at scholarship rates.

The receiving organization may be in public, private, non-profit or educational sector:

- any public or private organization active in the labour market or in the fields of education, training and youth. For example:
- a public or private, a small, medium or large enterprise (including social enterprises);
- a public body at local, regional or national level; – a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- a research institute;
- a foundation;
- a school/institute/educational centre (at any level, from pre-school to upper – secondary education, and including vocational education and adult education);
- a non-profit organization, association, NGO;
- a body providing career guidance, professional counselling and information services;

HOW CAN YOU FIND A PLACE?

We recommend students to search institutions in their own scientific field or on the following homepages, databases, searching portals:

- <http://Pannóniaintern.org>
- <https://europe-internship.com>
- <http://www.internship.muni.cz>
- <http://www.europlacement.com>
- <http://placementinportugal.com>
- <http://erasmusintern.org/>

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- <https://www.espauk.com/internships>
- <http://www.placementslovakia.com/current-vacancies/long-term-internships>
- <http://erasplus.com/>
- <http://www.stagemalta.org/>
- [Archipelagos](#)
- [ESPA UK](#)
- [Azia Resort&Spa, Ciprus](#)
- [ALGOOS Agency \(Brochure\), ALGOOS leaflet](#)
- www.animafestexperience.com

WHO ELSE CAN HELP YOU?

It is the applicant's responsibility to find a host institution for the traineeship, however students may ask for the support of their:

- teachers, supervisors
- the Head of Department where you enrolled
- [MATE database about previous internships](#)

HOW TO APPLY?

Students have to apply via the LimeSurvey platform and upload the following documents:

- [EUROPASS CV](#)
- [EUROPASS Cover Letter/Motivational Letter](#)
- [Letter of Acceptance from the host institution](#)
- Transcript of Records of the last 2 semesters (from Neptun, signed and stamped by Registrar's Office)
- Active Student Status Certificate (signed and stamped by Students Registrar's Office Coordinator)
- Copy of Diploma/Certificate (for Master and PhD students)
- [1 recommendation letter by supervisor teacher](#)
- [1 recommendation letter from the campus Stipendium Hungaricum coordinator](#)
- language certificate(s), if you have one(s)
- certificate of social activity (e.g. SH mentor, ESN mentor/buddy)
- certificate of research activities
- copy of permanent residence permission

After a successful submission, students will receive a formal notification of the outcome by e-mail to x.y@stud.uni-mate.hu or x.y@phd.uni-mate.hu within 10 working days of the application deadline. Should the applications contain false information or do not meet the requirements or are illegible, will be automatically rejected. 5 days are given to complete applications with formal errors.

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APPLICATION DEADLINE

31 October 2024 - **ONLINE:** Limesurvey <https://limesurvey.szie.hu/index.php/989625?lang=en>
(NO PERSONAL SUBMISSION IS POSSIBLE)

FINANCIAL RULES

Selected applicants are eligible to receive a grant to partially support their traineeship. The grant may not cover all the actual expenses incurred. Students are responsible for making all their travel, accommodation and related arrangements. The grant can only be disbursed for the physical part of the mobility, the online / virtual part of the mobility is supported (e.g. blended-mobilities). The amount of the grant is based on country rates as follows:

LONG-TERM MOBILTIES

Country group I.: 400 000 HUF / month

Andorra, Australia, Austria, Belgium, Canada, Cook Islands, Denmark, Faroe Islands, Fiji, Finland, France, Hong Kong, Ireland, Iceland, Israel, Japan, East Timor, Kiribati, the Netherlands, Hong Kong, Iceland, Israel, Japan, the United Kingdom, the United States, the Cook Islands, South Korea, the Faroe Islands, the United Kingdom, Liechtenstein, Luxembourg, Macao, Marshall Islands, Micronesia, Monaco, Nauru, Germany, Niue, Norway, Palau, Papua New Guinea, Solomon Islands, San Marino, Switzerland, Sweden, Samoa, Singapore, Taiwan, Tonga, Tuvalu, New Zealand, Vanuatu

