

# **Stipendium Hungaricum Programme**

## **Operational Regulations**

**6 December, 2017**



# Operational Regulations of the Stipendium Hungaricum Programme

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Tempus Public Foundation (hereunder: Public Foundation) has issued the following regulations according to the authorisation by the Government Decree 285/2013 (26.07) on Stipendium Hungaricum (hereunder: Gov. Decree SH), in order to implement the Stipendium Hungaricum programme (hereunder: SH programme).

## **I. General introduction**

Stipendium Hungaricum is a scholarship programme, founded by the Government of Hungary in the spirit of its foreign policy “Opening to the East and the South”. The programme was brought to life by Government Decree 285/2013 (26.07), amended by Government Decree 81/2015. (31.03).

In line with the directives of the European Union and the European Higher Education Area, the education policy objective of the Stipendium Hungaricum programme is to promote the internationalisation and the quality development of Hungarian higher education, to reinforce the international relations of the Hungarian scientific elite, to increase the diversity of Hungarian higher education institutions and to promote the competitive Hungarian higher education in the world.

The foreign and economic policy objective of the programme is to establish the personal and professional attachment of foreign students who graduate in Hungary, to potentially promote that they convey and help the understanding of Hungarian particularities and interests among the elite of their countries, hereby establishing a social capital needed to the development of Hungarian economic relations and to the support of the market access efforts of Hungary in the specific country. It is not a negligible fact that the presence of foreign students also has a positive impact on the economic development of the specific town or region.

At the same time, the programme contributes to the promotion of the Hungarian language and culture, since some of the students begin their studies in Hungarian after a one-year preparatory programme.

### **I.1. The objective and the scope of the regulations**

The objective of the regulations is – as a complement to the Gov. Decree SH – to define the operation of the programme and the rules indispensable to the operation of the programme. Based on the provisions of 3§ of the Governmental Decree No. 282/2017 (IX.22) the rules and regulations are approved by the Minister of Education.

### **I.2. The structure of the programme**

I.2.1. The programme consists of two parts:

- a) Individual applications: Stipendium Hungaricum Scholarships

According to the international agreements between the ministries responsible for education, each participating partner is entitled to nominate students for a defined quota of Stipendium Hungaricum Scholarships. The students are entitled to attend a part-time or a full-time programme in the study fields fixed in the agreement, according to the details under point I.2. b).

- b) Institutional applications: Programmes and preparatory studies in higher education

I.2.2. Students applying for the Stipendium Hungaricum Scholarship can only be admitted to

- a) full- and part-time bachelor, master (one-tier master) or doctoral programmes,
- b) Hungarian-language preparatory courses for higher education

where the higher education institutions successfully submitted their applications in order to accept Stipendium Hungaricum Scholarship holders.

### **I.3. References**

Concerning the areas not covered by the regulations, the norms are the laws, specifically the Act on National Higher Education 204/2011 (hereunder: ANHE), Government Decree 285/2013 (26.07) on Stipendium Hungaricum, Government Decree 51/2007 (26.03) on the provisions to and the fees payable by students in higher education, as well as the Articles of Association, the Organizational and Operational Regulations, the other rules and the director's instructions of Tempus Public Foundation, specifically including: the ethical code, the records management rules, the data protection rules, the complaints handling rules, the director's instructions on handling exceptions, the audit manual, the order of providing information related to evaluation results and the obligation of publishing.

## **II. Institutional applications: programmes and preparatory studies for higher education**

### **II.1. Principles of institutional applications and the order of the selection procedure**

II.1.1 Only the programmes held in Hungarian or in foreign languages at higher education institutions working in Hungary and maintained by the state or by churches recognized by the government are eligible for participating in the Stipendium Hungaricum programme.

II.1.2 As far as the programmes applications are concerned, institutions are entitled to apply with bachelor, master (one-tier master) and doctoral programmes, which belong to the Hungarian education system and are accredited in Hungary. The programme to be launched in a foreign language must be registered by the Educational Authority, insofar as the institution has the sufficient capacity for the programme to be launched in a foreign language, based on its licence.

II.1.3 For music and technical studies, the institution may decide to take on candidates for a one-year preparatory training prior to bachelor and master courses. In the case of music studies after bachelor and master training, specialisation courses are also available.

II.1.4 Under the one-year higher-education preparatory applications in the Hungarian language, the legal successor of Balassi Institute, the Ministry of Foreign Affairs and Trade (hereinafter KKM) may take part in the programme pursuant to an agreement concluded with a higher education institution. Apart from

KKM, higher education institutions can also apply for offering Hungarian-language preparatory training courses.

II.1.5 After higher education preparatory studies in Hungarian and a successful entrance examination, the scholarship holders are entitled to attend educational programmes in Hungarian.

II.1.6 The programmes in Hungarian launched by higher education institutions defined by point II.1.1 and registered by the Educational Authority are eligible for participating in the scholarship programme without any specific application.

II.1.7 The institutions which successfully apply for admitting Stipendium Hungaricum scholarship holders, receive the tuition fees of the scholarship holders. The tuition fees of each programme in a foreign language is provided by the institution with price ranges in their application, i.e. tuition fees may change depending on the number of students admitted to the programme. In the case of a programme in Hungarian, the tuition fees are equal to those published in the admission prospectus.

## **II.2. The order of the preparation and the announcement of the call for applications**

II.2.1. The call for institutional applications is prepared by the Unit for the Stipendium Hungaricum Programme at Tempus Public Foundation, Study in Hungary Unit (hereunder: SiH Unit). The call contains the application requirements, the deadline of submitting the applications, the score system used during the evaluation process and the obligations of institutions participating in the programme. The call for applications is sent by the SiH Unit to the competent (international, higher education) departments of the ministry responsible for education (hereunder: MHC<sup>1</sup>) for consultancy. Taking the opinions into consideration, the finalized call for applications is discussed and approved by the Board of Trustees of Tempus Public Foundation.

II.2.2. The SiH Unit sends the call for applications to higher education institutions working in Hungary and maintained by the state or by churches recognized by the government, and also promotes the opportunity of the application.

## **II.3. The order of the selection procedure**

II.3.1 Different selection criteria apply to bachelor, master and doctoral programmes in foreign languages, as well as to the preparatory programmes in Hungarian.

II.3.2 Institutional applications go through formal and professional evaluations. The applications submitted by the institutions are formally assessed by the staff members of the SiH Unit. The contents of the applications satisfying the formal requirements are assessed by 2-2 independent experts. During the content assessment, each institution must prove its ability at an institutional review. The study programmes are examined only at institutions which are found suitable for the programme.

