

WHO CAN APPLY FOR A SCHOLARSHIP?

Students, PhD students and teachers of higher education institutions (universities) eligible for programme in their home country can apply for stays in Slovakia (check the eligibility at your home National CEEPUS Office). Students within Bachelor degree study need to have completed at least two semesters by the time of their stay within CEEPUS programme. The application procedures vary reflecting the type of mobility:

- **network applicants** – applicants whose department/faculty/university is participating in a network approved within the CEEPUS Programme,
- **freemover applicants** – applicants who wish to apply for a scholarship, but for a stay not connected to a network approved within the CEEPUS Programme.

Note: Scholarships for stays in one's home country are never permitted!

OBLIGATIONS

OF SCHOLARSHIP HOLDER

- **students and PhD students**
 - minimum length of stay:
 - in case of 1-month stay – 21 days,
 - in case of 2-month and longer stay – the applicant is obliged to finish his/her stay not earlier than on the 16th day of the last month of his/her mobility.
- **teachers:**
 - obligatory minimum length of stay is 5 working days and teaching or supervising activities lasting at least 6 hours a week (5 working days). The application will be approved only after providing the list of lectures planned (part Motivation in the application form).



AT THE END OF THE STAY

1. Coordinator at the host university shall print out and sign the **Letter of Confirmation** (document with exact dates confirming stay at the host university) twice and give it to the scholarship holder for further use.
2. Scholarship holders are obliged to fill in the **Mobility Report** questionnaire at www.ceepus.info
3. At the latest 30 days after completion of the stay in Slovakia, every scholarship holder is obliged to submit **Scholarship Stay Final Report** together with obligatory attachments (list of realised activities signed by the coordinator from the host university) to Slovak National CEEPUS Office. The prescribed forms are available for download at www.ceepus.saia.sk/en.

Note: Repeated stays in Slovakia will not be approved unless Scholarship Stay Final Report from previous stay is submitted to and accepted by the Slovak National CEEPUS Office.

www.ceepus.saia.sk/en



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CONTACT

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More information about the programme:
www.ceepus.saia.sk/en



CENTRAL EUROPEAN EXCHANGE PROGRAMME FOR UNIVERSITY STUDIES

Information for applicants to Slovakia



Central European Exchange Programme for University Studies

WHAT IS CEEPUS?

Central European Exchange Programme for University Studies (CEEPUS) is a multilateral international programme supporting the cooperation between higher education institutions from member countries in the field of education through academic networks. CEEPUS members are Albania, Austria, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Hungary, Macedonia, Moldova, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia, and universities in Kosovo.

CEEPUS offers mobilities for students, PhD students and teachers of higher education institutions (universities) from member countries. In Slovakia the programme is financed by the Ministry of Education, Science, Research and Sport of the Slovak Republic. SAIA, n. o., is the National CEEPUS Office.

TYPES OF STAYS

- **semester stays** for students and PhD students (3 – 10 months)
- **short-term stays** for students and PhD students working on their theses and dissertations (1–2 months)
- **lecture and research stays** for teachers (1 month)

It is recommended to submit application for one semester and in case of prolongation just contact Slovak National CEEPUS Office on available months.

APPLICATION DEADLINES

Network applicants:

- 15 June for winter semester
- 31 October for summer semester

Freemover applicants:

- 30 November (application submission starts in general in the beginning of July)

As a rule, stays of network applicants are approved at first. Afterwards free scholarship months can be granted to freemover applicants.



SAIA, n. o.
National CEEPUS Office

HOW TO SUBMIT APPLICATION?

Applicants shall apply for scholarship on-line at www.ceepus.info.

Required documents for stay in Slovakia

Network applicants:

- electronic application only.

Freemover applicants:

- electronic application with following documents attached (uploaded):

Student application:

- 1 Letter of Acceptance – a document from the host higher education institution (university) confirming acceptance of the student's stay,
- 2 Letters of Recommendation – documents from the home higher education institution (university) issued by teachers from home institution recommending the applicant for a stay in Slovakia.

Teacher application:

- 1 Freemover Letter Teacher – a document from the host higher education institution (university) confirming acceptance of teacher's stay and his planned teaching assignment.

For all required documents a prescribed form must be used, which can be downloaded at www.ceepus.info.

All applicants (either network or freemover applicants) with citizenship other than one of member countries shall upload a so called Equal Status Document (a confirmation of studies at home university/working contract with the home university).



SCHOLARSHIP PAYMENT

Scholarship rates in Slovakia

- student: 280 €/month
- PhD student: 470 €/month
- teacher: 470 €/month

Every scholarship holder is obliged to announce the exact date of his/her arrival. This has to be done by e-mail (to ceepus-incoming@saia.sk) not later than one week before the start of the stay.

