

# Stipendium Hungaricum Scholarship Programme Implementation Guide

## - relevant sections of Chapter III. -

-unofficial English translation-

Effective from: 10 December 2020

### III. THE BENEFITS, RIGHTS AND OBLIGATIONS OF SCHOLARSHIP HOLDERS

#### III.1. The benefits of scholarship holders

##### *III.1.1. Benefits provided to scholarship holders without a special procedure*

Any benefits under the Stipendium Hungaricum Programme shall exclusively be provided to the scholarship holder; the programme does not include any additional benefits available to a spouse or a child.

The benefits of scholarship holders are listed in clause III.1 of the Operational Regulations. The amount of the allowances in points b) and d) of clause III.1.2 shall be determined by the minister for foreign affairs, in agreement with the minister of public finances. The detailed rules related to the payment of the benefits of scholarship holders, concerning eligibility are described in clause II.4.4.2 of the present Implementation Guidelines. The benefit in clause III.1.3 of the Operational Regulations may be subject to varying rules as well, as specified below.

The benefits listed in clause III.1.2 of the Operational Regulations shall be subject to the following detailed rules:

- a) Students are not required to pay the cost of their education.
- b) Students are entitled to receive a monthly living allowance. The scholarship provided to students in doctoral programmes defined in point b) iii), clause III.1.2 of the Operational Regulations shall rise from September following their comprehensive examination.
- c) The housing allowance in point c), clause III.1.2 of the Operational Regulations shall be provided by a higher education institution in the form of accommodation in a residence hall, subject to availability, or in the form of a monthly payment. If a higher education institution has no available accommodation in a residence hall, it shall pay HUF 40 000 as monthly housing allowance to students. Scholarship holders shall be entitled to receive the same amount if the higher education institution offers accommodation in a residence hall but the student chooses not to accept it. If a scholarship holder decides to move out of a residence hall during an academic year, payment of a housing allowance shall be subject to the contract signed with the residence hall. Higher education institutions shall use their own specific procedures to have students choose between the option of the accommodation in a residence hall or payment of a housing allowance prior to the start of a study period.
- d) Pursuant to subsection (1) of section 81 of the Higher Education Act ('Nftv.'), scholarship holders shall be entitled to the following services free of charge:
  - first registration for lectures, seminars, consultations, practical courses and field practice courses required to fulfil the educational and academic requirements specified in the academic programme and to obtain the certificate and/or the doctoral leaving certificate (absolutorium), single repetition/retake of any failed reports/essays, examinations,

- take of the final examination and PhD procedure during the maintenance of the student status,
  - sessions of colleges of advanced studies,
  - use of the land and equipment of the facilities of the higher education institution – library and basic library services, laboratories, IT, sports and leisure facilities – related to the use of the free services,
  - in specific programmes, personal protective equipment (protective clothing) and hygiene products,
  - student consultancy,
  - first issue of all documents related to the academic programme and/or doctoral degree unless the relevant government decree specifies a more favourable condition for students,
  - unless otherwise specified in any applicable laws and regulations, higher education institutions may not charge any administrative service fees (e.g. enrolment fee).
- e) Students are entitled to use the same health care services, financed by the social security fund, as Hungarian citizens.
- f) Any costs occurred and duly documented in case of the use any additional or foreign language health care service (e.g. interpretation) or the costs of a health insurance for any additional health care service or medical service provided in a foreign language shall be reimbursed under the programme up to HUF 100 000 per year.

Pursuant to subsection (2) c), section 5 of Government Decree no. 28/2007. (V.31.) on the costs of procedures related to the entry and stay of persons with the right of free movement and residence and third-country nationals, persons with the right of free movement and residence and third-country nationals who study in Hungary receiving the Hungarian state scholarship or a regular academic grant provided by the minister for foreign affairs are not required to pay administrative service fees. Accordingly, such fees shall not be charged at all as these provisions are automatically applied.

In addition to the benefits described above, a higher education institution may provide further benefits to scholarship holders, pursuant to clause III.1.5 of the Operational Regulations.

The national higher education scholarship is available to Stipendium Hungaricum scholarship holders as well.