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<sup>1</sup> Ministry of Human Capacities

### II.3.3. Review of institutional criteria:

Connections between the institutional or internationalisation strategy and the objectives of the programme	20%
Availability of human resources for embedding and implementing the programme at the institution and the degree of development and relevance of the respective main tasks and responsibilities	15%
Communication and marketing tools and preparations supporting the recruitment of students at the institution	20%
<i>Interconnections and synergies of the available communication and marketing tools. Description of the endeavours to develop communication and marketing tools in the 2016/17 and 2017/18 academic years</i>	5%
<i>Information available for the students on the English language website of the institution</i>	5%
<i>Information accessible for the students on the Study in Hungary website (<a href="http://www.studyinhungary.hu/study-in-hungary/menu/universities.html">http://www.studyinhungary.hu/study-in-hungary/menu/universities.html</a> )</i>	10%
Accurate presentation of the selection and admission process, exact description of the admission documentation and procedure	15%
Presentation of the student services provided by the institution, with special regard to the mentoring system offered for foreign students, good practices and development plans	15%
Language, technical and cultural integration and convergence of students in the course of training	15%

### II.3.4. Selection criteria applied in bachelor, master and one-tier master courses in foreign languages and their weights

Ratio of applications marked in first and second positions in the Stipendium Hungaricum 2016/17 scholarship applications (the ratio of applications with second place may be included with 50% weight.  In the case of new courses, this criterion is used from the ratio pertaining to the institution and in the course of studies offered by a new applicant institution, the national average is used as the basis.	<b>15%</b>
The external Hungarian and/or international quality assurance of the programme in a foreign language	<b>15%</b>
<i>The launch of the programme in a foreign language was supported by the Hungarian Accreditation Committee ( hereinafter MAB)</i>  Please note that in this application group, during the content evaluation a score will be awarded to any programme in a foreign language supported by MAB and in the next application phase (i.e. in the calls for application for the 2019/2020 and 2020/2021 academic years) it will increase.	5%
<i>International external quality assurance of the programme</i>	10%

Ratio of tutors with educational experience abroad in programmes in foreign languages	<b>25%</b>
	<b>30%</b>
The ratio of foreign students attending the programme in a foreign language	
<i>Doing partial studies in the academic year of 2014/2015</i>	10%
<i>Doing full-time studies in the academic year of 2015/2016</i>	20%
Student satisfaction and performance in the bachelor and master and one-tier master programmes of the institution in 2015/16 (based on the SH student reports submitted in the summer of 2016)	<b>15%</b>
<i>Satisfaction of SH scholarship holders studying in the programmes of the institution in 2015/16 in comparison to the national SH satisfaction average</i>	10%
<i>Dropout ratio of SH students beginning a programme in 2015/16 or, if the number of SH students is less than 10, the average dropout ratio regarding all the SH students of the institution</i>	5%

#### II.3.5. Selection criteria of doctoral schools and their weights

Ratio of applications marked in first and second positions in the Stipendium Hungaricum 2016/17 scholarship applications (the ratio of applications with second place may be included with 50% weight. In the case of new courses, this criterion is used from the ratio pertaining to the institution and in the course of studies offered by a new applicant institution, the national average is used as the basis.	<b>15%</b>
International external quality assurance of the doctoral school	<b>15%</b>
Ratio of tutors and researchers of the doctoral school with teaching or research experience abroad	<b>35%</b>
Ratio of successfully defended doctoral dissertations in foreign languages in the doctoral school in the 2015/16 academic year	<b>20%</b>
Satisfaction and performance of doctoral students in the doctoral schools of the institution in 2015/16 (based on the SH student reports submitted in the summer of 2016)	<b>15%</b>
<i>Satisfaction of the SH scholarship holders studying in the programmes of the institution in 2015/16 in comparison to the national SH satisfaction average</i>	10%
<i>Dropout ratio of SH students beginning a programme in 2015/16 or, if the number of SH students is less than 10, the average dropout ratio regarding all the SH students of the institution</i>	5%



### II.3.6. Selection criteria of the higher education preparatory courses and their weights

Experience of the applicant institution demonstrated in organizing preparatory programmes	10%
Presentation of language teaching and higher education preparatory aspects in the application, use of professional experience and conclusions, development initiatives	40%
Cultural aspects	25%
Feedback of the experience of tutors taking part in doing preparatory courses in the preparation and selection of the tutors	25%

II.3.7 The decision on funded programmes is made by the Board of Trustees of Tempus Public Foundation on the basis of the formal and the professional evaluations. In the application, the institutions may specify the prime cost of the Hungarian-language programme specified on ERIC/NARIC Hungary website as the maximum prime cost of the programme in a foreign language applying the multiplier published in the call for applications. Any derogation may only be made by taking into account the assessment result, based on the decision of the Board and with the approval of MHC. During the decision-making procedure on the applications, the Board may set up a threshold on the basis of the scores given by the professional evaluations. There is no possibility to appeal against the decisions – neither for fairness, nor for any other reason. The applicant may file a complaint if s/he presumes a procedural error.

## III. Student applications and the order of selection

### III.1. The principles of student applications

III.1.1. Persons meeting the following eligibility criteria may apply:

- a.) citizens of those Sending Partners, whose ministries responsible for higher education signed a bilateral education agreement with the ministry responsible for education in Hungary on the basis of the Gov. Decree SH.
- b.) full-age citizens, who are older than 18 years old by the time their education starts in Hungary, i.e. applicants born before 31<sup>st</sup> August, 2000, except for those applicants who apply for dance art study programmes
  1. in the case of applicants applying for dance art programmes, they need to submit parental declaration based on the relevant Hungarian regulation in order to act in the name of the minor
- c.) citizens, who have high school certificate and send it until 1<sup>st</sup> August of the year of the application the latest.

III.1.2. Applications are accepted only on those levels of study and in those fields of study that are specified in the specific agreements, but only for institutions and programmes, which succeeded in their institutional applications or meet the requirements of point II.1.6.

III.1.3. Applications submitted to institutions and programmes that are not supported in the institutional applications are invalid. Applicants can choose max. three programmes in max. three different institutions, specifying the priorities of their applications. After the submission of the application, the order of preference or any data given in the application cannot be changed only in cases of special consideration.

III.1.4. According to the Gov. Decree SH, those applicants are entitled to receive a scholarship who are nominated by the Sending Partner or a designated organisation on the basis of the education agreements and who sign a scholarship agreement after being awarded the scholarship and who have not yet received a scholarship on that level of studies in the programme. If a student already took part in the Programme earlier, doing partial studies, s/he can be awarded a scholarship only for the full-time or part-time programme of a different level.

III.1.5. According to the provisions of 6.§ of Gov.Decree SH, scholarship can be awarded based on the special resolution of the Minister of Education – meeting the requirements of the procedure defined in the operational regulations of the scholarship programme, and authorizing the Board of Trustees of Tempus Public Foundation - in case the applicant is accepted to a funded study programme of a host institute taking part in the scholarship programme.