The scholarship is paid in monthly rates only. The first rate can be paid only after arrival, other monthly payments are arranged usually at the beginning of a calendar month. With regard to the scholarship payment rules, it is recommended to bring a necessary amount of money to ensure a comfortable start of the stay to cover all necessary expenditures at the beginning of the stay (accommodation, administrative fees and food for the first few days).

Methods of scholarship payment

1. Bank transfer

Scholarship can be paid via bank transfer if the scholarship holder has a bank account within EU/EEA in EUR currency (with assigned IBAN). Scholarship holder should send the Slovak National CEEPUS Office bank account information (document on possession of bank account) together with Confirmation on beginning of his/her scholarship stay and copy of ID/passport.

2. Payment by host university

Scholarship holders can be paid scholarship by the host university. In this case it is necessary to ask coordinator if this is possible.

3. Payment by Slovak National CEEPUS Office (SAIA, n. o.)

Scholarship holders can receive the scholarship in person at the National CEEPUS Office (SAIA, n. o.) in Bratislava, or at SAIA regional offices in Banská Bystrica, Košice, Nitra, Prešov and Žilina. In order to receive scholarship it is necessary to arrange in advance exact date with the respective person in one of SAIA offices.

Every scholarship holder is obliged to have his/her ID/passport, and Confirmation on beginning of his/her scholarship stay from the host university (document on the letterhead of the host university confirmed by mobility coordinator or Office of Foreign Relations of the

university). The confirmation must contain: scholarship holder's name and surname; the exact date of the beginning of his/her scholarship stay; name, surname, position and contact details of person who issued and signed the confirmation (the signature must be original, not a copy or scan).

Important rules of payment

- **Students and PhD students:**
 - during a 1-month mobility – 50% of the scholarship will be paid at the beginning of mobility and the rest after requested minimum length of mobility stay (21 days) and submitting Letter of Confirmation confirmed by the mobility coordinator.
 - during a 2-month and longer mobility – 50% of the monthly rate will be paid at the beginning of the last month of mobility and the rest after requested minimum length of mobility stay (16 days) and submitting Letter of Confirmation signed by the mobility coordinator.
- **Teachers:**
 - 1-month mobility – for scholarship to be paid, it is necessary to provide minimum 6 lectures within 5 working days up to and including 1 month.

OTHER USEFUL INFORMATION

CONCERNING THE STAY IN SLOVAKIA

As soon as the applicants are granted a CEEPUS scholarship for stay in Slovakia, they will obtain the Letter of Award (a document confirming a granted scholarship) and other necessary information about the stay by e-mail from the Slovak National CEEPUS Office (SAIA, n. o.).

Accommodation

Soon after submitted application has been approved by the Slovak National CEEPUS Office, it is necessary to contact the mobility coordinator at the host university in order to arrange accommodation. The accommodation shall be paid from the scholarship, no special allowance is granted.

Visa, residence permit

EU citizens do not need visa or residence permit to enter or stay in Slovakia, but have some registration duties according to the law.

Foreign nationals (non-EU) may be required to have valid visa to enter Slovakia and/or furthermore may need a residence permit if their stay lasts longer than 90 days (*note: all stays in Slovakia within a period of 6 consecutive months counted together must not exceed 90 days*). The foreign nationals are urged to contact the territorially competent Slovak embassy/consulate general in order to receive detailed and up-to-date information on visa requirements. Entry conditions always depend on the country of origin of the scholarship holder.

Both, EU and non-EU nationals are advised also to check for more detailed information the "Entry and stay in Slovakia – guide to administrative duties" published at: www.euraxess.sk/en, see right menu.

Health Insurance

Incoming scholarship holders from the EU countries use the European Health Insurance Card for health insurance and don't need to apply for public health insurance in Slovakia. In this case it is recommended to consider a commercial supplementary insurance (supplementary insurance is not covered by the Slovak National CEEPUS Office and is to be paid by the scholarship holder alone).

While CEEPUS is based on an international agreement, foreign students and PhD students coming to Slovakia (non-EU citizens) within the CEEPUS Programme are publicly insured by law. They are obliged to submit application for public health insurance within 8 days after their arrival in the Slovak Republic. For the application it is necessary to have a Confirmation of Stay and Study of foreign student in Slovak language which will be provided by the Slovak National CEEPUS Office.

In case of teacher mobility from non-EU country, the scholarship holder shall conclude health insurance themselves depending on the length of stay. Health insurance can be concluded either at home country or in Slovakia, but must be valid for the territory of the Slovak Republic during the whole stay. Health insurance costs can be reimbursed by the Slovak National CEEPUS Office after submitting a written Application for Reimbursement not later than the final day of stay, enclosed shall be following documents: copy of health insurance policy (insurance card) and the confirmation of payment.