Country group II.: 375 000 HUF / month

Afghanistan, Armenia, Armenia, Bangladesh, Belarus, Bhutan, Bosnia and Herzegovina, Bulgaria, Cambodia, China, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Georgia, Greece, Italy, Iraq, Kyrgyzstan, Kosovo, Laos, Latvia, Lithuania, North Macedonia, Poland, Kyrgyzstan, Laos, Maldives, Malta, Myanmar, Moldova, Montenegro, Nepal, Italy, Pakistan, Portugal, Romania, Russia, Spain, Sri Lanka, Serbia, Syria, Slovakia, Slovenia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Yemen

Country group III.: 350 000 HUF / month

Albania, Algeria, Angola, Antigua and Barbuda, Argentina, Azerbaijan, Bahamas, Bahrain, Barbados, Belize, Benin, Bolivia, Botswana, Brazil, Brunei, Burkina Faso, Burundi, Chile, Comoros, Costa Rica, Chad, Dominica, Dominican Republic, Djibouti, Ecuador, Equatorial Guinea, Central African Republic, Cuba, Kuwait, Lesotho, Lebanon, Liberia, Libya, Madagascar, Malaysia, Malawi, Mali, Mauritania, Mauritius, Mexico, Mongolia, Morocco, Mozambique, Namibia, Nicaragua, Niger, Nigeria, Oman, Palestine, Panama, Paraguay, Peru, Rwanda, Saint Kitts and Nevis, Saint Lucia, Morocco, Oman, Panama, Paraguay, Peru, Rwanda, Saint Vincent and the Grenadines, São Tomé and Príncipe, Seychelles, Sierra Leone, Suriname, Saudi Arabia,

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Senegal, Somalia, South Africa, South Sudan, Sudan, Swaziland, Tanzania, Thailand, Togo, Turkey, Trinidad and Tobago, Tunisia, Uganda, Uruguay, Venezuela, Vietnam, Zambia, Zimbabwe, Cape Verde

SHORT-TERM MOBILITIES

| BSC AND MSC PROGRAM | | | |
|---------------------|------------------|------------------|-------------------|
| | Country group I | Country group II | Country group III |
| 1 – 10 days | 30 000 HUF / day | 27 500 HUF / day | 25 000 HUF / day |
| 11 – 20 days | 20 000 HUF / day | 17 500 HUF / day | 15 000 HUF / day |
| from day 21 | 10 000 HUF / day | 7 500 HUF / day | 5000 HUF / day |

| PHD TRAINING | | | |
|---------------------|------------------|------------------|-------------------|
| | Country group I | Country group II | Country group III |
| 1 – 10 days | 35 000 HUF / day | 32 500 HUF / day | 30 000 HUF / day |
| 11 – 20 days | 25 000 HUF / day | 22 500 HUF / day | 20 000 HUF / day |
| from day 21 | 15 000 HUF / day | 12 500 HUF / day | 10 000 HUF / day |

The grant will be paid in two instalments: 90% pre-financing upon the signature of the grant contract, 10% is transferred at the end of the traineeship period, depending on the receipt of all documentation and the submission of the MATE report. All payments are processed through bank transfer in Hungarian Forint (HUF).

Applicants supported by Stipendium Hungaricum Scholarship Programme at the time of application, must be aware of that as a recent graduate are entitled only to a Pannónia grant. The financial rules and regulations of Pannónia scholarships are different from those of Stipendium Hungaricum Scholarship Programme.

FURTHER INFORMATION

EVALUATION OF THE APPLICATIONS:

Applications will be assessed by specific institutional / departmental committees.

General guidelines of how applications are evaluated (not in order of priority; institute/department criteria and rules might be added):

- language proficiency;
- academic achievement/ grades;
- knowledge and practice in the particular scientific area;
- notable achievements;
- active participation in the Student Union or any other organization;

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- incoming students mentoring
- participating in the promotion of Pannónia scholarship program in social media (TikTok, Facebook, Instagram posts)

The Centre for International Education will determine the final list of successful candidates.

The Pannónia Scholarship Program is financed by the Hungarian Government.

