

Rules of the Visegrad Fellowship Program

Under Articles 1 and 2 of the Statute of the International Visegrad Fund (hereinafter the “Fund”), the Council of Ambassadors is issuing these conditions to determine the Rules of the Visegrad Fellowship Program (hereinafter “Visegrad Fellowships”).

Chapter I—Aim and Scope

Article 1

Visegrad Fellowships facilitate short-term individual mobility of scholars, lecturers, and researchers (hereinafter “Fellows”) within V4 countries—Czechia, Hungary, Poland, and Slovakia (hereinafter the “Member States”). All citizens of V4 countries and of Ukraine are eligible to apply to work at host institutions (hereinafter “Hosts”) in any V4 country other than those of their citizenship and of their residence at the time of applying. Any duly accredited public or private higher-education institution, public archive, or a public or private research and development institution may serve as a Host.

Chapter II—Eligibility

Article 2

The fellowships are provided for a limited period ranging from 2 to 10 weeks during which the respective Fellow is to conduct (or participate in) an in-person research project, hold lecture(s) or seminars at a higher-education level, or study or review specific sets of written or other materials available in a public archive or library. Each applicant can submit only a single application form per deadline. If more than one application is submitted by the same applicant within a deadline, the Fund shall consider the first submitted and disregard all other applications.

Article 3

The fellowships are available for full-time doctoral students or researchers/lecturers (independent or affiliated with an institution) who hold a doctoral degree.

Chapter III—Application Process

Article 4

Applying for a Visegrad Fellowship is only possible via the My Visegrad on-line application form (“online system”) which must be accompanied by the following scans of documents that must be uploaded before the form’s submission:

1. A scan of a valid identification document (photo ID)
2. A scan of the doctoral degree or a proof of enrolment in a doctoral studies program
3. Scanned letter of invitation issued and signed/stamped by a representative of the Host on a letter-head paper detailing the intended fellowship in terms of:
 - Precise length of the fellowship (from–to, number of weeks altogether)
 - Concrete nature of the fellowship (detailing the character of the research, the title of the lecture/seminar or a list of concrete collections to be studied)
 - Intended outcomes (details regarding the outputs, e.g., number of students and the expected European Credit Transfer System (ECTS) value of the course/seminar, type of a publication and its planned publisher, expected results of study/research, etc.),

4. Scanned letter of recommendation for the fellowship issued by the affiliated institution (for doctoral students or a faculty members) or written by a relevant expert (for unaffiliated applicants)

Chapter IV—Selection and Approval

Article 5

The applications can be submitted continuously throughout the year in two periods—between January 1 and May 31, and between September 1 and November 30. The Fund, however, reserves the right to close the term earlier in the year for capacity reasons.

Article 6

The Fund reviews the formal eligibility of each submitted application and organizes internal evaluation on a regular basis. All eligible applications get screened in terms of the applicant's qualification (academic credentials, recommendations), clarity of the proposal, and justification of the proposal (regarding the intended Host, and in terms of regional value added). The Fund summarizes the records and recommends the approval of applications based on the budgetary capacities and balance among academic disciplines as well as the countries of the applicants' citizenship. The decision is carried out and the applicant is informed in writing within 20 workdays of the submission at the latest.

Article 7

The Fund either approves the application, rejects the application, or recommends either a shorter period of the fellowship or a belated submission based on insufficient capacities. The decision made by the Fund is final and shall present no grounds for appeals.

Chapter V—Contracting, Payment, Reporting

Article 8

Once the approved Fellows are informed about the results, they are instructed by the Fund to confirm all contractual data in the on-line system (personal data, correspondence address). Once the data is confirmed, the Fund prepares two copies of the contract and sends them to the Fellow. The scholars are then obligated to return a signed copy of the contract to the Fund.

Article 9

The fellowship funding (hereinafter "scholarship") is paid in two tranches. The first tranche is disbursed to the Fellow's bank account no later than 7 workdays upon the receipt of a confirmation of arrival signed/stamped by a representative of the Host and uploaded to the online system. The disbursement of the second tranche is conditioned by the Fund's approval of the Fellow's Final Report. The Final Report takes the form of an upload to the online system of scanned written assessment documenting the Fellow's work confirmed by signature/stamp by the representative of the Host.

Article 10

The Fellow is obligated to acknowledge the Fund's support in all written outputs published as a result of the fellowship or to which the fellowship contributed. Any such acknowledgement should explicitly mention the name of the program ("Visegrad Fellowships") and/or the donor ("International Visegrad Fund"), e.g., "The research was supported by Visegrad Fellowship No. [ID number of the fellowship]" or "The research was supported by a fellowship from the International Visegrad Fund".

Article 11

In case the scholar fails to fulfill her/his duties toward the host, through her/his own fault, or voluntarily terminates the studies or research, she/he shall be obliged to return to the Fund all the funding already paid within the scholarship in accordance with the relevant provisions of the contract concluded between the scholar and the Fund.

Article 12

These Rules shall enter into force on the day of their approval by the Council of Ambassadors.