

SCHOLARSHIPS FOR APPLICANTS FROM GEORGIA FOR THE ACADEMIC YEAR 2019-2020

1. Scholarships for short- and mid-term undergraduate, graduate and postgraduate students' studies in all fields (duration of studies – **2 to 9 months** per person). Total duration cannot exceed **27 months**.
2. Research scholarships for university lecturers and researchers (duration of research visit – **up to 1 month** per person). Total duration of research visits cannot exceed **2 months**.
3. Scholarships for the Summer School of Slavonic Studies (**2 vacancies** available).

PART 1. DESCRIPTION

Scholarship programme under bilateral agreement is designed for advanced students, researchers and lecturers of higher education and research institutions of Georgia) for studies or research visits at public higher education and research institutions of the Czech Republic. This scholarship programme is open to applicants from all fields of studies and research.

The scholarships are not intended for a full course of study, an academic degree or diploma cannot be obtained during the period covered by the scholarship, hence the applicants are not required to sit entrance examination. However, credits awarded during the scholarship may count towards the study undertaken in the home country (applicants should check with their home institutions).

The terms and conditions of admission and requirements concerning the language^{*)} of tuition are stipulated by the host university that takes an autonomous decision whether or not the applicant can be accepted within the framework of the Ministry's scholarship programme. Prospective applicants are **advised to contact the selected university directly and request a letter of invitation** from the appropriate department. Although such a letter is not listed among obligatory attachments to the application form, its submission is recommended, since it may simplify and expedite the admission procedure. **Applicants are requested to point out to the selected university that they are applying for the Ministry's scholarship award under an international agreement.**

The study or research visit must take place from September 2019 to June/July 2020. The autumn semester in higher education and research institutions of the Czech Republic normally lasts from September until January and spring semester from February until June.

^{) Tuition-free study programs are predominantly held in Czech. The applicant can be accepted for a study program taught in a foreign language (English, German, French, and Russian) only if the host university waives tuition and indicates its decision in the letter of acceptance.}*

PART 2. FINANCIAL CONDITIONS

Czech language summer courses participants will be provided with **free board and lodging, coverage of course fees (tuition and registration fee) and free access to cultural events** which are meant as an integral part of the course programme.

Undergraduate and graduate students accepted for their study visits will receive a scholarship, which at the first level of higher education and for Master's studies amounts to **CZK 9,000 per month**, and **CZK 9,500 per month** for holders of a Master's degree or equivalent. The scholarship award is notified by a **Decision issued by the Ministry of Education, Youth and Sports of the Czech Republic**.

The scholarship is meant to cover the living expenses (to include accommodation) of only one person; any additional financial support for eventual accompanying members of the family is not available (accompanying family member must be approved by the receiving party, i.e. by the Ministry of Education, Youth and Sports of the Czech Republic). There is no legal claim to the scholarship award. The scholarship is not transferable to another person.

The scholarship has to be collected in person at the appropriate department (usually International Relations Office) of the respective Czech university (unless agreed otherwise). Any other fees such as student union fee, library membership fee, etc. shall be paid by scholarship holder.

Accommodation: upon request, the host institution provides the scholarship holder with a place in a dormitory or a university guesthouse. Requests for lodging at a student dormitory must be indicated in the submitted application form. Assistance with this is available from International Relations Office staff of the relevant higher education and research institutions. Alternatively, foreign students and researchers may consider renting an apartment privately. Accommodation costs shall be covered by the scholarship holder, except for research scholarship holders (lecturers and researchers).

Researchers and lecturers of all fields approved for the research visit will receive **546 CZK a day for meals and personal allowance. Hotel type/student residency accommodation will be arranged, provided and covered** by the Ministry of Education, Youth and Sports of the Czech Republic.

Travel expenses to the Czech Republic (and upon the territory of the Czech Republic) and back has to be covered by a sending country or a scholarship-holder.