### ***III.1.2. Supplementary application for a dissertation scholarship***

For a maximum period of one year between an absolutorium is obtained and a doctoral degree is conferred, the Tempus Public Foundation invites applications for a dissertation scholarship every year. The scholarship is awarded for a maximum period of 12 months, however, its duration may not be longer than the time determined by the scholarship holders in their applications. Recipients must have a habitual residence in Hungary throughout the payment of the scholarship.

To receive a scholarship, applicants must fulfil the following criteria:

- a) This scholarship is only available to doctoral students participating in the Stipendium Hungaricum scholarship programme who obtain their absolutorium in the academic year preceding the scholarship period (i.e. in the eighth semester of their studies at the latest). The applicants who obtain their absolutorium in the semester when their application is submitted, shall be awarded a scholarship on a provisional basis only and their Letter of Award shall only be issued if the higher education institution provides proof to the Tempus Public Foundation that the applicant has obtained an absolutorium. Applicants who fail to obtain an absolutorium in the semester when their application is submitted, at the latest, may not receive a scholarship.
- b) The deadline for the submission of applications for a dissertation scholarship shall be determined by the Study in Hungary Unit ('SiH Unit'), which shall notify the higher education institutions of such deadline in a timely manner.

- c) The application process shall be carried out by the higher education institutions, which then shall provide the list of students recommended for a scholarship to the SiH Unit of the Tempus Public Foundation. In their recommendation list, the higher education institutions shall also indicate the number of months the institution considers adequate for each application. Documents required to be included in the application: a motivational letter, a recommendation letter from the supervisor and any other documents the higher education institution deems necessary to be able to evaluate the applications. The platform where the applications must be submitted shall also be determined by the relevant higher education institution.
- d) Higher education institutions shall inform the applicants they decide not to recommend and provide an explanation for any such decision.
- e) Any approvals from partners participating in the programme shall be obtained by the SiH Unit. Applications not endorsed by a partner shall be rejected.
- f) The list of applicants recommended by the higher education institutions and endorsed by the partners shall be submitted to the Board of Trustees. The Board of Trustees shall decide on the applications in June.
- g) The Board of Trustees has the right to reduce the number of months for the payment of scholarship requested by an applicant. The number of months for the payment of scholarship is subject to the recommendation of the higher education institution and the decision of the Board of Trustees of the Tempus Public Foundation.
- h) Following the decision on the applications, the Tempus Public Foundation shall inform the recommended students, the higher education institutions and the sending partners.

Recommended criteria for the evaluation of the applications:

- a) the writing of the dissertation indispensably requires the author's visit to Hungary,
- b) the higher education institution has confirmed (e.g. through an internal test or interview) that the dissertation to be written meets the requirements of the doctoral school,
- c) the application includes a statement from the supervisor that the dissertation may be written and finished in maximum one year.

While receiving the dissertation scholarship, scholarship holders are not eligible to social security benefits pursuant to point e), clause III.1.2 of the Operational Regulations, as they do not have a student status, however, they are entitled to the benefits d) specified in points b) iii., c) and f), clause III.1.2 of the Operational Regulations.

If an applicant is awarded the scholarship, their prevailing Stipendium Hungaricum scholarship agreement must be amended, as the scholarship period is extended, to include the start and presumed end date of the new scholarship period as well as the benefits of the dissertation scholarship.

### ***III.1.3. Other funding options unavailable to scholarship holders***

Applicants receiving a scholarship provided simultaneously, financed from Hungarian government funds to support studies in Hungary are not eligible to a Stipendium Hungaricum scholarship.

In consideration of the fact that the Stipendium Hungaricum scholarship is intended to support studies in Hungary, scholarship holders may only use funds to finance their studies completed in whole or in part outside Hungary (e.g. Erasmus+, CEEPUS, Campus Mundi) on the condition that they lose their Stipendium Hungaricum scholarship. This provision, with respect to provisions relevant to residence in Hungary, does not apply to professional programmes related to studies (conferences, study visits etc.).

Rights regarding the employment of scholarship holders are subject to subsection (5), section 20 of Act II of 2007 on the admission and right of residence of third-country nationals.

Pursuant to clause II.6.3 of the Operational Regulations, participants of the Stipendium Hungaricum programme are not entitled to:

- a.) apply for and receive a Student Loan;
- b.) the reimbursement of the cost of their first successful language exam and the first advanced level secondary school-leaving exam in a foreign language;
- c.) the reimbursement of the cost of a course and test on basic road rules.

