



Call for Applications Academy of Diplomacy Budapest 2015

**training and research programme of excellence
to be launched by the National University of Public Service
in the spring semester of the academic year 2014/15**

and Good Governance Scholarship 2015 provided by the National University of Public Service

The National University of Public Service hereby announces a call for applications to study in the **Academy of Diplomacy Budapest 2015** English training and research certificate programme with **Security and Defence Studies and European Studies Tracks**. The duration of the programme is from February to June 2015. The University also announces a call for application for **Good Governance Scholarship**, which provides support for excellent applicants to participate in the program.

- 1. Eligibility criteria:** any foreign or Hungarian citizen who complies with the admission criteria.
- 2. Admission criteria:**
 - degree of at least BA/BSc level or a certificate on completing courses equalling at least 180 ECTS credit points
 - English language knowledge the level B2 of the Common European Reference Framework (CEFR) or an equivalent maturity exam or diploma
- 3. Mandatory elements of the application:**
 - applicant's name, birth date, home address, citizenship;
 - professional CV of the applicant (please use Europass CV sample);
 - applicant's letter of motivation;
 - photocopy of his/her degree of at least BA/BSc level (in case of a diploma in any language different than English, please attach the official English translation of it) or a certificate on completing courses equalling at least 180 ECTS credit points (in case of a certificate in any language different than English, please attach the official English translation of it). The Credit Transfer Committee of the National University of Public Service, Institute of International Studies shall have the right to decide about the acceptability of credits;
 - photocopy of a language exam in English language equalling the level B2 of the Common European Reference Framework (CEFR) or an equivalent maturity exam or

diploma; in the absence of the foregoing the applicant may attach a certification issued by his/her employer or sending institution proving that the applicant's language skills comply with the above required level. An individual applicant not possessing any of the above documents may declare that he/she possesses English language skills equal to the CEFR B2 level, acknowledging that the University shall be entitled to test the actual language skills of the applicants before commencing the training and the applicants who do not possess the minimum required English language skills will be refused to participate in the training programme;

- applicant's declaration as follows:

1. undertaking to pay to NUPS the own cost of the training (HUF 390,000 in the spring semester of 2014/15) prior to the commencement of the training, or
2. stating that the applicant has submitted a scholarship application for NUPS "Good Governance Scholarship" (GGS) together with the application to this training, and the applicant will only take part in the training in case he/she is granted the GGS scholarship, or
3. stating that the applicant has submitted a scholarship application for NUPS "Good Governance Scholarship" (GGS) together with the application to this training, but in case of not receiving support from the GGS fund the applicant undertakes to pay the own costs as specified in point 1.

4. Further mandatory elements of application if applying for Good Governance Scholarship 2015 too

In case the applicant applies for the Good Governance Scholarship (GGS) as well, the following additional documents should be attached to the application:

- applicant's declaration to agree on signing a scholarship-contract with the University if support is granted to him/her;
- motivation letter for support from the NUPS Good Governance Scholarship Scheme;
- type of the scholarship applied for (full or partial scholarship).

Form and extent of the GGS support:

	<i>full scholarship</i>	<i>partial scholarship</i>
reimbursement of the training's own costs (HUF 380,000)	yes	yes
monthly financial support during the study period (5 month) (HUF 160,000)	yes	no

5. Formal application requirements:

- the application shall be written in English;
- the application shall be filed by using the online application form on the website of the National University of Public Service (<http://en.uni-nke.hu/study/academy-of-diplomacy-budapest/apply-now>). In addition to online application, signed applications shall also be sent by post in two original copies to the Vice-Rector for Continuing Education and International Affairs of the National University of Public Service.



6. Application deadline:

Online application: 14 December 2014, 12 PM CET (GMT + 1 hour) (please note that submitting the online application in due time is a mandatory requirement in all cases)

By post: registered mail mailed not later than the date and time of the above deadline, addressed to:

*Norbert Kis PhD
Vice-Rector for Continuing Education and International Affairs
National University of Public Service
H-1441 Budapest, PO Box 60, Hungary*

*Please mark the envelope:
"Academy of Diplomacy Budapest"*

Applications mailed after the above deadline shall not be taken into account. Such applications shall be returned to the sender without opening the envelope.

7. Evaluation of the applications

Substantially and formally complete applications received in due time will be evaluated by the Admission Committee of the NUPS Institute of International Studies by 19 December 2014.

8. Notification on admission:

In 5 days upon the decision made by the Admission Committee the director of NUPS Institute of International Studies shall provide for communicating the results and notifying all applicants in writing.

9. The conditions of participation in the training:

The applicants admitted to the Academy of Diplomacy Budapest programme shall sign a training-contract with NUPS. Applicants awarded GGS support shall sign a scholarship-contract with NUPS.

Budapest, 11th November 2014.



Prof. Dr. András Patyi
Rector