PART 3. CZECH LANGUAGE AND CULTURE SUMMER COURSES

In 2019 the Ministry of Education, Youth and Sports of the Czech Republic has reserved for applicants from Georgia **one vacancy** at the *Summer School of Slavonic Studies* organized by *the Faculty of Arts and Philosophy, Charles University* in Prague from July 26 til August 23, 2019 (<http://lsss.ff.cuni.cz/en/>); and **one vacancy** at the *Summer School of Slavonic (Czech) Studies* organized by *the Faculty of Arts, Masaryk University* in Brno, from July 20 til August 17, 2019 (<http://www.phil.muni.cz/kabcest/en/summer-school.php>).

Scholarships can only be awarded to applicants who are **nominated by the competent authorities** (in Georgia: Ministry of Education, Science, Culture and Sport of Georgia on cooperation with the Embassy of the Czech Republic in Georgia). Application dossiers should reach the Czech Ministry of Education, Youth and Sport by **March 31, 2019**.

Application (available at <http://www.msmt.cz/file/49220/>) should be accompanied with a Curriculum Vitae written in Czech or English. The competent receiving authority may require other documents (such as cover letter, certificate on language skills etc.)

Each scholarship consists of **free board and lodging, coverage of course fees (tuition and registration fee) and free access to cultural events** which are scheduled as an integral part of the course programme.

Successful candidates will be contacted directly by the Summer School organizers.

A scholarship holder is obliged, once s/he obtains information on acceptance, to confirm his/her attendance at the Summer School. If an admitted scholarship-holder cannot attend the Summer School concerned, s/he is obliged to inform immediately the Ministry of Education, Youth and Sports or the relevant contact person at the Summer School.

The MEYS reserves the right to change the place and term of the Summer School course covered by the scholarship. Scholarship holders are not guaranteed to be placed at the Summer School requested in her/his application.

PART 4. STUDY & RESEARCH VISITS – REQUIRED DOCUMENTS

4.1. List of documents to be submitted (in the order given):

4.1.1. Undergraduate and graduate student studies:

1. Printed and signed online application form (form can be found on the website <http://www.msmt.cz/file/49073>);
2. Curriculum Vitae;
3. Motivation Letter;
4. Certified photocopies of HEI-Diploma, including transcript, or transcript of records, if studies are not finished yet;
5. One recommendation letter from home HEI institution (written within past six months).
6. Copy of certificate of proficiency in Czech (or another language acceptable for the host institution, preferably English);
NB1. Minimal knowledge of Czech on B2 level of CEFR is a prerequisite for admission to most fields of studies, unless otherwise specified. Knowledge of Czech on C1 (C2) level of CEFR may be required for some art academies' programs; for more details please contact a selected university/academy.
7. Copy of the passport of other valid identity document.
8. Official letter of acceptance/ invitation letter from the host HEI institution in the Czech Republic (not obligatory, however, recommended).

4.1.2. Postgraduate student studies or research work:

1. Printed and signed online application form (form can be found on the website <http://www.msmt.cz/file/49073>).
2. Curriculum Vitae and list of scientific publications;
3. Motivation Letter and Research plan for research work in the Czech Republic (max. 3 pages);
4. Certified photocopies of Master Diploma (including transcript) and of PhD Diploma;
5. One recommendation letter from home HEI institution (written within past six months);
6. Official letter of acceptance/ invitation letter from the host HEI institution in the Czech Republic;
NB3. Applicants for research scholarships – this letter must contain information on the chosen field of research.
7. Copy of the passport of other valid identity document.

4.2. Documents must be:

1. Completed in English or Czech (or with certified translations into one of these languages). Submitted in two (2) identical sets (one original set and one copy of the original set). Every set must be put into plastic sheet or envelope. Documents sent by fax or e-mail will not be accepted. Incomplete applications or postmarked after the deadline will not be considered.
2. Typed and printed (handwritten documents will not be accepted).
3. Application form, Curriculum Vitae, Motivation Letter and Research plan must be dated and signed. Application documents will not be returned.

PART 4. IMPORTANT DATES

Applications must be collected by the Ministry of Education and Science of Georgia and sent by ordinary or registered post to the *Ministry of Education, Youth and Sports of the Czech Republic, Department for International Relations* (<http://www.msmt.cz/eu-and-international-affairs>)

- by **31 of March 2019** for nominations for the Summer School of Slavonic Studies;
- by **30th of April 2019** for nominations for short- and mid-term scholarships;

- **no later than 2 months** before the proposed date of the research visit.