### **III.2. Obligations regarding studying Hungarian as a foreign language and culture**

As of the 2020/2021 academic year, Stipendium Hungaricum scholarship holders participating in a non-Hungarian study programme are required to attend a course in Hungarian as a foreign language and culture in the first and second semester of their studies in Hungary. This requirement is intended to help the successful integration of students in Hungary and to promote the Hungarian language. This obligation shall be introduced gradually, on a year-by-year basis. Failure to comply with the mandatory requirement of language learning shall result in financial sanctions related to the monthly living allowance. This obligation will not affect the student status and the criteria for the obtaining of a degree.

The course shall be provided by the higher education institution where students have their scholarship holder status. The costs of organising a course in Hungarian as a foreign language and culture shall also be borne by the same higher education institution from its Stipendium Hungaricum budget.

The host institution shall be responsible for organising the groups and successfully completing the language courses. This activity shall be carried out working together with the relevant organisational units (international office, language teaching units etc.)

#### ***III.2.1. The target group of a course in Hungarian as a foreign language and culture***

The following scholarship holders are required to complete a course in Hungarian as a foreign language and culture:

- a) first-year students in a bachelor programme,
- b) first-year students in a master programme,
- c) first-year students in a single-cycle programme,
- d) students in a specialist preparatory course,
- e) in the first and second semester of studies financed from a scholarship for students who transferred from a fee-paying financing system.

The following scholarship holders are not required to study Hungarian as a foreign language:

- a) students completing a part of their studies in Hungary (mobility programme),
- b) students in a doctoral programme,
- c) students in a Hungarian language preparatory course,
- d) students in a subspecialisation course,
- e) students who participated in formal language courses studying Hungarian in the sending country or have at least an elementary level language certificate (B1 level, complex, nationally accredited),
- f) students who have previously participated in a preparatory Stipendium Hungaricum language course for Hungarian as a foreign language as a preparation for higher education studies in Hungarian,
- g) students who have already completed the mandatory two-semester course in Hungarian as a foreign language and culture on another level of study as a Stipendium Hungaricum scholarship holder (the completion of such course must be certified by presenting the grade awarded),

- h) students who do not have at least an elementary level language certificate but are able to demonstrate an equivalent command of the Hungarian language in the higher education institution where they are enrolled as students. Higher education institutions may, at their own discretion, grant an exemption from the a mandatory course in Hungarian as a foreign language and culture
- i) to students with a learning disorder that may be a significant challenge for language learning (e.g. dyslexia, dysgraphia etc.) and is officially documented (either with a statement issued in the student's home country or in Hungary). Higher education institutions shall establish a transparent process for granting an exemption from the course obligation (e.g. determination of engaged persons, documents etc.). The institutional report to be submitted until October 31st shall include the number of students who were granted an exemption and the reasons for such exemption.

### **III.2.2. Rate of the reduction of the living allowance and the related circumstances, criteria**

Scholarship holders shall obtain a grade until **August 31st** of the relevant academic year at the latest, to demonstrate that they have completed and passed an exam in the two-semester course in Hungarian as a foreign language and culture. Scholarship holders shall notify the institutional coordinator of the Stipendium Hungaricum programme until such date whether they have completed the two-semester course.

If they fail to do so, the amount of the living allowance they receive shall be reduced from the next academic year. Students who complete the course but fail to take an exam/fail the exam, then take the exam again next year and pass it, shall be entitled to receive the living allowance in full again. If a student who fails to comply with the language learning requirement and whose living allowance is reduced as a result moves to another level of study where they also receive a Stipendium Hungaricum scholarship, they start their studies receiving the living allowance in full but are required to attend a free two-semester course in Hungarian as a foreign language and culture.

If scholarship holders fail to comply with the learning and exam requirements related to a course in Hungarian as a foreign language and culture, the living allowance of HUF 43 700 shall be reduced from their second year as follows:

- a) to HUF 0 per month until the end of the scholarship holder status in case of failure to attend lessons (the maximum number of unattendance allowed is defined by the Code of Studies (TVSZ) of the relevant higher education institution).
- b) to HUF 30 000 per month in case of attendance of lessons but failure to take/pass the exam until a successful exam is taken by the scholarship holder.

Other benefits received by scholarship holders are not subject to such reduction.

