



## SCHOLARSHIPS FOR APPLICANTS FROM GEORGIA FOR THE ACADEMIC YEAR 2018-2019

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**.

### 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<sup>\*)</sup> 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 2018 to June/July 2019. 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

*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 **500 CZK a day for meals and personal allowance**. *Hotel type 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. 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/eu-and-international-affairs/scholarships-for-the-academic-year-2018-2019>);
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.*

***NB2.** TOEFL, IELTS, CPE or other widely recognized exams of English proficiency are acceptable. If the candidate does not hold any of those certificates, then a signed letter confirming the proficiency in the language from the home university's professor of English is also acceptable.*

7. Copy of the passport or 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/eu-and-international-affairs/scholarships-for-the-academic-year-2018-2019>).
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 and EU* (<http://www.msmt.cz/eu-and-international-affairs>)

- **by 30<sup>th</sup> of April 2018** 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:

- **16<sup>th</sup> of July, 2018** – notification of the results for study scholarships;
- **no later than 30 days** before the scheduled beginning of the research visit.

### 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 and EU**  
**Karmelitská 529/5**  
**118 12 Prague 1**  
**Czech Republic**

#### Contact person:

- Ivana Ryšková, Ministry of Education, Youth and Sports of the Czech Republic, Department for International Relations and EU, [Ivana.Ryskova@msmt.cz](mailto:Ivana.Ryskova@msmt.cz)