Awarded candidates will be informed personally by e-mail and by post and notification will be sent to the Ministry of Education and Science of Georgia by:

- **15th of July, 2019** – notification of the results for study scholarships;
- **no later than 30 days** before the scheduled beginning of the research visit;
- successful candidates for Summer School of Slavonic Studies will be contacted directly by the Summer School organizers immediately upon their acceptance.

PART 5. ADDITIONAL INFORMATION

- Information about studies and research possibilities for foreigners is available either at Czech institutions of higher education and research or via interactive programme finder available at <https://portal.studyin.cz/>. The list of public higher education and research institutions of the Czech Republic can be found on the website <http://www.msmt.cz/areas-of-work/tertiary-education/public-higher-education-institutions-websites> or <https://portal.studyin.cz/find-your-institution/>.
- In order to arrange a study or research visit in the Czech Republic and receive an official letter of acceptance/ invitation letter, a candidate is advised to contact directly the International Office of the chosen Czech Public Higher Education Institution.

Information for the *Ministry of Education and Science of Georgia*:

Applications shall be assessed and the list of recommended candidates together with their documents submitted to:

**Ministry of Education, Youth and Sports of the Czech Republic
Department for International Relations
Karmelitská 529/5
118 12 Prague 1
Czech Republic**

Contact person for study and research visits:

- Ivana Ryšková, Ministry of Education, Youth and Sports of the Czech Republic, Department for International Relations, Ivana.Ryskova@msmt.cz

Contact person for Summer Schools of Slavonic Studies:

- Lucie Gregúrková, Ministry of Education, Youth and Sports of the Czech Republic, Department for International Relations, Lucie.Gregurkova@msmt.cz



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UNIVERSITÄT REGENSBURG
FACULTÄT FÜR SOZIALE WISSENSCHAFTEN

SCHOLARSHIP APPLICATION FORM
FORMULAIRE DESTINÉ AUX DEMANDES DE BOURSE D'ÉTUDES
FRAGEBOGEN FÜR STUDIENBEWERBER

Please type or complete in block letters and submit in duplicate.

À remplir en deux exemplaires sur l'ordinateur ou en lettres capitales.

Bitte füllen Sie das Formular vollständig aus (Schreibmaschine oder Blockbuchstaben) und legen Sie es in doppelter Ausfertigung vor.

Academic year Année académique Akademisches Jahr		201 - 201	Photo Passbild
Length of study/research stay Durée du séjour d'études ou de recherche Geplante Dauer des Studien-/Forschungsaufenthalts			
Period Période Zeitraum	from de von	to au bis	
Family name Nom Familienname		First name(s) Prénom Vorname(n)	
Gender Sexe Geschlecht		Date and place of birth Date et lieu de naissance Geburtsdatum und –ort	
Citizenship Nationalité Staatsangehörigkeit		Marital status Situation de famille Familienstand	
Passport / ID card No., as applicable Numéro du passeport ou d'une autre pièce d'identification Nummer des Reisepasses oder eines anderen Identitätsnachweises		E-mail	
		Telephone/Fax Téléphone/Fax Telefon/Fax	
Mailing address Adresse à laquelle on devrait envoyer la correspondance Adresse, unter der Sie erreicht werden können		Number, street Rue, numéro Strasse, Nummer	City, zip code Ville, code postal PLZ, Ort
Name and address of person to be notified in case of emergency Nom et adresse de la personne à contacter en cas d'urgence Name und Anschrift einer Person, die bei dringenden Anlässen benachrichtigt werden soll			
Present occupation Occupation actuelle Gegenwärtige Tätigkeit			
Name and address of educational institution attended or employer Nom et adresse de l'université ou de l'employeur Name und Anschrift Ihrer Bildungseinrichtung oder Ihres Arbeitgebers			

