

Stipendium Hungaricum Programme Operational Regulations

24. December 2019



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 Gov. Decree SH, 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 Hungary’s competitive higher worldwide.

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 commence their studies in Hungarian after a one-year preparatory programme.

I.1. Objective and scope of the regulations

The objective of the regulations is – in compliance with the Gov. Decree SH – to define the operation principles of the programme and the rules indispensable to the operation of the programme. Based on the provisions of Paragraph 3 of the Governmental Decree No. 282/2017 (IX.22), the rules and regulations are approved by the Minister in charge 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 up to the maximum of 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. 2.

- 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 these regulations, the norms are the laws, specifically the Act on National Higher Education 204/2011 (hereunder: ANHE), Gov. Decree SH, 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, maintained by the state or by churches recognized by the government and those higher education institutions listed under Section (3) of Paragraph 117/C of the ANHE are eligible for participating in the Stipendium Hungaricum programme.

II.1.2. As far as the programme applications are concerned, institutions are entitled to apply with bachelor, master (one-tier master) and doctoral programmes that 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 MFA) is entitled to 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 completing their higher education preparatory studies in Hungarian and upon a successful entrance examination, the scholarship holders are entitled to attend educational programmes held in Hungarian language.

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 into the scholarship scheme.

II.1.7 Institutions that have successfully applied as host institutions for the Stipendium Hungaricum scholarship holders will receive a reimbursement of their costs, according to the decision of the Board of Trustees. In the case of Hungarian language training, the amount of the costs is equal to the amount of the costs stated in the recruitment 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 Department for the Stipendium Hungaricum Programme at Tempus Public Foundation, Study in Hungary Department (hereunder: SiH Department). 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 Department to the competent (international, higher education) departments of the ministry responsible for education (hereunder: MHC) 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 Department sends the call for applications to higher education institutions eligible to participate in the Stipendium Hungaricum Programme, 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 Department. The contents of the applications satisfying the formal requirements are assessed by 2-2 independent experts.

II.3.3. The assessment aspects for institutional applications are published in the relevant Call for Applications.

II.3.4. 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. 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 they presume 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, and
 1. full-age citizens, who are older than 18 years old by the time their education starts in Hungary, except for those applicants who apply for dance art study programmes. 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

- b.) citizens, who have a high school certificate and send it until 1st August of the year of the application the latest.

III.1.2. Persons are not eligible to apply if:

they fall under the *Non-eligibility* category defined in the point 2.2. of the call for applications in effect, especially:

- a) persons granted a refugee status (“menekült”), persons enjoying temporary protection (“menekültes”), persons admitted for subsidiary protection (“oltalmazott”) and persons granted temporary protection (“befogadott”);
- b) Hungarian citizens (including those with dual citizenships)
- c) those applicants who are registered self-financed / fee-paying students of a Hungarian higher education institution at the time of the application deadline are **ONLY** eligible to apply to the scholarship if:
 - i) they apply for higher level studies than their self-financed programme (e.g. master scholarship holders can apply for doctoral studies) or
 - ii) they apply for a programme that is on the same level as the self-financed programme they are studying in AND the Hungarian university where their current self-financed programme is taught recommends them for the scholarship AND their cumulative adjusted credit index is above the average of their cohort.

Accordingly, those applicants who apply for a study level below their current self-financed programme (e.g. master student applying for bachelor studies) will automatically be rejected. Exceptions to this rule can only be made for those with a ministerial nomination.

III.1.3. Applications are accepted only on those levels and in those fields of study that are defined in the specific agreements, but only for institutions and programmes that succeeded in their institutional applications or met the requirements in point II.1.6.

III.1.4. Applications submitted to institutions and programmes that are not supported in the institutional applications are invalid. Applicants can choose a maximum of 2 programmes (either 1 each at two different higher education institutions OR 2 at one higher education institution), 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, except for cases of special consideration.

III.1.5. In compliance with 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 on the same level, the duration of their scholarship period is to be reduced by the time of the partial studies that was funded by the Programme.