### **III.2.6. Course exam**

The course in Hungarian as a foreign language and culture is concluded with an exam testing the synthesizing skills acquired in the two semesters. Lessons shall be organised to ensure that an exam to conclude the two-semester course may take place following the two semesters after a student status is established. As a prerequisite, students may not take the exam unless they attend the two-semester course as required.

The content of the exam is recommended to be consistent with the outcomes determined on the website of the Tempus Public Foundation. The exam consists of a written and an oral part.

In case of a failed exam, the higher education institution is recommended to ensure that scholarship holders may repeat the exam, pursuant to the criteria defined in their own code of studies and exams.

Scholarship holders who fail to pass their exam until **August 31st** at the latest shall receive a lower amount of living allowance from the following academic year. The rules pertaining to the rate of reduction applied to the living allowance are included in clause III.2.2 of the present Implementation Guidelines.

### **III.3. Other obligations of scholarship holders**

#### ***III.3.2. Obligations of scholarship holders regarding their residence in Hungary***

Scholarship holders must have a habitual residence in Hungary in the education period (period including the study and the exam period, i.e. the semester) as follows:

- a) In each education period, scholarship holders may leave Hungary for an uninterrupted private visit one time, up to 10 working days. In other words, scholarship holders may leave Hungary for maximum 10 working days in each semester without requesting a permission from their higher education institution.
- b) If the planned private visit to a foreign country is longer than 10 working days but shorter than 30 working days, students shall request an approval from their higher education institution. Higher education institutions may choose to approve or reject such visits to a foreign country at their own discretion. If a higher education institution fails to approve such visit but the visit takes place nevertheless, the scholarship holder will be in breach of their agreement, which will result in the termination of the scholarship holder's contractual legal status. As a visit to a foreign country does not result in the cancellation of any financing, scholarship holders shall be eligible to their benefits during their stay abroad as well.
- c) Any private visit to a foreign country longer than 30 working days in an education period shall be approved by the higher education institution, due to an unforeseeable, serious reason and will require the suspension of the student status. Pursuant to point c), subsection (2) of section 45 of the Higher Education Act, higher education institutions may, upon a student's request, approve the suspension of the student status for the specific education period until the end of the ongoing education period provided that a student is unable to fulfil the obligations arising from their student status due to childbirth, an accident, an illness or other unexpected reason, due to circumstances beyond the student's control. This means that the student status is suspended as of the date of the decision for the specific education period and accordingly, the scholarship holder status is also suspended and the scholarship holder is not eligible to the benefits of scholarship holders during such period. If a private visit to a foreign country is not planned to but lasts longer than 30 working days, any benefits of scholarship holders shall be provided until the last month when the student was still staying in Hungary.
- d) In each education period, scholarship holders may have a single, short (up to 10 consecutive working days) visit to a foreign country to participate in a conference related to research, their studies, in a traineeship or other type of stay regarding academic activities.
- e) If a planned study visit is expected to last between 11 and 30 days, it is allowed on a single occasion in each semester and higher education institutions shall decide at their own discretion whether the financing and benefits are cancelled for that period.

- f) Any planned study visit longer than 30 days in a semester shall only be allowed on a single occasion. In that case, scholarship holders may not receive a living and housing allowance for that period, the higher education institution shall only be paid the costs for the specific semester if the visit is to the sending country while it shall only be paid a flat-rate organisational payment in case the visit is to a non-sending country. In that case, the student status shall remain active. As the Stipendium Hungaricum scholarship is intended to support studies in Hungary, the above provisions are meant to promote short term visits to foreign countries.

Higher education institutions shall be responsible for setting up and operating a monitoring system to check the physical presence of scholarship holders.

### ***III.3.3. Credit requirements (credit minimum)***

Whenever an academic year is closed, higher education institutions shall check if scholarship holders collected 18 credits on average in their two most recent active semesters (i.e. 36 credits in total in the two most recent active semesters). Students who transferred from another institution are subject to the credit minimum requirement as well. In their case, only the credits collected in the host institution shall be considered, the credits transferred shall be excluded.

If a student fails to collect the required number of credits, the higher education institution shall terminate the scholarship holder status (until July 15th at the latest) and notify the Tempus Public Foundation of such termination without delay.