EDUCATION / FORMATION / BILDUNGSGANG					
	School/university École/université Schule/Hochschule/Universität	from (year) de von (Jahr)	to (year) à bis (Jahr)	Field of study Spécialisation Fachrichtung	Degree/diploma/ other certificate Diplôme/autre certificat Titel/Diplom/ Abschlusszeugnis/ andere Zertifikate
Secondary Education Éducation secondaire Schulbildung					
Higher education (undergraduate level) Études supérieures (études universitaires en cours) Hochschulstudium (undergraduate level)					
Higher education (postgraduate level) Études supérieures (diplôme de fin d'études) Hochschulstudium (postgraduate level)					
Other Autre Andere					

LANGUAGE PROFICIENCY / CONNAISSANCE DES LANGUES / FREMDSPRACHENKENNTNISSE					
Languages Langues Sprachen	Skills – please indicate the appropriate level using a scale ranging from 1 (beginner) to 6 (near native speaker level). Compétences linguistiques – Veuillez indiquer votre niveau linguistique en utilisant l'échelle de 1 (débutant) à 6 (proche d'un locuteur natif). Sprachfertigkeiten – bitte markieren Sie das entsprechende Niveau auf einer Skala von 1 (Anfänger) bis 6 (muttersprachliches Niveau).				
	Listening Compréhension Hören	Reading Lecture Lesen	Speaking Expression orale Sprechen	Writing Expression écrite Schreiben	
Czech tchèque Tschechisch					
English anglais Englisch					
French français Französisch					
German allemand Deutsch					
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Previous study/research stays abroad. Please specify the year, place, field of study/research and length of stay.
 Études/stages de recherche précédentes à l'étranger. Veuillez indiquer l'année, le lieu, la spécialisation et la durée du séjour.
 Frühere Studien-/Forschungsaufenthalte im Ausland. Bitte geben Sie das Jahr, den Ort sowie die Fachrichtung und die Aufenthaltsdauer an.

Please specify the field of study/research you wish to follow in the Czech Republic.
 Veuillez préciser le domaine d'études ou de recherche que vous souhaitez suivre en République tchèque.
 Für welche Fachrichtung/welches Forschungsgebiet möchten Sie sich in der Tschechischen Republik bewerben?

Are you applying for 1) a study stay with instruction in Czech , or English , or 2) a research stay with instruction in Czech , or English , or French , or German ? (Please indicate the appropriate option).

Envisagez-vous faire 1) un stage d'études en langue tchèque ou 2) un stage de recherche en tchèque , en anglais , en français ou en allemand ? (Veuillez indiquer votre choix).

Wollen Sie sich 1) für einen Studiengang in tschechischer Sprache einschreiben oder 2) für einen Forschungsaufenthalt in tschechischer oder englischer oder französischer oder deutscher Sprache ? (Bitte das Zutreffende ankreuzen).

Preferred host institution of higher education Université d'accueil préférée Gewünschte Hochschule/Universität	<input type="checkbox"/> 1) <input type="checkbox"/> 2)
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Have you already obtained a provisional letter of acceptance from the institution you have selected?

Avez-vous déjà obtenu une lettre d'acceptation de l'établissement respectif?

Haben Sie schon eine vorläufige Zustimmung der Institution, an der Sie studieren/Ihre Forschungen durchführen wollen?

Yes/Oui/Ja* No/Non/Nein

* Please attach a copy.

* Veuillez en joindre une copie.

* Bitte Kopie beifügen.

Do you wish to be accommodated at a student dormitory?

Souhaitez-vous être logé dans un foyer d'étudiants?

Möchten Sie in einem Studentenwohnheim untergebracht werden?

Yes/Oui/Ja No/Non/Nein

Detailed plan of study/research stay in the Czech Republic:

Programme détaillé du séjour d'études ou de recherche en République tchèque:

Ausführliche Darstellung des geplanten Studien-/Forschungsvorhabens in der Tschechischen Republik:

Enclosures required *) (Please attach the following documents in duplicate.)
Les annexes exigées *) (Veuillez joindre les documents suivants en double exemplaire.)
Erforderliche Anlagen *) (Bitte legen Sie folgende Dokumente in zwei Kopien bei.)