III.1.6. In the case of student applications missing application documents may be submitted beyond the deadline if the documents attesting the required qualifications or language proficiency are not available at the time of the application (e.g. the applicant to the bachelor programme has not yet graduated from secondary school or the applicant to the master programme has not yet received a bachelor degree). The deadline of submitting the missing documents is 1<sup>st</sup> August.

## **III.2. The order of the preparation and the announcement of the call for applications**

III.2.1. The call for student applications is prepared by the unit of Tempus Public Foundation responsible for the Stipendium Hungaricum on the basis of the concluded bilateral education agreements in effect and the previously negotiated directions of the Minister of Education. The call contains the application requirements, the deadline of submitting the applications, the levels and study fields that can be applied for according to the agreements signed with the Sending Partners, the evaluation system, the amount of the scholarship and the obligations of the applicants who receive the scholarship. Consequently, the call for applications is sent to the competent (international and higher education) departments of the Ministry of Human Capacities (MHC) for consultation. After taking the opinions into consideration, the finalized call for application is discussed and approved by the Board of Trustees of Tempus Public Foundation.

III.2.2. The SiH Unit sends the call for applications to the competent foreign authorities and to the higher education institutions participating in the programme and promotes the opportunity of application.

### **III.3. The order of the selection procedure**

III.3.1. Applicants shall submit their applications on the specifically created website: [apply.stipendiumhungaricum.hu](http://apply.stipendiumhungaricum.hu) online.

III.3.2. The SiH Unit forwards the applications received by the application deadline to the competent foreign authorities for nomination.

III.3.3. The foreign partner organisations prepare their own ranking until the given deadline, and they send back a nomination list to the SiH Unit. The list of nominees must not include the name of any student who did not submit a valid online application. It is recommended to prepare a reserve list in view of applications containing formal errors, cancellations and withdrawals, for at least 20% of the available quota.

III.3.4. If the foreign partner's nomination list provides a ranking of students according to levels of study, the SiH Unit will take it into consideration in the following order: applicants nominated for doctoral programmes, applicants nominated for master programmes, applicants nominated for bachelor and preparatory programmes.

III.3.5. Nomination lists arriving after the deadline will be forwarded by Tempus Public Foundation to higher education institutions only if there is still time available for the admission procedures.

III.3.6. The SiH Unit contacts the higher education institutions concerned and forwards the documents of students applying for full-time programmes and partial studies for the admission procedure, marking how the students ranked the institutions in their priority list.

III.3.7 In the case of students applying for partial studies, the selected host institution must indicate its readiness to accept students to Tempus Public Foundation according to the institutional agreements (institution's acceptance letter).

III.3.8. The institutions check the applications formally and conduct their admission procedures until the specified deadline according to the Act on National Higher Education (ANHE) and their own internal regulations. The final result of the procedure and the evaluation of the entrance exam is recalculated on a point scale of 100 and sent to the SH Unit until the specified deadline. The final result of the procedure can be "accepted", "conditionally accepted", "rejected" or "rejected formally". Only those students can be accepted conditionally who cannot present the documents proving their qualifications or language proficiency during the procedure due to other ongoing procedures.

III.3.9 The institution is not entitled to charge the applying students any fees for the admission procedure. The institution may finance the costs of the admission procedure from the tuition fees of the students admitted to the programmes.

III.3.10. The SiH Unit will allocate the accepted and conditionally accepted students according to the following criteria in the undermentioned sequence:

III.3.10.1 A list of applicants of the first preference proposed to be supported is created based on the results of the admission procedure. After this, admission procedure will be held on the second and third preference but only in case of free capacities of countries and study programmes.

III.3.10.2. A category must be set up for applicants who can be supported on the basis of meeting the requirements of the bilateral education agreements (total quotas, quotas according to levels of study and fields of science) and another category for applicants beyond the quota.

III.3.10.3 In the case of applicants who can be supported, the capacity of the programme must be taken into account on the basis of the institution's application as a second stage (minimum and maximum capacity).

- a) Derogation is allowed from the minimum and maximum capacity specified in the institution's application according to the institution's indication.
- b) During the capacity examination, candidates with the higher ranking must be given priority and the admission exam scores will be decisive in case of equal ranking.
- c) After the capacity examination, the applicants will be divided into a category of students recommended for support and another category of students to be regrouped due to capacity shortage.

III.3.10.4 Applicants who are to be regrouped due to a capacity shortage must be regrouped to the programmes specified as the second or third preferences in the student applications, if the applicant was admitted there and the programme meets the requirements of the bilateral agreements (quotas of the fields of science) and there is free capacity in that programme.

III.3.10.5 If the applicant who is to be regrouped does not even get into the category recommended for support as the second or third preference, the SiH Unit forwards the application with the admission exam results of the given programme to another similar programme at an institution funded by the programme, if there is free capacity there.

III.3.10.6 The application must be rejected, if the applicant who is to be regrouped cannot be given a free place in any of these programmes. This applicant must be replaced by the next nominee in the ranking from the group of students who originally applied beyond the capacities. In this case, the procedures described under points III.3.10.2 to 5 must be followed.

III.3.10.7 In case of doctoral studies, those applicants are granted privilege, who are already assigned a future supervisor who is a professor and researcher of a Doctoral School accredited in Hungary and upload a Letter(s) of Recommendation written and signed by this supervisor.

III.3.11. If the available funds are insufficient, the list of applicants belonging to the category recommended for support can be restricted according to the ranking of the nominated candidates.

III.3.12. The proposal is presented by the SiH Unit to the Board of Trustees of Tempus Public Foundation. The awarding of scholarships is decided by the Board of Trustees of Tempus Public Foundation. No appeal will be considered against the decision of the Board of Trustees.

III.3.13. The SiH Unit informs the Ministry of Human Capacities (MHC) about the decision of the Board of Trustees, the candidates for scholarship, the foreign partner authorities and the host institutions. The list of scholarship holders is sent by the SiH Unit to the Immigration and Asylum Office, the Consular Department of the Ministry of Foreign Affairs and Trade and the embassies in order to facilitate their entry to Hungary.

III.3.14. After the decision on the allocation of students is made, the location of the programme of the applicant can only be changed in justified cases (e.g. the programme is not launched), considering the sequence of applications, the bilateral education agreements, the capacity of the programmes and the available funding. If the order of preference cannot be taken into consideration, the original host institution of the scholarship holder may send the applicant to one of its other programmes participating in the programme with the consent of the applicant. The recategorization requires a decision from the SiH Unit.