Students starting their higher education studies before the 2018/2019 academic year or in a doctoral programme or in a preparatory course are not subject to the credit minimum requirement. If a higher education institution determines stricter credit minimum requirements at its own discretion, such requirements shall apply. This means that if, for example, a higher education institution requires students at its own discretion to collect 40 credits in each academic year, students shall fulfil such credit minimum requirement.

### ***III.3.4. Other obligations of scholarship holders (reports, engagement in alumni activities, registration at semester start)***

Stipendium Hungaricum scholarship holders shall, until June 30th of each academic year, or students completing part of their studies in a mobility programme in Hungary shall, at the end of their scholarship period, write a report in which they provide feedback about their experiences in the programme as follows:

- a) students fill in an online form, which will be exclusively submitted to the Tempus Public Foundation in electronic format;
- b) such forms shall be opened on June 1st every year, which shall be communicated to the institutional coordinators of the Stipendium Hungaricum programme who in turn shall inform students;
- c) two weeks prior to the submission deadline of the report, the Tempus Public Foundation shall send a reminder email to scholarship holders;
- a) in case of failure to submit the report, the monthly scholarship benefits

due as of September may not be paid to scholarship holders (the completion of reports shall be checked by the Tempus Public Foundation, which shall inform the relevant higher education institutions on non-complying scholarship holders);

- b) if a scholarship holder fails to meet their reporting obligation until October 15th at the latest, their scholarship holder status shall be terminated by the Tempus Public Foundation and if they fulfil such requirement, the monthly benefits of scholarship holders due as of September may be paid to them;
- d) the Tempus Public Foundation shall inform higher education institutions and the ministry in charge of professional oversight on the results of the students' reports until December 31st every year;
- e) certain student groups may be required to fill in reports of varying structures.

Scholarship holders shall engage in alumni activities coordinated by the higher education institution or the Tempus Public Foundation as actively as their circumstances allow. Higher education institutions shall inform scholarship holders on any central or institutional alumni events.

At the start of each semester, scholarship holders shall register in person, until the date defined by their higher education institution, at the organisational unit specified by the host institution, which can be the institution's international office, a faculty's international office or a faculty's student office. Failure to meet the requirement of in-person registration shall result in the suspension of the payment of any scholarship benefits until the date when such registration takes place.

Scholarship holders shall pursue their higher education studies to the best of their knowledge and ability and successfully complete such studies.

#### **III.4. Procedures pertaining to the scholarship holder status**

##### ***III.4.1. Extension of the scholarship period***

If scholarship holders are unable to complete their studies within the education period, they may request an extension, which means two semesters in total, one plus one semester, in a bachelor or master programme (two semesters in a bachelor programme or two semesters in a master programme or one semester in a bachelor programme and one in a master programme) and two semesters in total, one plus one semester in any single-cycle master programme. Records on any approved extensions shall be maintained by the Tempus Public Foundation in a dedicated database, which means the extensions are traceable and the affected institutions can have access to them if a scholarship holder transfers to another institution and pursues their studies at another level of study. The extension procedure is completed electronically.

Scholarship holders shall submit their extension request to the host institution and the sending partner. Scholarship holders shall attach to their request any documents, certificates required by their host institution. Higher education institutions may determine the submission deadline of requests at their own discretion. The host institution collects the requests received and decides to approve or reject them at its own discretion, based on the credit book. Extension requests are recommended to be approved or rejected based on the following criteria: a) is the reason provided for the extension request acceptable; b) is there a realistic chance that the student can complete their studies in the extended period. Higher education institutions shall notify their

scholarship holders requesting an extension whether their requests were approved or rejected by the institution.

Following such approval or rejection, higher education institutions shall send the list of students to the Tempus Public Foundation whose extension requests were approved. Such lists shall be sent to the Tempus Public Foundation until December 15th (autumn semester) and until May 15th (spring semester). Upon the reception of the approvals of higher education institutions, the Tempus Public Foundation shall forward the lists of scholarship holders whose requests were approved by their higher education institution to the relevant sending partners and shall request the consent of the sending partners, to which students sent their extension requests until the required date. Sending partners shall provide their consent to the Tempus Public Foundation within 2 weeks. If such consent is not provided within 2 weeks, the SiH Unit of the Tempus Public Foundation shall make a decision based on the recommendation of higher education institutions and any other available information. Following the final decision, the Tempus Public Foundation shall send the list of students whose scholarship period is extended to the higher education institutions and notify the sending partners and the students whose requests were previously approved by the higher education institutions. No appeals are allowed after a final decision is made on an extension request.