A. study/research stay up to 30 days

pour un séjour de moins de 30 jours
bei einem Studien-/Forschungsaufenthalt bis zu 30 Tagen

- curriculum vitae / Lebenslauf
- list of publications / liste des publications / Liste der Publikationen

B. study/research stay exceeding 30 days

pour un séjour de plus de 30 jours
bei einem Studien-/Forschungsaufenthalt von mehr als 30 Tagen

- curriculum vitae / Lebenslauf
- list of publications / liste des publications / Liste der Publikationen
- medical certificate (only for non-EU/EEA nationals) / certificat médical (à l'exception des ressortissants des pays de UE/EEE) / Gesundheitszeugnis (nicht für EU/EWR Staatsangehörige)
- two letters of recommendation from academic supervisors or employer / deux lettres de recommandation de la part des professeurs de l'université ou de l'employeur / zwei Empfehlungsschreiben von Hochschullehrern oder vom Arbeitgeber
- photocopy of diploma (if applicable) / photocopie du diplôme (si vous en êtes déjà titulaire) / Fotokopie des Diploms (falls vorhanden)
- certified transcript(s) of records / relevé de notes certifié / Bestätigung der Ergebnisse von Zwischenprüfungen bzw. der erreichten akademischen Abschlüsse

***) All documents must be written in or translated into Czech, English, French or German.**

***) Tous les documents doivent être rédigés ou traduits en tchèque, anglais, français ou allemand.**

***) Alle Unterlagen sollten in tschechischer, englischer, französischer oder deutscher Sprache vorgelegt (bzw. in eine dieser Sprachen übersetzt) werden.**

Fine arts and performing arts students/graduates are required to submit a sample of their artistic work, e.g. photographs, video/audio recording of a musical performance etc.

Les étudiants des beaux arts et de la musique sont demandés de présenter un exemple d'une oeuvre d'arts, par ex. une foto, un enregistrement video/audio d'une performance musicale etc.

Bewerber der Bereiche bildende Künste/Musik werden gebeten, Beispiele des eigenen künstlerischen Schaffens – Fotos, Tonträgeraufnahmen, Kunstwerke etc. vorlegen.

Nota bene:

- Incomplete scholarship application dossiers and/or inadequately completed scholarship application forms will not be processed.
- The Ministry of Education, Youth and Sport reserves the right to change the requested term of scholarship and/or place any applicant to a course and/or higher education institution different from those indicated in his/her scholarship application form, if the admission as required by the applicant is not possible.

Notez bien:

- Les dossiers de candidature à la bourse d'études incomplets ou les formulaires indûment remplis ne seront pas pris en considération.
- Si l'admission du candidat n'est pas possible à la date prévue ou à l'université demandée, le Ministère de l'Education, de la Jeunesse et des Sports se réserve le droit de changer la date de son séjour ou de l'inscrire à un autre cours ou à une autre université.

Anmerkung:

- Unvollständige Bewerbungsunterlagen und/oder nicht komplett ausgefüllte Bewerbungsformulare können nicht berücksichtigt werden.
- Das Ministerium für Schulwesen, Jugend und Sport behält sich vor, gewünschten Termin zu verändern und/oder dem Bewerber einen anderen Kurs und/oder eine andere Hochschule zuzuweisen, als im Bewerbungsformular gewünscht ist.

I have been informed of the terms of the scholarship.

J'ai été informé(e) sur les conditions de la bourse.

Die Bedingungen meines geplanten Studien-/Forschungsaufenthaltes sind mir bekannt.

I hereby certify that the information given in this application is true and complete to the best of my knowledge.

Je déclare sur l'honneur que les données contenues dans ma demande d'inscription sont véridiques et complètes.

Ich bestätige nach bestem Wissen und Gewissen, dass die im Bewerbungsformular enthaltenen Angaben richtig und vollständig sind.