#### **III.4. Admission procedure for scholarship holders completing a Hungarian-language, music and technical preparatory programme and applying for specialisation programmes**

III.4.1 Scholarship holders who successfully complete the higher education preparatory programme in Hungarian are entitled to mark one programme corresponding to the specialisation of the preparatory in up to three institutions until the given deadline.

III.4.2 The admission procedure is conducted by the institutions until the given deadline. The final results of the procedure and the evaluation of the entrance exam is recalculated on a point scale of 100 and sent to the SiH Unit. The final result of the procedure can be “accepted”, “conditionally accepted” and “rejected”.

III.4.3 Scholarship holders are entitled to continue their studies in a programme which they are admitted to and which has a higher ranking in their applications. Enrolled students have a continuous scholarship holder status, it does not require a special decision by the Board of Trustees.

III.4.4 The scholarship holder status is terminated if the scholarship holder is not admitted to any of the programmes specified in his/her application after the preparatory programme.

III.4.5. Students who successfully completed the music and technical preparatory programmes can continue their studies in the institution that provided the preparatory programme. In the case of music programmes, scholarship holders may apply for specialisation programmes following the bachelor and master programmes. The student applies for a programme that provides a diploma and informs the higher education institution, in the course of the admission procedure, of the intention to apply for a specialisation programme.

## **IV. Rules applying to scholarship holders**

### **IV.1. The acceptance of the scholarship (online)**

IV.1.1 Scholarship candidates indicate in the online system, whether they accept the scholarship and whether they provide further documents as their possible obligation under point III.1.4. Applicants who do not accept their scholarship by the deadline are qualified as withdrawn from the scholarship.

IV.1.2 The applicant who was awarded the scholarship is entitled to enjoy a student status in the semester which s/he was admitted to as a result of the admission procedure, except if the scholarship holder's request for postponement according to IV.5.1 is approved.

IV.1.3 The scholarship holder who does not enrol by 30<sup>th</sup> September (Fall Semester) and by 28<sup>th</sup> February (Spring Semester) at the latest or until the deadline given by the host institution loses his/her scholarship.

IV.1.4 In a justified case, the scholarship holder is entitled to request the postponement of his studies with the scholarship until the deadline specified under IV.1.3 with up to one year.

IV.1.5. The scholarship holder must inform the Stipendium Hungaricum coordinator of the Hungarian higher education institution of the estimated date of arrival 30, or at least 15 days in advance.

### **IV.2. The monthly amount of the scholarship**

IV.2.1 The amount of scholarship paid to the students is adjusted to the current financial standards of students according to the legislation in force, including Government Decree 51/2007 (26.03) on the benefits paid to and the fees to be paid by the students in higher education.

IV.2.2. According to the legislation in force, on the issued date (6 December 2017) of this regulation:

The scholarship for a full-time programme covers the full calendar year and is provided until the completion of the studies in the last year. The scholarship for partial studies covers the duration of the partial studies. The amount of scholarship is transferred by the higher education institution to the student. The amount of the scholarship is HUF 40 460 for students in bachelor and master programmes and in doctoral programmes it is HUF 140,000/person/month in the first two years/during the training-research period and HUF 180,000/person/month during the second two years/cycle/ the research-dissertation period for PhD students beginning their studies in the 2016/2017 academic year. The scholarship is HUF 100,000/person for PhD students beginning their studies prior to the 2016/2017 academic year.

The visa administration and the extension of the residence permit is free of charge for scholarship holders (individuals who have the right to free movement and residence, as well as citizens of third countries who study in Hungary with a Hungarian government scholarship or with a regular study allowance from the minister responsible for education are exempt from paying administration service charges according to point 2) c) of paragraph 5 of the Decree 28/2007 /31.05/ of the Ministry of Justice and Law Enforcement on the charges of administration related to the entry and residence of individuals who have the right to free movement and residence, as well as the citizens of third countries).

Allowances provided for the scholarship holder:

- a) exemption from paying tuition fees;
- b) student hostel room/bed depending on the capacity of the higher education institution or HUF 30,000/month – HUF 40,000/month from 2017/2018 Academic Year – accommodation allowance for 12 months of the year during the whole period of full-time programmes or for the duration of the partial studies;
- c) health care services defined by point i) of section (1) of paragraph 16 of the Act 53/1997 on the Eligibility for Social Security Benefits and Private Pensions and the Funding for These Services, as well as the reimbursement of the costs justified in case of health care services in a foreign language (e.g. interpreting) and an additional insurance for health care services in a foreign language for up to HUF 65,000/year.
- d) use of the services of the library free of charge.

IV.2.3 The services available free of charge for students holding a Stipendium Hungaricum scholarship are regulated by paragraph 81 of the Act on National Higher Education.

IV.2.4 The scholarship allowance contributes to one person's costs of living and it does not provide either visa or additional benefits or administration services for the persons and family members who accompany the scholarship holder. The legal subject of the scholarship agreement is only the scholarship holder.

IV.2.5 In addition, the student must register in person at the international office of the host institution at the beginning of each semester. When a scholarship holder suspends his/her student status, no scholarship or accommodation allowance can be disbursed to him/her during the period of interrupting studies.

### **IV.3. The duration of the scholarship period and its extension**

IV.3.1 The students receive the scholarship during the full duration of their programme, for 12 months in case of full-time programmes, but only until the completion of their studies in the last year of their study period, ie. until the last day of final exam period following the last study period.

IV.3.2. Regarding the reimbursement of monthly allowances for the summer months for those scholarship holders who are accepted to another study programme on another study level within the same host institute for the semester in line, the monthly allowance has to be reimbursed in advance for July and August. The legal relationship of the scholarship holders in this case does not terminate for the summer months.

IV.3.3. Regarding the reimbursement of monthly allowances for the summer months for those scholarship holders who are accepted to another study programme on another study level in another host institute for the semester in line, the monthly allowance has to be reimbursed for July and August subsequently by the new Institute based on the decision of the Board of Trustees of Tempus Public Foundation.

IV.3.4. The provisions of IV.3.2 and IV.3.3 are valid for those students taking part in Hungarian preparatory courses, ie. their legal relationship does not terminate if they are accepted for bachelor – , master -, one-tier or doctoral study programmes for the semester in line.

IV.3.5. The scholarship holders are entitled to receive an accommodation allowance during their scholarship period in Hungary. The scholarship and accommodation allowance for partial studies covers the duration of the partial studies.

IV.3.6 The scholarship holder must habitually reside in Hungary during the study period and must inform the higher education institute in case of leaving for a consecutive period of more than 10 working days during the study period. In case of failing to meet the requirement of giving information about the stay abroad prior to the travel, the higher education institute has a competency to decide to terminate the scholarship status of the student, see provisions in clause IV.10.

IV.3.7 If the scholarship holder cannot complete his/her studies within the duration of the programme, s/he may submit a request for extension to Tempus Public Foundation. The request for extension must arrive at least one month before the end of the last semester covered by the scholarship. The scholarship may be extended on no more than two occasions (extended by a semester).