AWARD RECIPIENT'S OBLIGATIONS

Students who receive this grant must fully or partially reimburse it if

- they do not comply with the terms of the grant contract or
- fail to complete the traineeship or short study mobility,
- don't submit the required documentation at the end of their traineeship (unless they were prevented from completing their planned activities abroad due to a case of force majeure).

Students must start the internship before the expiry date of their Hungarian permanent residence permission. Additionally, it's their responsibility to be fully aware of the rules and regulation of residency at the country of their host institution.

PROCEDURE FOR SUCCESSFUL CANDIDATES

Before the Mobility (before signing the Grant Agreement)

- **Letter of Acceptance** with exact dates from the host institution or company.
- **Mobility Agreement for Traineeship Before the Mobility part** (with your signature and your host institution supervisor's signature and stamp.) [ISCED code database](#) (p54)
- Please, fill in the first two worksheets (SMS + SMP and the data of the partner company) in the **Bianco Excel Sheet**
- Have a valid insurance for the entire period of mobility. Insurance bound to credit cards cannot be accepted. The insurance policy has to be sent to your campus coordinator; it is part of the application documentation (any insurance company offer can be chosen, e.g. www.netrisk.hu and set the language to English).
 - **health, accident and liability insurance** for any type of traineeships, including the exact period (from-to) of internships
 - **health and accident** insurance for study mobilities
- **You'll also have to apply for a Visa and Residence Permit in the host country. For details you'll have to contact the Consulate of the Host Country at least two months prior to your planned mobility.**

Please, send these documents to your campus coordinator as soon as possible!

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Please Note! The starting date and the last day of your mobility period (from-to) has to be exactly the same on the following 5 documents: Grant Agreement, Letter of Acceptance, Mobility Agreement for Traineeship, Certificate of Arrival and Certificate of Departure.

MATE will transfer 90% of your grant to the student's bank account when starting the mobility. The remaining 10% of the grant can only be transferred to the participant after all the necessary documents have arrived and the mobility process has been duly closed.

| | Before the mobility | During the mobility | After the mobility |
|--------------------------------------|---------------------|---------------------|--------------------|
| Short-term mobilities (5-30 days) | 100 % | - | - |
| Long-term mobilities (2-6 months) | 60% | 30% | 10% |

During the mobility:

- **Certificate of Arrival:** This document has to contain the company name, address, e-mail address and telephone number the name of your supervisor. It has to state the exact date of arrival of your mobility and it has to be printed on a letterhead paper with the Supervisor's signature and company stamp.

After the mobility:

In order to have your mobility completed and receive the remaining 10% of your Pannónia grant, the following documents have to be sent to your Campus coordinator latest within 15 days after your mobility end date:

- **Mobility Agreement for Traineeship - After the Mobility part:** This part of your Learning Agreement has to be filled in by your employer prior to leaving your practice and evaluate your whole work during the mobility.
- The **Certificate of Departure** has to be signed and stamped by your employer on a letterhead paper stating your name and the exact duration of your practice period.
- Please note that the starting date and the last day of your mobility have to be exactly the same as stated in your Mobility Agreement, Pannónia Grant Agreement, the Letter of Acceptance, and the Certificate of Arrival.
- **Pannónia MATE report** This is a short informal one-page summary about your mobility saying why this practice was important for your studies / career. What could you recommend for future SH students? What kind of information would have been useful for you before starting your practice?

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According to the rules and regulation of the Pannónia scholarship program, within 30 days after the mobility end date, the participant must complete and submit his/her report and send it in e-mail. If he/she fails to do so, MATE may claim back all or part of the grant paid.

Please send your campus coordinator the above listed documents in e-mail duly in time.