By filing this application for the MEYS scholarship, I hereby acknowledge that my personal data provided in the application form and attachments thereto submitted for the purpose of selection proceedings as well as for the purpose of my possible later nomination will be processed by the respective diplomatic mission of the Czech Republic, by the Ministry of Education, Youth and Sports of the Czech Republic, by the Centre for International Cooperation in Education and by the appropriate host university or universities in the Czech Republic, to the extent that is necessary to address my application, in compliance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). I also hereby acknowledge the fact that my aforementioned personal data will be forwarded to other state authorities in the Czech Republic provided that it is necessary for the processing of my scholarship application, and information on the outcome of my application will be conveyed to the respective nominating agency, i.e. to the appropriate diplomatic mission of the Czech Republic or the respective authority of the foreign state concerned. I also acknowledge that my personal data will be stored in analogue documents as well as in digital form by the Ministry of Education, Youth and Sports of the Czech Republic and by the Centre for International Cooperation in Education for a strictly necessary period stipulated in their respective File Retention and File Destruction Rules.

Présentant cette demande de bourse, je prends acte du fait que mes données personnelles mentionnées dans ce formulaire et dans les annexes soumises en vue de la procédure de sélection et mon éventuelle nomination postérieure, seront traitées par l'Ambassade concernée de la République tchèque, le Ministère de l'Education de la Jeunesse et des Sports de la République tchèque, le Centre de la coopération internationale et des universités d'accueil en République tchèque, dans la mesure nécessaire pour ma demande de bourse, en accord avec Règlement (UE) 2016/679 du Parlement européen et du Conseil du 27 avril 2016 relatif à la protection des personnes physiques à l'égard du traitement des données à caractère personnel et à la libre circulation de ces données, et abrogeant la directive 95/46/CE (règlement général sur la protection des données).

Je prends également note du fait que mes données personnelles mentionnées ci-dessus seront transmises à d'autres institutions d'Etat en République tchèque au cas où cela serait nécessaire pour le traitement de ma demande de bourse et que l'information concernant le résultat de ma demande de bourse sera communiquée à l'institution de nomination – l'Ambassade de la République tchèque ou l'autorité compétente de l'Etat étranger.

Je prends également note du fait que mes données personnelles mentionnées ci-dessus seront stockées en forme analogique et numérique par le Ministère de l'Education, de la Jeunesse et des Sports et le Centre de la coopération internationale pendant le temps strictement nécessaire stipulé dans leurs Règlement de dossiers et Règlement de déchiquetage respectifs.

Mit der Einreichung dieses Antrags nehme ich zur Kenntnis, dass meine personenbezogenen Daten in diesem Formular und in den Unterlagen, die von mir zum Zweck des Auswahlverfahrens und gleichfalls zum Zweck der eventuellen späteren Nominierung übermittelt werden, durch die örtlich zuständige Botschaft der Tschechischen Republik, Ministerium für Schulwesen, Jugend und Sport der Tschechischen Republik, Haus für Internationale Zusammenarbeit und zuständige Hochschule oder Hochschulen in der Tschechischen Republik im erforderlichen Maße zur Erledigung des Stipendienantrags und in Einklang mit der Verordnung (EU) 2016/679 des Europäischen Parlaments und des Rates vom 27. April 2016 zum Schutz natürlicher Personen bei der Verarbeitung personenbezogener Daten, zum freien Datenverkehr und zur Aufhebung der Richtlinie 95/46/EG (Datenschutz-Grundverordnung) bearbeitet werden.

Ich bin auch damit einverstanden, dass die obenerwähnten personenbezogenen Daten weiteren staatlichen Institutionen in der Tschechischen Republik, sofern es erforderlich zur Erledigung meines Stipendienantrags ist, und die Information über die Erledigung meines Antrags den zuständigen nominierenden Institutionen, z. B. der zuständigen Botschaft der Tschechischen Republik oder der zuständigen Behörde des ausländischen Staates, übergeben werden. Ich nehme weiter zur Kenntnis, dass meine obenerwähnten personenbezogenen Daten in analoger und in digitaler Form bei dem Ministerium für Schulwesen, Jugend und Sport der Tschechischen Republik und dem Haus für Internationale Zusammenarbeit für einen unbedingt notwendigen Zeitraum, der in der Akten- und Skartierungsordnung festgelegt ist, aufbewahrt werden.

Place À Ort	Date le Datum	Signature Unterschrift
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