IV.3.8 Scholarship holder students may extend their scholarship period in compliance with the effective Hungarian legislation during their bachelor (or one-tier) master programmes. The preparatory programme prior to the bachelor programme and specialisation programmes following bachelor and master programmes as well as part-time studies or doctoral programmes cannot be extended. The scholarship holder receives the same benefits during the extension period. The extension of the scholarship must be approved by Tempus Public Foundation.

The following documents must be submitted to Tempus Public Foundation: a request signed by the scholarship holder, explaining why s/he needs the extension; a copy of the student's transcript of records; the Hungarian higher education institution's written approval about the extension; and the sending partner's written approval about the extension. The student must submit the request for extension with the compulsory annexes to the SH Unit online. The extension is judged by the SiH Unit based on the submitted documents and the available funds from the central budget. Requests which are not backed by the sending partner cannot be supported, except if the sending partner is inaccessible, i.e., does not respond to any written requests for 30 days. The scholarship holder must submit the request and gather the required documents on his/her own. The costs of the preparation and the submission of the student request for extension and the process of extension (e.g. administration fees of the institution) are exclusively incurred by the student. Students cannot appeal after the decision is made on the request for extension.

IV.3.9. It is possible to apply for a full time study programme after a part-time programme on the same level, but the duration of the full time programme has to be reduced by the duration of the part-time programme. In order to apply, it is necessary to submit a complete application.

#### **IV.4. The scholarship agreement and its modification**

IV.4.1. The scholarship holder signs an agreement with the host institution according to the sample agreement in Annex 4 of the regulations.

IV.4.2 The scholarship agreement must contain:



- a) the duration of the studies specified in the qualification framework of the subject and the duration of the preparatory programme according to point d) of section 2) of paragraph 80 of the Act on National Higher Education;
- b) the monthly amount of the scholarship and the date, way and condition of disbursement;
- c) the order of acceptance by another higher education institution;
- d) the approval of data management;
- e) the condition that the scholarship agreement comes into force on the date when the scholarship holder's student status begins;
- f) the order of interrupting higher education studies.

IV.4.3 The scholarship agreement is terminated – with the exception of the case in point a) of section 1) of paragraph 59 of the Act on National Higher Education – when the scholarship holder's student status comes to an end.

IV.4.4 The scholarship agreement can be modified with the accord of the parties, following the decision of Tempus Public Foundation. The agreement must be modified in all cases when its content is changed, e.g. change of major, extension or change of the study period.

IV.4.5 The scholarship holder is obliged to establish and maintain a student status with the higher education institution indicated in the decision of admission during the period when the scholarship is disbursed according to the conditions of the scholarship agreement.

IV.4.6 The scholarship cannot be disbursed any more, when the scholarship holder's student status is terminated. When the scholarship holder interrupts his/her student status, the scholarship cannot be disbursed and the benefits of scholarship cannot be provided during the period of interruption.

## **IV.5. Postponement of the enrolment**

IV.5.1 The scholarship holder may request a permission to start his/her studies in a later semester exclusively because of health issues or unexpected reasons through no fault of his/her own. The written request must be sent to the SiH Unit of Tempus Public Foundation by 30<sup>th</sup> September at the latest. The student is allowed to start his/her studies in a later semester specified by the higher education institution, if the host higher education institution and the sending partner approve of the postponement.

IV.5.2 The requests for postponement are decided on by the SiH Unit.

IV.5.3 Those students who have already arrived in Hungary and enrolled in a higher education institution are not entitled to request any postponement. A postponement can be requested only once and only for one school year as a maximum. The student automatically loses the scholarship, if s/he does not indicate his/her intention of postponement by 30<sup>th</sup> September at the latest or until the enrolment deadline specified by the institution at the latest.

## **IV.6. Interrupting studies**

IV.6.1 If the student interrupts his/her studies during the study period according to the conditions specified by the study and examination regulations of the higher education institution, that semester is qualified as a passive semester and s/he is not entitled to receive the scholarship or the benefits of the scholarship for that semester. Tempus Public Foundation and the host higher education institution have no obligation concerning the support of the student during this period. If a student submits a request for a passive semester to the host institution after the deadline defined in the study and examination regulations of the higher education institution, the request may be rejected by the higher education institution and the student may remain in active status.

IV.6.2 Every issue related to the process of interrupting studies must be handled according to the provisions of the relevant Hungarian law in effect, as well as the study and examination regulations of the higher education institution.

IV.6.3. The Hungarian higher education institution notifies the Immigration and Asylum Office and Tempus Public Foundation on the passive status of the scholarship holder within the time limit specified in the applicable legal regulations.

## **IV.7. Changing institutions, majors or/and language of studies**

IV.7.1. The host institution, the majors within the institution and the language of studies can be changed only once after submitting a special student request. The deadline of submitting the requests to Tempus Public Foundation is 15 January (for Spring Semester) and 15 August (for Fall Semester) in every school year. The scholarship holder may change all of them at the same time (in any kind of combination) but only once during his/her scholarship period.

IV.7.2 Institutions, majors and languages can be changed only at the end of the semester, so that the scholarship holder could start the next semester in the new institution.

IV.7.3 Institutions, majors and languages can be changed only within one year after beginning the studies leading to a university degree. The request—if it is relevant—must also include the extension of the studies with the scholarship. The allocation decision regarding the student at his/her entry to the programme and after the preparatory programme cannot be altered by the student's request to change institutions, majors or languages except point III.3.14. Changing host institution, major or language is allowed only on the same programme level. Changing major, institution or language is not possible during partial studies.

IV.7.4 The language of the study programme may be changed primarily from a foreign language to Hungarian. The teaching language can be changed only in exceptional cases from Hungarian to a foreign language, as fairness on individual basis with the approval of Tempus Public Foundation. Students attending the preparatory course in Hungarian cannot change the language of education, they can only do so in the case of a programme (after a preparatory programme) in Hungarian language, in justified cases. The template document uploaded to the website of Tempus Public Foundation can be used optionally for issuing the institution's consent.

IV.7.5 Documents to be submitted for changing institutions, majors or/and languages: a request signed by the student, a letter of acceptance by the future host institution, a written approval by the sending

partner. The present host institute, where the students is studying at the time of the claim, sends a written statement of the claim of the student to Tempus Public Foundation. The student must submit the request for changing institutions, majors or/and languages with the compulsory annexes to the SiH Unit online.

IV.7.6 The change of institutions, majors or/and languages is judged by the SiH Unit based on the submitted documents, the cooperation programmes in effect and the available funds from the central budget. No request can be supported that is not in accordance with the effective work plan or is not supported by the Sending Party, unless the Sending Party is inaccessible, i.e., does not respond to written requests for 30 days.