CAMPUS COORDINATORS:

Budai Campus: *Könczöl-Kiss Erzsébet*, Konczol-Kiss.Erzsebet@uni-mate.hu, Tel.: +36 (1) 3057591

Georgikon Campus, Keszthely és Szent István Campus, Gödöllő: *Zsankó-Bódör Beáta*, Zsanko-Bodor.Beata@uni-mate.hu, Tel.: +36 83 545 101

Károly Róbert Campus, Gyöngyös és Kaposvári Campus, Csősz Péter, Csoz.Peter@uni-mate.hu, Tel.: +36 36-82-505-800/1010

ALL THE NECESSARY DOWNLOADABLE DOCUMENTS RELATED TO THE MOBILITY

- [Letter of Acceptance from the host institution](#)
- [Mobility Agreement for Traineeship](#)
- [Bianco Excel Sheet](#)
- [Certificate of Arrival](#)
- [Certificate of Departure](#)
- [MATE Pannónia Report](#)

ADDITIONAL AND IMPORTANT INFORMATION about the Pannonia Scholarship Call (please do not submit your application without reading and accepting these)

1. The duration of the mobility period for the holder is limited to a maximum of 12 months per study cycle, regardless of the number and type of mobility activities:

- in the first cycle of study (bachelor or equivalent),
- including short cycle training (levels 5 and 6 under the EQF);
- in the second cycle of study (master's degree or equivalent - level 7 under the EQF); and
- in the third cycle as a doctoral student (doctoral level or level 8 in the EQF).

2. Grants are awarded only for the duration of physical mobility.

3. Please note that the scholarship does not necessarily cover all the costs of the period abroad, which may need to be supplemented by other sources, sometimes by pre-financing.

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4. An extension of the mobility period can be requested in a written form to the campus coordinator at least 1 month before the end of the mobility.

5. 15-20 credits of courses are recommended to be taken at the host university during the semester abroad (~12-15 credits of professional courses, the rest can be language, culture, sports, other optional subjects), of which 12 credits of professional courses must be completed with successful examinations. If the student fails to complete the minimum 12 credits, a pro rata share of the scholarship might be claimed back.

6. If the student's application is accepted, **the student will be nominated by MATE to the partner university**, after which the student must contact the host university by the deadline set by the host university. Filling in the application form(s) of the host institution, choose the courses (to be indicated on the Learning Agreement) from the list of courses of the partner university. All this requires independent work, all the necessary information is available on the host institutions' websites (just search for "Erasmus" or "Erasmus incoming" on the relevant website), and the coordinators at the host universities can help you via e-mail if you have any questions. The outgoing coordinator will answer any questions you may have and help you to prepare and check your application documents - they will be signed/stamped. Before departure, the student signs a grant contract with the Hungarian University of Agricultural and Life Sciences, which specifies the amount of the grant, the transfer method and the student's obligations. It is not possible to go abroad without a grant contract.

7. **The student is responsible for his/her own accommodation.** Some universities have dormitory accommodation, but you may have to look for rent. Please check the website of the host university.

8. The scholarship will be transferred by MATE to the account indicated by the student after the Pannonia grant contract has been signed. The payment will be made in one or more instalments in HUF. In general, 90% of the scholarship will be paid before the departure and 10% after the return home, at the end of the Pannonia semester.

9. In the first weeks of your stay, expenses are much higher than later, as accommodation usually requires a deposit on arrival (some require a deposit on booking) and additional insurance. For information on the specificities and expectations of the foreign universities, please contact the scholarship holders of previous years (contact details can be obtained from the outgoing coordinator).

10. European Health Insurance Card

The European Health Insurance Card is not a replacement for travel insurance! In the case of mobility within EU, the national health insurance of the participant provides basic cover for

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the duration of the stay in another EU country through the European Health Insurance Card. However, this may not always be sufficient in all situations, such as repatriation or special medical treatment. In this case, you may need supplementary private health insurance. Liability and accident insurance covers damage caused by or to the participant during the stay abroad. In addition, insurance against loss or theft of documents, tickets and luggage is recommended.

Further information and how to apply for the card can be found on the NEAK website (https://www.neak.gov.hu/felso_menu/lakossagnak/ellatas_kulfoldon/az_europai_egeszseg_biztositasi_kartya)

11. International student card

The ISIC is an international student card is valid in 133 countries and entitles the holder to a wide range of benefits at around 42,000 points of acceptance (travel, accommodation, museums, etc.). Full-time university students are eligible for the card. The easiest way to order it is online and then collect it at the designated travel agency. More information is available at www.isic.hu

12. For other questions, please contact the campus coordinator by e-mail or telephone.