Scholarship holders are not eligible to receive a living allowance and a housing allowance in the extension period. This rule shall be introduced gradually, on a year-by-year basis, starting from academic year 2020/2021. Scholarship holders may be entitled to other scholarship allowances defined in clause III.1.

No extension of studies financed under a scholarship programme is allowed in any preparatory courses preceding a bachelor programme, in normal and mobility programmes providing subspecialisation after a bachelor and master programme as well as in doctoral programmes.

### **III.4.2. Modification of the scholarship period**

#### ***III.4.2.1. Modification in case of admission to a one-year or one-semester preparatory course or subspecialisation***

In case of programmes in the field of music, dance or engineering and information technology, higher education institutions may decide, at the time when students are admitted or after they have started their studies, to admit students to a one-year or one-semester preparatory course or transfer them to such course if the programme has already begun. As a result, students admitted or transferred to a one-year/one-semester preparatory course shall be registered in the specific programme and the relevant higher education institution shall automatically and promptly notify the Tempus Public Foundation of such admission/transfer to such preparatory course and the Tempus Public Foundation shall issue a document to confirm that the scholarship period has been modified to include the duration of the preparatory course (scholarship certificate). When the scholarship period is modified as described above, scholarship holders shall be eligible to all benefits without exception.

In case of scholarship holders who already started their studies in a bachelor, master programme or single-cycle master programme when these guidelines became effective but previously completed a one-year or one-semester preparatory course, of which their higher education institution was apparently

unable to promptly notify the Tempus Public Foundation, it is the sole responsibility of such scholarship holders to submit a request to the Tempus Public Foundation to receive a document to confirm that the scholarship period has been modified to include the duration of the preparatory course (scholarship certificate). Higher education institutions shall inform their students that they are required to take action if the cases describe above occur. The Tempus Public Foundation shall inform host institutions when a scholarship certificate on the modified period has been issued.

#### *III.4.2.2. Modification in case of suspended studies*

The scholarship period must also be modified when scholarship holders suspend their studies. Following the passive semester, to be confirmed by the student status certificate or the institutional report, the Tempus Public Foundation shall issue the scholarship certificate extended by the duration of the passive semester(s). This may only take place after the relevant higher education institution provided confirmation that the scholarship holder had registered for a next active semester. (Note: this in fact will not increase the number of semesters financed under the scholarship programme; only the expected date when the programme is completed changes to a later date relative to the original date.)

#### ***III.4.3. Change of programmes, higher education institutions and/or language of a programme***

During their scholarship holder status, scholarship holders may request to change their programme and/or higher education institution and/or the language of their programme, which is allowed on a single occasion on every study level. During their studies, scholarship holders may choose any of the above options (in any type of combination) at the same time.

Such change of programmes, higher education institutions and languages is only allowed at the end of a semester so that scholarship holders may be able to start their next semester in the new programme, higher education institution and language. Furthermore, such change of programmes, higher education institutions and languages is only allowed within one calendar year from the start of the scholarship period. Scholarship holders may even request such change in the second semester of their scholarship period when their student status is suspended. As of 2019, such requests shall be submitted to the Tempus Public Foundation until December 1st (spring semester) and until May 15th (autumn semester). If applicable, such requests shall include the extension of the studies financed under the Stipendium Hungaricum scholarship programme.

Scholarship holders shall submit their requests for a modification in programmes, higher education institutions or languages including all the required attachments electronically to the SiH Unit, to [stipendiumhungaricum@tpf.hu](mailto:stipendiumhungaricum@tpf.hu).

The decision on the modification in programmes and/or their language and/or higher education institutions shall be made by the SiH Unit delegated by the Board of Trustees.