IV.7.7 The scholarship holder must seek a new programme or higher education institution and gather the required documents on his/her own. The costs of the preparation and the submission of the student request for changing institutions, majors or/and languages and the process of changing institutions, majors or/and languages (e.g. administration fees of the institution) are exclusively incurred by the student.

IV.7.8 Students cannot appeal after the decision is made on the request for changing institutions, majors or/and languages.

IV.7.9 Pursuant to Section 52 of Government Decree 87/2015 (9.04)., host institution, major or language may be changed from the end of the preceding term until 15 September for the autumn semester and until 15 February for the spring semester. Decisions must be made on the requests by the time limits indicated above, therefore scholarship holders must submit their request and all the required documents by 15 August in relation to the autumn semester and by 15 January in relation to the spring semester.

## **IV.8. Withdrawal from the scholarship**

IV.8.1 If the scholarship holder withdraws from the scholarship after the application process or after being awarded the scholarship or renounces from the scholarship before the completion of his/her studies, s/he must immediately inform the sending partner, the SiH Unit of Tempus Public Foundation and the Hungarian higher education institution in writing.

IV.8.2 The Immigration and Asylum Office is informed by the higher education institution about the withdrawal.

## **IV.9. Double financing and other scholarships**

IV.9.1 The applicant is not eligible to receive the Stipendium Hungaricum scholarship in case s/he has another concurrent scholarship from the Hungarian central budget. If the scholarship holder was awarded more than one scholarship, s/he has to choose one of the scholarships and renounce from the other ones.

IV.9.2. The higher education institute may grant other, and / or social-based allowance to the scholarship holders at their own costs, which is above the social or performance-based institutional support.

IV.9.3 Regarding the fact that the SH scholarship covers studies in Hungary, the scholarship holder is not entitled to use financial support for doing programmes or partial studies outside Hungary, e.g. Erasmus + and CEEPUS, Campus Mundi, except for a short stay (not longer than 10 working days), participation at a conference related to research or studies funded by institutional source, and a stay that does not effect the requirement of habitual residency principle.

## **IV.10. Termination of scholarship status**

III.10.1. The scholarship status is terminated if:

- a. student status is terminated,
- b. the student withdraws the scholarship in writing,
- c. completed a degree on the relevant study level, on the last day of the first final exam-period following the last semester,
- d. the student has used up the awarded number of semesters and does not submit a claim for extension, or there is no possibility to ask for extension any more,
- e. the scholarship holder cannot prove that he/she reside habitually in Hungary,
- f. the student does not arrive until the deadline of enrolment and does not declare his/her scholarship status,
- g. the student fails to submit in the missing documents until the deadline set by the institute.

III.10.2. The institute may terminate the status of the scholarship holder by a unilateral declaration after consulting Tempus Public Foundation in the following cases:

- a. if the student's status is terminated based on section 59 of ANHE,
- b. if the student – unless there is another provision in the institutional regulation – does not meet the requirement of academic progress declared in the Academic and Examinations Regulation or in the curriculum; the student does not obtain at least 18 credits on the average of the last two semesters where the student status was not interrupted. This requirement of minimum credit does not apply for the students of doctoral schools.

The higher education institute prior to the termination through unilateral declaration must:

- inform the scholarship holder and Tempus Public Foundation after the first semester of the improper performance of the above mentioned provisions and also must inform the scholarship holders of the consequences, i.e. if the student does not obtain enough credits he/she will lose the scholarship at the end of next semester.

III.10.3. Tempus Public Foundation informs the sending partner of the student improper performance in the first semester.

III.10.4. The provisions stated in III.10.1 do not apply to doctoral students.

The provisions of this section shall apply to students starting their scholarship status in academic year 2018-2019 and after.

## **IV.11. Employment**

IV.10.1. Pursuant to the effective legal regulations, on the date of introducing these regulations (7 December 2016): pursuant to Section 20 (3) of Act II of 2007, third-country citizens with residence permits for study purposes can pursue income earning activities in full time for no more than 24 hours a week during a term and for no more than ninety days or sixty six working days outside the terms.

## **V. Rules applying to institutions**

### **V.1. Obligations of reporting and supplying data**

V.1.1. The institution is obliged to send the data of Stipendium Hungaricum scholarship holders studying in that semester at the institution to the Immigration and Asylum Office and to the National Health Insurance Fund through the Educational Authority in order to prepare their social security cards.

V.1.2. The institution keeps regular contact with Tempus Public Foundation.

V.1.3. The institution sends to the Public Foundation the list of enrolled scholarship holder students by the 30<sup>th</sup> day of the first month of each semester, where the institution indicates the costs of each scholarship holder for the particular semester. The failure to submit the data supply within the time limit is a limitation time limit, in which case the institution cannot claim any costs for the particular semester, but must continue to pay the scholarship and other allowances to the scholarship holder student. Based on equity considerations, the institution may still accept scholarship holders arriving later due to any reason not attributable to them (natural disaster, diplomatic crises, war events or force majeure).

V.1.4. The institution immediately informs Tempus Public Foundation in the following cases:

- a) the scholarship holder does not enrol in the institution at the beginning of his/her studies and s/he does not take up programmes at the beginning of the semester,
- b) the study period of the scholarship holder has to be extended for studying or other reasons,
- c) the request for interrupting studies submitted to the host institution has been approved by the institution,
- d) the scholarship holder initiates the termination of his/her student status or it is terminated,
- e) the scholarship holder does not continue his/her studies at the institution,
- f) the status of the institution or the status of the programmes funded in the institutional application are changed (e.g. termination, accreditation or a cancelled programme).
- g) the scholarships holder does not fulfil the study obligations or there are conduct problems relating to the scholarship holder.

V.1.5. The institution prepares a report at the end of each semester about the implementation of the programme and the academic progress of the scholarship holders (credits received and the grade point average) for the Public Foundation.

V.1.6. The institution prepares a financial report in every semester for the Ministry of Human Capacities and sends its electronic copy to the Public Foundation.

V.1.7. The higher education institution also has to meet its obligation to supply data related to the scholarship according to point 1/h) of chapter I/B of Annex 3 of the Act on National Higher Education also through the higher education information system.

## **V.2. The agreement with the institutions and its modification**

V.2.1. The institution and the Public Foundation sign a framework agreement.

V.2.2. The institution must have a valid institutional framework agreement with the Public Foundation in order to receive scholarship holders.

V.2.3. The Public Foundation sends the institutional framework agreement to the institutions before the beginning of the next school year.

V.2.4. The institutional framework agreement is signed by the official representative of the institution and the official representative of the Public Foundation.

V.2.5. At least one copy of the institutional framework agreement is due to the institution and the Public Foundation.

