

Call for Applications

**for the Mathias Corvinus Collegium Foundation's
Modul University Vienna study programs**

1. Introduction, aim of the call for applications

The Office for International Projects (hereinafter referred to as "Office for International Projects") of the Mathias Corvinus Collegium Foundation (hereinafter referred to as "MCC" or "Foundation") is launching a call for applications (hereinafter referred to as "Program") to Central European students who wish to study at the Modul University Vienna, in particular in the fields of applied data science and tourism and hospitality management. The scholarships are intended to cover the tuition fees for the entire planned duration of the course.

- 1.1. The aim of the Program is to support the professional development of the successful applicant.

2. The scholarship

- 2.1. Applications to the Program may be awarded a grant to cover all or part of the tuition fees for the study program applied for. In the event of the award of a Module Scholarship, the Foundation will provide partial or full payment of the tuition fees of the successful Applicant.
- 2.2. Following the conclusion of the contract with the successful Applicant, MCC will transfer the tuition fees directly to Modul University Vienna, as specified in the contract. Participation in this scholarship application does not preclude simultaneous participation in other scholarship applications. Should the Applicant receive any other scholarship in connection with the subject of this call for applications, the Applicant shall inform the Selection Board thereof.
- 2.3. Resignation: Should the Applicant resign from his/her scholarship after the award of the scholarship but before the contract is signed, he/she must immediately notify the Office for International Projects in written form by email, stating the reasons.
- 2.4. Withdrawal: If the Applicant withdraws from the contract after the conclusion of the contract (in this respect, he/she waives the scholarship), he/she must notify the Office for International Projects by email, stating the reasons for the withdrawal.
- 2.5. From the date of the notice of resignation/withdrawal, the successful Applicant is not entitled to any scholarship, and the Applicant is obliged to return the unauthorized scholarship (pro rata temporis) to MCC without any special notice within 30 days of receipt of the notice of resignation by MCC, as stipulated in the contract.
- 2.6. Termination of the contractual relationship by MCC
 - 2.6.1. Failure to perform, breach of contract (non-contractual, including where non-compliance with the terms of the Call for Applications occurs during the contracting period): if the Applicant fails to perform or fails to perform properly, MCC is entitled to terminate the contract with immediate effect. In this case, the contractual relationship will terminate on the date of the written notification of the immediate termination of the scholarship and of the decision to withdraw the scholarship. In the event of termination of the contract with immediate effect, the Applicant will be disqualified from the Program and will be obliged to repay the scholarship amount to MCC on a pro rata basis from the date of termination of the contract.
- 2.7. Force majeure
 - 2.7.1. If, for reasons beyond the applicant's control, force majeure (in particular, for example, if the university is unable to admit the applicant) prevents the applicant from starting the activity as specified in the application, the Applicant must inform the Office for International Projects immediately.

3. Eligibility

- 3.1. **To participate in the Program, the applicant must be a national of one of the following countries:**
 - Hungary,
 - Austria,

- Slovenia,
- Croatia,
- Serbia
- Romania
- Ukraine
- Slovakia
- Poland

- 3.2. At the time of application to the Program, applicants must meet the admission criteria for the training program applied for. The Applicant must notify the Selection Board within 5 days of successful completion of the admission procedure.
- 3.3. Ideal applicants will have a strong work ethic, integrity, a high level of maturity, a strong sense of responsibility, good communication and human skills. They are also personally motivated, independent, and proactive. They need to be eager to learn about the culture and business practices of other countries, and equally eager to return home to put their experience to good use. The host institution is open to students who want to bring their knowledge and experience back to Hungary.
- 3.4. MCC will not provide any additional reimbursement under this scholarship beyond the scholarship awarded, and any additional costs not covered by the scholarship will be covered by the successful Applicant's own resources or through any other scholarships.
- 3.5. Once the Applicant is awarded this scholarship, he/she may apply for a living stipend, which is administered by the Office for International Projects each semester through a separate call for applications.

4. The managing authority, the managing entity and the operator of the call for applications

- 4.1. The Office for International Projects is the professional manager and administrator of the Program.
- 4.2. The call for applications will be published on the MCC's information platforms, on the MCC's public website and on the website of Modul University Vienna.
- 4.3. The Selection Board evaluates the application and awards the scholarship. There is no right of appeal against the decision.

5. Duration of the Program

Duration depends on the given study program. The first opportunity will be for participation in training programs starting in September 2023.

6. Number of applications

The scholarship is an individual grant, so applications must be submitted individually.

7. How and where to apply, required documents

- 7.1. Applications can be submitted at <https://feliratkozas.mcc.hu/hu/modul-university-vienna-osztondij>
- 7.2. Deadline for the submission of application is 18 August 2023.
- 7.3. Oral interviews are scheduled for 21 August 2023.
- 7.4. Application documents must include:
 - 7.4.1. The Applicant's CV in the English language - one page format, stating the Applicant's name, current studies, basic information and contact details;
 - 7.4.2. An English language letter of motivation entitled "Intent and Motivation Essay", at least 2-3 pages and up to 5 pages. The Applicant is required to explain their motivation for studying at Modul University Vienna and gaining extensive work experience in Austria. It must also specify the fields and industries in which the applicant wishes to work in particular. It is of key importance that the Applicant states how the time spent in Austria will support his/her goals;

- 7.4.3. Educational qualifications required for admission to the study program (e.g. high school diploma, college or university degree);
- 7.4.4. 1 reference letter in the English language;
- 7.4.5. Proof of English language proficiency as required for the specific study program (Annex 1), minimum level B2;
- 7.4.6. Passport size photo;
- 7.4.7. Documents submitted electronically are accepted in the following formats/extensions: Word, PDF.