The request of a Stipendium Hungaricum scholarship holder to change the language of their programme from Hungarian to another language shall be approved if all of the following criteria are met in full:

- a) The scholarship holder has submitted their request by the required date and included all documents required in the Implementation Guidelines.
- b) Based on the opinion of the host institution of the scholarship holder, the lack of sufficient Hungarian language skills significantly prevents the student from making progress in their studies, which means they will probably not be able to meet the academic requirements defined in their scholarship agreement (e.g. credit minimum). Meanwhile, the student's foreign language skills are considered by their higher education institution to be appropriate to be able to successfully pursue their studies.
- c) As the scholarship holder's academic achievement is not impeded by any further serious learning difficulties apart from the lack of sufficient language skills, a change in the language of their programme may be an efficient solution to their problems.
- d) The costs of a change in the language may be financed from available budgetary resources.

No change of programmes, higher education institutions or languages is allowed when scholarship holders complete only a part of their studies funded under the Stipendium Hungaricum scholarship programme (mobility programme). Furthermore, a change of programmes, higher education institutions or languages is allowed only on the same level of study.

With regard to the above, such change is allowed in the following cases:

- a) from a bachelor programme: to a bachelor programme and a single-cycle master programme,
- b) from a single-cycle master programme: to a single-cycle master programme, bachelor and master programme (to a master programme only if the student has a bachelor degree and their higher education institution issues an official certificate and sends it to the Tempus Public Foundation stating that the student's degree has been reviewed and found to be appropriate for the student's new programme),
- c) from a master programme: to a master programme,
- d) from a doctoral programme: to a doctoral programme.

Consequently, no change is allowed from a bachelor to a master programme or from a master to a bachelor or single-cycle master programme.

If a student changes to a new programme where the duration of the programme is different from that of the original programme, the number of remaining semesters and the end of the scholarship period is defined as follows: the duration of the new programme shall have privilege at all times, as if the student had started their studies funded under a scholarship programme originally in the new programme. The number of active semesters used (completed in the original programme) shall be deducted from the duration of the new programme. If a student had a passive semester in their original programme, it will not be deducted from the semesters of the new programme as the scholarship benefits are not provided during any passive semesters.

*Examples:*

- *If a student changes from a three-semester to a four-semester programme, it is to be considered as if they would have been in a four-semester programme originally. If they have used 2 semesters (i.e. had 2 active semesters) so far in their original programme, the number of remaining semesters is 4 minus 2, i.e. they have 2 more semesters to be funded from a scholarship in the new programme.*
- *The same applies vice versa: if a student changes from a four-semester to a three-semester programme, it is to be considered as if they would have been in a three-semester programme originally. If they have used 2 semesters (i.e. had 2 active semesters) so far in their original programme, the number of remaining semesters is 3 minus 2, i.e. they have 1 more semester to be funded from a scholarship in the new programme.*

In case of scholarship holders admitted or transferred to a one-semester or one-year preparatory course in the field of music, dance, engineering and information technology, such preparatory course is part of the programme, which means that the scholarship period is the total number of semesters completed in the preparatory course and the actual programme. A change is not allowed during the preparatory course, only after it has been successfully completed, i.e. scholarship holders may submit their request for a change until the required date in the last semester of their preparatory course including a certificate issued by their higher education institution confirming that the scholarship holder is attending a preparatory course. No such request shall be approved until the scholarship holder has successfully completed the preparatory course and that has been confirmed by their higher education institution in the form of a certificate. In their new programme, scholarship holders shall start their first semester (as it does not have a preparatory course) and be eligible to a scholarship for the complete duration of their programme (i.e. the semesters of their preparatory course will not be deducted from the duration of their new programme).

*Example:*

- *If a scholarship holder is admitted to a four-semester MSc programme in electrical engineering but attends a preparatory course in the first 2 semesters, they may only request a change, until the required date, in the 2nd semester of their preparatory course. Their request may only be approved after they have successfully completed their preparatory course and that has been confirmed by their host institution. If their request for a programme change is approved by the SiH Unit of the Tempus Public Foundation, e.g. for a four-semester MSc programme in mechanical engineering modelling, the scholarship holder shall have four semesters funded from a scholarship as the 2 semesters of the preparatory course attended previously will not be deducted. If a scholarship holder fails to successfully complete their preparatory course, their request for a change shall automatically be rejected.*

Requests for a change between institutions shall be approved or rejected by the SiH Unit based on the submitted documents, effective work plans and the available budgetary resources. No such request shall be approved if it is not in harmony with the effective work plan or it is not endorsed by the sending partner except if the sending partner is unavailable, i.e. fails to respond to any

written communication within 30 days.