III.1.6. In compliance with the provisions of Paragraph 6 of Gov. Decree SH, scholarship can be awarded based on the special resolution of the Minister of State for 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.1.7. In the case of student applications missing application documents may be submitted after 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 1st August.

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

III.2.1. The call for student applications is prepared by Tempus Public Foundation's SiH Department responsible for Stipendium Hungaricum on the basis of the concluded bilateral education agreements in effect and the previously negotiated directions of the Minister of State for Education. The call defines the application requirements, application deadlines, 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 (hereinafter 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 Department 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 online.

III.3.2. The SiH Department 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 Department. 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 Department 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's SiH Department to higher education institutions only if there is sufficient time available for the higher education institutions to conduct admission procedures.

III.3.6. The SiH Department contacts the higher education institutions concerned and forwards the application documents of those – applying for either full or partial studies – who are listed on the nomination list of the partners, for admission procedure to the programmes marked as first place choice in the applicants' priority list.

III.3.7. In the case of students applying for partial studies, the selected host institution must indicate its willingness 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 the admission procedure according to ANHE and their own internal regulations in case of the programmes marked as first place choice on the applicants' priority list. 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 SiH Department 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. The minimum point that is required to achieve an "acceptable" or "conditionally acceptable" status is 56 points (on a 100 points scale). No applicants are entitled to receive a scholarship offer with an examination result below 56 points.

III.3.9. The institution is not entitled to charge the applicants any fees for the admission procedure. The institution may finance the costs of the admission procedure by using the prime costs of the definite study programme awarded in accordance with the number of the students admitted to the programme.

III.3.10. The SiH Department will allocate the accepted and conditionally accepted students according to the criteria listed below:

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 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, the admission exam scores and the nomination list scores of the candidates must be considered equally. Those applicants who are ranked higher on the nomination lists must be given priority only if their admission exam

scores are adequate as well. In the case of equal ranking, admission exam scores will be decisive, taking the principle of student diversity into consideration as well.

- 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 preference 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 get into the category recommended for support as the second preference, the SiH Department 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 nomination list from the group of students who originally applied beyond the capacities. In this case, the procedures described under points III.3.10.2-5 must be followed.

III.3.10.7. In case of doctoral studies, those applicants are granted privilege that 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 Department 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 Department informs the 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 Department to the Immigration and Asylum Office, the Consular Department of the MFA 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 applicant's choice of programme 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 Department.

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 in 2 different institutions OR two

programmes in 1 institution corresponding to the specialisation of the preparatory 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 Department. The final result of the procedure can be “acceptable”, “conditionally acceptable” and “rejected”. Those applications with less than 56 points must be rejected and thus a scholarship cannot be awarded to such applicants.

III.4.3. Scholarship holders are entitled to commence their studies in a programme that they are admitted to and that 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 their 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 their intention to apply for a specialisation programme.

IV. Rules applying to scholarship holders

IV.1. Accepting 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. Qualifying minors must attach a parental authorization to their acceptance authorizing an administrator of the chosen host higher education institution OR a person who is authorized to act in cases such as signing the scholarship contract, opening a bank account, visa procedure or matters regarding medical procedures.

IV.1.2. The applicant who was awarded the scholarship is entitled to a student status in the semester that they were 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 30th September (Fall Semester) and by 28th February (Spring Semester) at the latest or until the deadline given by the host institution loses their scholarship.

IV.1.4. In a justified case, the scholarship holder is entitled to request the postponement of their 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 included in these regulations.

IV.2.2. On the issued date (24 December 2019) 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 43,700 HUF for students in bachelor and master programmes and in doctoral programmes it is 140,000 HUF/person/month in the first two years (during the training-research period) and 180,000 HUF/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 100,000 HUF/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 of state 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 40,000 HUF/month 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 80/1997 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 65,000 HUF/year.
- d) use of library services 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 their student status, no scholarship or accommodation allowance can be disbursed to them 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, i.e. until the last day of final exam period following the last study period.