8. Validity of the application, missing documents

- 8.1. Upon receipt, a formal check of the validity of the applications will be carried out.
- 8.2. Applications are received and formally checked by the staff of the Office for International Projects. The Office for International Projects will notify the applicant of the acceptance of the application within a maximum of 7 working days of receipt.
- 8.3. If during the formal check of the application, the Office for International Projects notices that the application is incomplete and the deficiencies are such that they can be remedied by providing correction and the application can be made formally correct by means of correction, it shall invite the Applicant, by means of an electronic notification sent once to the e-mail address indicated in his/her CV, to correct the deficiencies, stating the errors and deficiencies and the method of correcting them, and setting a deadline for remedying the deficiencies of no more than 3 working days from the date of sending the notification.
- 8.4. It is the responsibility of the Applicant to ensure that the electronic address provided in the CV is correct. If the Applicant has not corrected the deficiencies or has not done so in the manner and to the extent specified in the call for corrections or has not done so by the deadline specified in the call for corrections, the Office for International Projects shall declare the application invalid and shall send the Applicant an electronic notification of the rejection of the application without further examination, stating the reason for the invalidity.
- 8.5. In the following cases corrections are not allowed, and the application will be rejected without correction:
 - 8.5.1. the Applicant fails to submit his/her application by the deadline specified in the Call for applications;
 - 8.5.2. the Applicant does not meet the conditions set out in this Call for Applications;
 - 8.5.3. the application contains false or misleading information;
 - 8.5.4. the application contains false or misleading information;
- 8.6. Within 30 days of receipt of the application, the applicant will participate in an interview to present his/her application to a committee of experts convened by the Office for International Projects.

9. Criteria for the evaluation of proposals

- 9.1. Motivation of the Applicant
- 9.2. Level of elaboration of the application
- 9.3. Past professional performance
- 9.4. Language proficiency
- 9.5. Successful oral interview

10. Notification of the applicant following the decision

- 10.1. Applicants shall be informed of the result of their application by e-mail (to the e-mail address provided by the applicant in his/her CV) from a staff member of the Office for International Projects within 15 days of the oral interview. The Office for International Projects need not give any reasons for the rejection decision, and there is no right of appeal against the decision.

10.2. The Applicant may either accept or decline the scholarship awarded. In case of a rejection, no reasons need to be given by the Applicant.

11. Conclusion of contract

11.1. **The conclusion of the contract shall be subject to the successful completion of the admission procedure at the University.**

11.2. If the Applicant accepts the awarded scholarship and all the conditions for the conclusion of the contract are met, the Office for International Projects will arrange for the preparation and sending of the contract to the Applicant.

12. Disbursement

12.1. Once the contract comes into force, the scholarship is disbursed on a semester basis, with the amount per semester being transferred directly by MCC to Modul University Vienna. MCC shall inform the Applicant of the disbursement.

12.2. At the time of application, the applicant must have sufficient financial resources to cover costs not covered by the grant or to cover unforeseen costs.

12.3. The decision shall be null and void if, the contract cannot be concluded due to the default of the Applicant or for any other reason attributable to him/her.

13. Further information

13.1. The Office for International Projects reserves the right, once the decision has been taken, to set an additional deadline and/or amend the conditions and publish an amended Call for Applications if it is unable to use the amount available for the program due to the number or content of the proposals received.

13.2. Contact details of the Office for International Projects for the Program: mcc_modul@mcc.hu

13.3. The present Call for Applications and the application documents listed in point 7.2 together constitute the application dossier and together they cover all the conditions required for the application. For further information on the application, the applicant is invited to contact the contact person at the Office for International Projects.

Annex 1, Language requirements

Foundation Program Applicants:

Accepted test scores for Foundation Programs:

- IELTS – band score 5.5 (no sub-score below 5.0)
- TOEFL Internet-based Test – 65 points

Bachelor Applicants, minimum level B2:

Accepted test scores for BSc and BBA programs:

- TOEFL Internet-based Test – 76 points (Minimum of 22 points in writing),
- IELTS – band score 6.0 (We do not accept sub-scores below 5.5 and minimum of 6.0 in writing),
- Cambridge Certificate - First Certificate in English - (Minimum grade B)
- Pearson Academic - 65 points

Master/MBA Applicants, minimum level C1:

Accepted test scores for MSc, MBA and PhD programs:

- TOEFL Internet-Based Test - 88 points
- IELTS band score 6.5 (no sub-score under 6.0)
- Cambridge Certificate - Certificate of Advanced English from Grade C (a minimum of 180 points)
- Pearson Academic - 75 points

PhD Applicants, minimum level C1:

- TOEFL Internet-based test (IBT) - 100 points with no individual section score less than 20
- IELTS overall band score between 7 and 7.5 (no sub-score below 6.0)