The preferred change between languages is from a foreign language to Hungarian. A change from Hungarian to a foreign language shall only be approved in extraordinary cases, on an individual basis. Scholarship holders in a Hungarian language preparatory course may not change the language of their education, this is only allowed, in duly justified cases, in their Hungarian language programme after the preparatory course (based on the scholarship holder's the accomplishments, the costs of the original and requested programmes etc.).

Documents to be submitted for a change of programmes, higher education institutions and languages:

- a) a request written by the scholarship holder,
- b) the official, duly sealed hosting statement of the recipient institution,
- c) the formal opinion of the transferring institution.

If a scholarship holder attended one or more semesters in a preparatory course, they shall attach to their request a certificate issued by their original host institution related to the semester(s) in a preparatory course.

Scholarship holders shall be responsible for finding themselves a new programme/higher education institution and for collecting the required documents. Any costs occurring in the course of the preparation, submission of a request for a change in programmes, higher education institutions or languages as well as in the process of the change between programmes, higher education institutions or languages (e.g. institutional administrative charges) shall exclusively be borne by scholarship holders.

The templates (sample documents) available on the website of the Tempus Public Foundation may be used to issue the consent document of higher education institutions. Requests shall be approved or rejected based on the submitted documents, effective Stipendium Hungaricum agreements and the available budgetary resources. No requests shall be approved if they fail to be in harmony with the effective Stipendium Hungaricum agreement or are not endorsed by the sending partner except if the sending partner is unavailable, i.e. fails to respond to any written communication within 2 weeks.

No appeals are allowed upon the approval or rejection of requests for a change of programmes, higher education institutions and languages.

The new higher education institution shall issue a statement of transfer for the same fields of study and a statement of admission for different fields of study. In case of a change described above, the scholarship agreement of the affected students shall be modified.

In case of students changing to a new higher education institution after the spring semester, the scholarship agreement of the transferring institution shall be valid until August 31st.

*Example:*

- *If a scholarship holder requests a change to another institution in the spring semester and it is approved by the Tempus Public Foundation, the SiH Unit of the Tempus Public Foundation shall issue a permission, effective as of September 1st, for the scholarship holder thus the scholarship agreement with the transferring institution is valid until*

*August 31st. Until this date, all scholarship benefits shall be provided by the original host institution. From September, the new institution shall provide all the scholarship benefits to the new student.*

### **III.5.Termination and suspension of the scholarship holder status**

Scholarship agreements between a higher education institution and a student shall remain in effect for a limited term, the duration of the programme. The duration of the scholarship period may change as described in clauses III.4.1 and III.4.2 of the present Implementation Guidelines. The scholarship holder status of a student shall automatically be terminated upon the termination of their scholarship agreement.

Furthermore, the scholarship holder status shall also be terminated if a student becomes entitled to the same rights as Hungarian students, i.e. obtains a Hungarian citizenship (including dual citizenship) or is granted asylum and/or protection in Hungary.

Furthermore, the scholarship holder status shall also be terminated if a scholarship holder fails to meet the requirements related to the credit minimum (see clause III.3.3 of the present Implementation Guidelines).

Furthermore, the scholarship holder status shall also be terminated if the student status is terminated for any reason with the exception of cases listed in point a), clause II.4.4.4 of the present Implementation Guidelines.

The scholarship holder status shall remain continuous in case of a change to a new higher education institution in the summer as well.

The scholarship holder status may be terminated based on the student's written request (delivered via email). If such request is delivered to the higher education institution, it shall inform the Tempus Public Foundation.

With regard to the suspension of studies, the applicable regulations of the relevant higher education institution shall prevail. Students shall deliver their request for the suspension of their studies to their higher education institution until the deadline defined in the institution's applicable regulations but no later than October 14th or March 14th of the specific semester. No special notice on the suspension of studies is required to be provided to the Tempus Public Foundation as the semester reports clearly indicate which students are affected. Financial aspects related to the suspension of studies are included in clause II.4.4.2 of the present Implementation Guidelines. A case of suspended scholarship holder status is described in point a), subsection (2) of section 8 of the Operational Regulations

whereby the scholarship holder status of scholarship holders is suspended if they have already obtained their absolutorium but not yet been awarded a doctoral degree. If a student fails to obtain their doctoral degree, their scholarship holder status shall be terminated after 1 year.