IV.3.2. 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.3.3. 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.3.4. If the scholarship holder cannot complete their studies within the duration of the programme, they 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 1 semester).

IV.3.5. 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 they need 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 SiH Department electronically. The extension is judged by the SiH Department based on the submitted documents and the available funds from the central budget. Requests which are not backed by the sending partner and/or the higher institute 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 their 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.3.6. 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 study programme 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, mode 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 or - in case of changing institution - in the transfer decision 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 their 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 their studies in a later semester exclusively because of health issues or unexpected reasons through no fault of their own, but only in particularly justified cases. The written request must be sent to the SiH Department of Tempus Public Foundation by 30th September at the latest. The student is allowed to start their studies in a later semester specified by the higher education institution, based on the decision of the SiH Department, if the host higher education institution and the sending partner approve of the postponement.

IV.5.2. The requests for postponement are assessed by the SiH Department.

IV.5.3. 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 they do not indicate their intention of postponement by 30th 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 their studies during the study period according to the conditions specified by the study and examination regulations of the higher education institution, then

that semester is qualified as a passive semester and they are 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.

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 per each study level after submitting a special student request. Since 2019 the deadline for submitting the requests to Tempus Public Foundation is 1 December (for Spring Semester) and 15 May (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 their 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, on the new study programme, in the new language.

IV.7.3. Institutions, majors and languages can be changed only within one year after beginning the studies. The request—if it is relevant—must also include the extension of the studies with the scholarship. The allocation decision regarding the student at their 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 and/or 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 student 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 and/or languages with the compulsory annexes to the SiH Department electronically.

IV.7.6. The change of institutions, majors and/or languages is judged by the SiH Department 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 their own. The costs of the preparation and the submission of the student request for changing institutions, majors and/or languages and the process of changing institutions, majors and/or 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 and/or 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.

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 their studies, they must immediately inform the sending partner, the SiH Department 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 they have another concurrent scholarship from the Hungarian central budget. If the scholarship holder was awarded more than one scholarship, they have 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 affect the requirement of habitual residency principle.

IV.10. Termination of scholarship status

IV.10.1. The scholarship status is terminated if:

- a. student status is terminated,
- b. the scholarship holder withdraws the scholarship in writing,
- c. the student 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 they reside habitually in Hungary,
- f. the student does not arrive until the deadline of enrolment determined by the higher education institution and does not declare their scholarship status,
- g. the student fails to submit the missing documents until the deadline set by the institute.
- h. pursuant to section III.1.2 the applicant becomes non-eligible (e.g. the scholarship holder is granted a refugee status, temporary protection, subsidiary protection or Hungarian citizenship in the duration of the scholarship period).

IV.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 and for the students studying in a preparatory programme.

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

- a) inform the scholarship holder and Tempus Public Foundation after the first semester of the non-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 they will lose the scholarship at the end of next semester.

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

IV.10.4. The provisions of this section shall apply to students starting their scholarship status in academic year 2018-2019 and after.

IV.11. Employment

IV.11.1. Pursuant to the effective legal regulations, on the date of introducing these regulations, pursuant to Section 20 (5) of Act II of 2007, third-country citizens with residence permits for study purposes can pursue income earning activities 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.

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 holders by the 30th day of the first month of each semester, where the institution indicates the costs of each scholarship holder for the particular semester. In the case of failure to comply with the deadline for the submission of data, 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 their studies and they do 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 their student status or it is terminated,
- e) the scholarship holder does not continue their 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 or a cancelled programme).
- g) the scholarship 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 MHC 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 ANHE 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 a 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. The institution is eligible for a flat rate organisation allowance above the prime costs of the institution beginning from the 2019/20 academic year.

V.2.9. Institutions offering Hungarian programmes are eligible for financial support above the prime costs for all SH scholarship holders studying at a Hungarian programme at their institution in the amount of 150,000 HUF/person/academic year.

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.