V.2.6. The institutional framework agreement is modifiable in the following cases:

- a) financial and other changes ensuing from the termination of the student status of scholarship holders, the changes of institutions or majors by the scholarship holders, the growth of the number of scholarship holders or the extension of their studies
- b) other exceptional financial and other changes ensuing from a decision approved by the Public Foundation.

V.2.7. Following the entry into force of the framework agreement with the institution, MHC sends a reclassified appropriate to the higher education institutions for the particular semester in compliance with the effective legislation.

V.2.8 The funding of the institutions consists of the scholarship for the scholarship holders, the scholarship allowances, the tuition fees for the programmes of the scholarship holders at the institutions, and the flat rate organisation allowance, granted for the scholarship holders from the 2017/18 academic year, which is included in the prime costs of the institution.

## **V.3. The principles of scholarship disbursement**

V.3.1. The amount of the scholarship for the scholarship holders is regulated by the institutional agreements. The amount of the individual scholarship is included in the agreement between the institution and the scholarship holder.

V.3.2. The institution is responsible for paying the scholarship to the scholarship holder.

V.3.3. The scholarship must be paid monthly to the scholarship holder. The first instalment of the scholarship must be paid within 30 days after the enrolment of the student, when the scholarship holder has provided all the data required for the transfer (tax number, bank account number).

V.3.4. The scholarship cannot be paid in advance to the scholarship holder, except for the case specified in clause IV.3.2.

V.3.5. The institutions must pay the scholarships in Hungarian forints.

V.3.6. The scholarship holder is entitled to receive the scholarship every month during the scholarship period when the scholarship holder has an active student status.

V.3.7. The scholarship holder is entitled to receive accommodation in a student hostel depending on the capacity of the institution or HUF 30,000 – HUF 40,000 from the academic year of 2017/2018–accommodation allowance for 12 months of the year or during the partial studies. The institution pays the accommodation allowance monthly together with the scholarship in Hungarian forints.

V.3.8. Scholarship holders may receive scholarship and accommodation allowance if they have active student status and register in person at the international office of the host institution at the beginning of each semester, i.e., by 30 September for the autumn semester and 28 February for the spring semester.

V. 3.9. Based on equity considerations, the institution may still accept scholarship holders arriving later due to any reason not attributable to them (natural disaster, diplomatic crises, war events or force majeure).

#### **V.4. Principles of student services**

V.4.1. In addition to providing high quality education for the scholarship holders, the institution successfully applying for hosting Stipendium Hungaricum scholarship holders also

- a) provides information to potentially interested people, regarding the studies (e.g. curriculum, description of subjects) translated to the foreign language of the programme on the website of the institution,
- b) conducts the admission procedure and produces the decisions of admission until the given deadline,
- c) signs the scholarship agreement according to the sample agreement provided by Tempus Public Foundation, modifies it if needed and pays the scholarships according to the scholarship agreement,
- d) helps the social integration of the scholarship holders and supports their integration in the life of the institution,
- e) assists the administration related to the application for the scholarship holder's student card,
- f) assists the administration related to the scholarship holder's accommodation, student hostel room/bed,
- g) organises obligatory medical check up for the scholarship holder and pays for it, if it is necessary,
- h) provides for establishing a mentoring system in order to facilitate the scholarship holder's integration,
- i) provides full information to the scholarship holder before his/her arrival to Hungary in issues and changes related to the studies, accommodation, visa, social security, student card and mentoring,
- j) provides full information to the scholarship holder at the end of the scholarship period about the Stipendium Hungaricum alumni network of the Public Foundation and cooperates in the alumni activities organised by the Public Foundation,
- k) cooperates in the promotion activities organised by the Public Foundation.

V.4.2. The institution provides the following services for the scholarship holder in order to assist the scholarship holder's integration and studies,

- a) organises intercultural events of orientation and programmes in Hungarian at the beginning of the studies,
- b) provides personal and online counselling and consultation during the scholarship holder's studies,
- c) makes the regulations regarding students available in the foreign language of the programme,
- d) provides access to the same student services for the participants of the programme as those offered for Hungarian students, for example free use of the library, the use of computer work stations, as well as printing and scanning possibilities.

V.4.3 The Act on National Higher Education and the internal regulations of the institution must be observed concerning the services, free of charge or for payment available to Stipendium Hungaricum scholarship holders.

## **V. Visa and residence permit**

V.5.1. The institution is obliged to produce an official decision of admission for the scholarship holder's administrative process of visa and residence permit, in the Hungarian language and in the language of the programme or in English, when required.

V.5.2. The institution and the SiH Unit at the Public Foundation provide full information to the scholarship holder about the conditions and the duties related to getting and extending a visa and residence permit and assist the scholarship holder's visa administrative process.

V.5.3. The institution with the support of Tempus Public Foundation takes care that the scholarship holder's registration should happen in time and according to the regulations at the Immigration and Asylum Office.

V.5.4. The institution informs the Immigration and Asylum Office about the changes in the status of scholarship holders within 8 days.

## **V.6. Insurance**

V.6.1. The institution and the SiH Unit at the Public Foundation provide full information to the scholarship holder about the conditions and the duties regarding the social security system and assist the scholarship holder's administrative process related to social security and insurance.

V.6.2. The institution is responsible for initiating the process of applying for a social security card.

V.6.3. The scholarship holder is entitled to enjoy health care services according to point i) of section (1) of paragraph of 16 the Act 53/1997 on the Eligibility for Social Security Benefits and Private Pensions and the Funding for These Services. The scholarship holder is entitled to have a social security card.



V.6.4. The institution must take out an insurance policy for scholarship holders who do not have a valid social security card for the given period.

V.6.5. The institution can reimburse the costs incurred and verified in the case of using health care services in a foreign language (e.g. interpreting) and take out a supplementary insurance policy for health care services in a foreign language and manage the accounting of the costs up to the value of HUF 65,000 per year.

## **V.7. Mentoring system**

V.7.1. The institution provides for mentoring in order to support the integration of the scholarship holders.

V.7.2. The mentoring system must be capable of

- a) supporting the scholarship holder in the new cultural environment,
- b) deepening the relationship between the Hungarian and the Stipendium Hungaricum students,
- c) organising leisure programmes/events for the scholarship holder,
- d) managing the scholarship holder's potential difficulties with the Hungarian language,
- e) advising the scholarship holder, if needed in issues related to banking, travel organisation, visa administration and health care.

V.7.3. The Public Foundation cooperates with the institution in the organisation of trainings in order to support the mentoring system.

V.7.4. The mentoring system can be funded from the tuition fees of the students who are admitted to the programmes.