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 40,000 HUF 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 checkup 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 their 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 Department 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 Department 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 80/1997 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 65,000 HUF 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, they will not get any scholarship allowance during the following semester until they meet their 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, and 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 that 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 are defined by the MHC 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 10 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 (30th November, 15th 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.

VI.5.5. Apart from MHC, the Public Foundation regularly informs the parties participating the SH Programme as follows:

a.) sending partner:

- The Public Foundation informs sending partner about the current call for applications after the Board of Trustees has approved it;
- The Public Foundation informs sending partner about the status of applicants through the electronic database (by generating reports);
- The Public Foundation informs sending partner by sending reports generated in the electronic database and via emails, sends the list of applicants approved during technical check after the application deadline;
- The Public Foundation invites sending partner for nomination, coordinates with sending partner to prepare a list of nominees that best utilizes the country's work plan;
- The Public Foundation informs sending partner about the applicants after the Board of Trustees' decisions have been made;
- The Public Foundation informs sending partner regularly about scholarship holders, applicants and potential applicants related to the sending partner;

b.) host institution

- the Public Foundation informs host institution about the current call for applications after the Board of Trustees' decision has been made;
- the Public Foundation informs host institution about the programmes available in the current call for applications – by keeping the relevant data on the Stipendium Hungaricum website up-to-date;
- the Public Foundation informs host institution about the applicants electronically (by generating reports);
- the Public Foundation sends the documents of the nominated applicants and a list of the nominated applicants electronically (by generating reports) to the relevant higher education institution, after the nominations have taken place;
- the Public Foundation informs the relevant higher education institution (by generating reports) about the selected scholarship holders electronically by way

of sending the data necessary to import to the Neptun database, after the Board of Trustees have made their decisions;

- c.) Immigration and Asylum Office (BMH), the Consular Department of the KKM
- the Public Foundation informs abovementioned parties about the scholarship holders selected by the Board of Trustees;
 - the Public Foundation regularly informs abovementioned parties about students who withdrawn from or deferred their scholarship;
- d.) The local (partner country/authority responsible for partner country) consulate of the KKM
- the Public Foundation informs abovementioned party about the scholarship holders selected by the Board of Trustees;
 - the Public Foundation regularly informs abovementioned party about students who withdrawn from or postponed their scholarship.

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				

	SiH	MHC	BT	Expert	Remarks
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 rd expert is needed	X				
Appointing a 3 rd expert if needed	X				
Submission of proposal on basis of professional scores and result of evaluations with ranking	X				
Decision-making on proposal			X		
Notification to applicants about decision of being supported	X				

	SiH	MHC	BT	Expert	Remarks
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 Department; MHC: Ministry of Human Capacities; BT: Board of Trustees;

Annex 2 – Student selection process flowchart

	SiH	MHC	BT	HEI	Foreign partner	Remarks
Elaboration of text and schedule of call for applications	X	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 first preference admission results (excl. Liszt Academy)	X					
Checking quotas	X					

	SiH	MHC	BT	HEI	Foreign partner	Remarks
Harmonizing results with institutional capacities	X					Rearrangement if needed
Harmonizing results with available funding	X					
Forwarding second preference applications to admission procedure	X					
Second preference admission procedure (formal and professional)				X		
Collecting and summarizing second preference admission results	X					
Checking quotas	X					
Harmonizing results with institutional capacities	X					Rearrangement if needed
Harmonizing results with available funding	X					
Submission of proposal on first and second preference scholarship-holders with ranking	X					
Decision-making on the proposal			X			

	SiH	MHC	BT	HEI	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

HEI: Higher education institution

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	
Postponement of enrolment, full-time studies	✓	✓		✓	Head of SiH Department
Postponement of scholarship period within the school year (in the case of partial studies)	✓	✓	✓ (if there is any)	✓	Head of SiH Department
Postponement of scholarship period beyond the school year (in the case of partial studies)					it is not possible, new application must be submitted
Extension of scholarship period, full-time studies	✓	✓		✓	Head of SiH Department It can be postponed with up to two semesters according

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