## **VI. Execution monitoring and reporting**

In order to be able to measure the success of implementing the programme and to have a method for managing the problems occurring in the meantime, it is necessary to get feedback from the participants of the programme. The following reports are used for this purpose:

### **VI.1. Student reports**

VI.1.1 Stipendium Hungaricum scholarship holders must write a report at the end of every academic year or at the end of the scholarship period in the case of students doing partial studies, giving feedback on their experience of the programme.

VI.1.2 The completed form shall be submitted exclusively in electronic format to Tempus Public Foundation until 31 July at the latest.

VI.1.3 The Public Foundation sends a reminder email to the scholarship holders one month before the deadline of writing the report.

VI.1.4 If the scholarship holder fails to submit the report, s/he will not get any scholarship allowance during the following semester until s/he meets his/her obligations.

## **VI.2. The institutions' professional report for Tempus Public Foundation**

VI.2.1 The institutions which host scholarship holders within the framework of the Stipendium Hungaricum Programme, must write a professional and a financial report at the end of every semester. The professional report must describe the experience acquired during the implementation of the programme, indicate problems, make suggestions for improving certain procedures and supply data on the scholarship holders' study progress (number of acquired credits and grade point average).

VI.2.2 The report officially signed by the head of the institution must be sent to Tempus Public Foundation and MHC electronically and by post by 15 March and 30 October each year. The date of posting cannot be later than 15 March and 30 October.

## **VI.3. The institutions' financial report**

VI.3.1 The institutions which host scholarship holders within the framework of the Stipendium Hungaricum Programme must also write a financial report together with the professional report.

VI.3.2 The formal criteria of the report is defined by the Ministry of Human Capacities and the report must also be submitted to the appointed official in charge at MHC.

## **VI.4. Monitoring**

VI.4.1 Tempus Public Foundation, the MHC or any person assigned in writing by them are entitled to verify anytime and anywhere the spending of the funds from the starting date until 5 years after receiving the last instalment or the repayment of the unused amount.

## **VI.5. The obligations of Tempus Public Foundation**

VI.5.1. The Public Foundation continuously cooperates with the competent (international and higher education) departments of the MHC in connection with the SH Programme (e.g.: the content and the scheduling of the calls for application and other professional duties).

VI.5.2. The Public Foundation is obliged to supply the data of the admitted students to the international department of MHC.

VI.5.3 The Public Foundation files a half-yearly report (30<sup>th</sup> November, 15<sup>th</sup> April) on the operation of the SH Programme to the minister responsible for education. The report must cover the main findings concerning the programme from the reporting period (successes and problems) and the following data: host institution, study level, department/subject, scholarship type, number of scholarship holders, funding requirements and sending partner.

VI.5.4. The Public Foundation supplies data and background materials about the SH Programme to the competent (international and higher education) departments of MHC on request.

## Annex 1 – Institutional selection process flowchart

	SiH	MHC	BT	Expert	Remarks
Elaboration of text and schedule of call for applications	X				
Approval of call for applications		X	X		
Publication of the call for applications on the website	X				
Collection and formal check of applications	X				
Notification of rejected applicants	X				
Professional evaluation in the case of programmes	X				
Appointing independent experts to conduct professional evaluation in the case of preparatory programmes in Hungarian	X				two experts
Forwarding those questions to applicants that emerge during the professional evaluation and need clarification	X				if needed
Professional evaluation in the case of preparatory programmes in Hungarian				X	
Determination on the basis of 2 scores given by 2 experts, whether the difference between the scores reach 30% of the higher score and whether evaluation by a 3 <sup>rd</sup> expert is needed	X				
Appointing a 3 <sup>rd</sup> expert if needed	X				
Submission of proposal on basis of professional scores and result of evaluations with ranking	X				

	<b>SiH</b>	<b>MHC</b>	<b>BT</b>	<b>Expert</b>	<b>Remarks</b>
Decision-making on proposal			X		
Notification to applicants about decision of being supported	X				
Notification to MHC on the decision	X				
Signing the agreement	X				
Approval of request for modification of agreement or rejection with justification	X				
Approval of professional report	X				
Approval of financial report		X			
Completion of agreement	X				Notification to Board of Trustees about results and modifications

Abbreviations: SiH: Study in Hungary Unit; MHC: Ministry of Human Capacities; BT: Board of Trustees;

## Annex 2 – Student selection process flowchart

	SiH	MHC	AB	FOI	Foreign partner	Remarks
Elaboration of text and schedule of call for applications	X					
Approval of call for applications		X	X			
Publication and promotion of call for applications	X			X	X	
Collection of applications	X					
Nomination					X	
Requesting and checking nominations lists	X					
Notification to applicants due to lack of nomination	X					
Forwarding nominated applications to admission procedure	X					
Admission procedure (formal and professional)				X		
Collecting and summarizing admission results	X					
Checking quotas	X					
Harmonizing results with institutional capacities	X					Rearrangement if needed
Harmonizing results with available funding	X					
Submission of proposal with ranking	X					
Decision-making on the submission			X			

	SiH	MHC	AB	FOI	Foreign partner	Remarks
Notification to applicants, foreign partners and institutions on the supporting decision	X					
Notification to MHC on the decision	X					
Signing agreements with students				X		According to sample agreement
Approval of student requests or rejection with justification	X		X			If needed (change of major or institution)
Summary of student reports	X					
Completion of scholarship period	X					Notification to Board of Trustees about results and modifications

### Annex 3 – Application evaluation process

	Required documents				Decision-making on the request
	Individual application	Opinion of host institution	Opinion of sending institution	Opinion of foreign partner organisation	
<b>Postponement of enrolment, full-time studies</b>	✓	✓		✓	Head of SiH Unit
<b>Postponement of scholarship period within the school year (in the case of partial studies)</b>	✓	✓	✓ (if there is any)	✓	Head of SiH Unit
<b>Postponement of scholarship period beyond the school year (in the case of partial studies)</b>					it is not possible, new application must be submitted
<b>Extension of scholarship period, full-time studies</b>	✓	✓		✓	Head of SiH Unit  It can be postponed with up to two semesters according to the law. Condition: it is supported by both parties.

<b>Extension of scholarship period, <u>partial studies</u></b>	✓	✓		✓	Board of Trustees, if it depends on funding, otherwise: Head of SiH Unit
<b>Interrupting student status</b>	✓	✓			Head of SiH Unit
<b>Changing host institution</b>	✓	✓	✓	✓	Head of SiH Unit
<b>Changing major</b>	✓	✓	✓	✓	Head of SiH Unit Condition: cooperation programme permits, funding available
<b>Changing the student allocation decision</b>		✓	✓		Head of SiH Unit Condition: nomination order of applications, capacity, cooperation programme permits, funding available  (scholarship holder status already awarded, tuition fees of the programmes funded)



Annex 4 – Glossary of legal terms (to be added at a later time)