

Changing institution, study programme and/or language

We have summarised the most important and useful information on changing institution, study programme and/or language requests that apply to all scholarship holders.

- **How many times can the scholarship holders change the host institution, study programme and/or study language?**

The host institution/study programme and/or study language can be changed only once.

- **Which year can the scholarship holders change the host institution, study programme and/or study language?**

Changing institution, study programme and/or language is possible within the first year of a full-time degree programme.

Foundation semester/year and language preparatory courses differ from this, you can read more information about them below.

Students at Risk scholarship holders are allowed to change institution, study programme and/or language in the first two semesters, if they are admitted to the first year of full degree studies in the frame of the Students at Risk Scholarship Programme.

- **What is the deadline for submitting the requests?**

The deadline for submitting the requests to Tempus Public Foundation is 1 December (for the Spring Semester) and 15 May (for the Fall Semester) in every school year.

- **Which documents do the scholarship holders have to submit with the request?**

- **a request signed by the student:**

A detailed and substantive statement of the exact reasons for the request, addressed to Tempus Public Foundation. It has to be typewritten, printed, signed and scanned, saved in MS Word or Adobe PDF format, the host university's forms cannot be accepted as requests. Requests may be rejected if a valid reason is lacking.

You can use the request form available on our website:

https://stipendiumhungaricum.hu/uploads/2020/03/request_changing_institution_major_language_form_2022.docx

- **approval of the host institution:** this document needs to contain the information regarding the student status of your previous semester(s)
- **the official, stamped approval of the future host institution in case of a change of institution request**

If the scholarship holders participate in a professional foundation semester(s), they have to submit a certificate issued by the original host institution for the foundation semester(s) with their request. The scholarship holders have to seek a new programme or higher education institution and gather the required documents on their own.

- **Which institution should scholarship holders apply to for changing institutions, majors and/or languages?**

The scholarship holders have to submit the request for changing institutions, majors and/or languages with the compulsory annexes to the Directorate for internationalisation of higher education of Tempus Public Foundation electronically (stipendiumhungaricum@tpf.hu). The request and the attachments must be sent together in one email, not in several incomplete emails.

- **Which study programmes can the scholarship holders choose?**

The scholarship holders can request to transfer to eligible programmes only;
<https://stipendiumhungaricum.hu/partners/>

- **Can the scholarship holders choose a different level of study programme than the current one?**

No. Change of institution or study programme is only possible at the same study level.

Changing the study programme is possible in the following cases:

- a) from bachelor to one-tier master
- b) from one-tier master to one-tier master, bachelor and master. (Changing from one-tier master to master is possible only if the scholarship holder has a bachelor's degree.)
- c) from master to master
- d) from doctoral to doctoral

There is no possibility of changing institution, study programme and/or study language in the case of partial studies and postgraduate specialist training courses.

- **What is the role of the sending partner?**

The Tempus Public Foundation forwards the list of scholarship holders whose changing request has been approved to the Sending Partners concerned for their opinion.

- **Should the requests also be submitted to the sending partner?**

It is not compulsory, but we recommend that the scholarship holders also notify the sending partner about their intention to change the host institution, study programme and/or language.

The contacts of the sending partners are available on our website:

<https://stipendiumhungaricum.hu/partners/>

- **If the scholarship holders change institutions, majors and/or languages, are they exempt from the credit minimum rule?**

No. The host institution has to take into account that the scholarship holders will be able to complete the credit minimum requirement during the admission/acceptance procedure.

- **When is the decision regarding the change of institution or study programme or study language final? Who issues the decision on the changing request?**

Changing of the institution, study programme and/or language can only be considered as final if it is approved by Tempus Public Foundation. Tempus Public Foundation will notify the scholarship holders of the final and formal decision on the extension requests by email.

When will the scholarship holders receive the decision on their changing request?

The scholarship holders will receive the decision on the changing request for the fall semester by the end of June, or by the end of January in the case of the spring semester.

- **Is it possible to appeal against the decision?**

It is not possible to appeal after the decisions are made on these requests.

- **Can the scholarship holders change the institution or study programme without approval?**

Any change of institution or study programme without approval may result in the withdrawal of the scholarship.

- **If the scholarship holders' request has already been accepted, can they withdraw and continue their studies in the original institution, study programme and/or language?**

No, the scholarship holders must continue their studies based on the decision. In case of a rejected decision, they have the right to submit another request during the eligibility period.

- **Can the request be withdrawn?**

Yes, the scholarship holders can withdraw the request before the decision is issued and sent to them by email, but it is recommended to do so before the deadline.

- **Can the scholarship holders change the study language from Hungarian to a foreign language?**

The scholarship holders can change the study language from Hungary to a foreign language in justified cases, if the following conditions are met: the lack of their Hungarian language skills seriously hinders their academic progress, as a result of which they are expected to be unable to fulfil their academic obligations stipulated in the contract (e.g. credit minimum). However, their knowledge of a foreign language is adequate for continuing their studies. In addition to language deficiencies, their academic progress is not hindered by other serious academic problems, so changing the language can be a solution to their problems.

- **How does changing institution, study programme and/or language affect the end of the scholarship period?**

The remaining semesters are calculated as follows: active semesters already used are deducted from the number of semesters of the new study programme.

For example, if the length of the original study programme is 4 semesters, the length of the new study programme is 3 semesters and the semesters already used are 2, the remaining semesters are calculated as follows:

Remaining semester(s) = 3 semesters – 2 already used semesters = 1 semester

- **Will the scholarship holders receive scholarship and housing allowance during the extension period in case they cannot finish their studies during the scholarship period due to the changing institution/ study programme and/or language?**

The scholarship holders will not receive a scholarship and housing allowance during the extension.

- **If the scholarship holders are doctoral students and because of the changing institution/study programme and/or language they cannot complete their studies during the scholarship period, can they submit an extension request?**

No, doctoral students cannot extend their scholarship period.

- **Can the scholarship holders change the host institution, study programme and language before they start their studies?**

No. The decision on allocation related to the student cannot be changed by requesting a change of the host institution, study programme or language. Scholarship holder must start their studies at the program and host institution which was awarded. Requests to change the host institution, study programme and language may only be submitted at the end of the first semester.

- **Can the scholarship holders change the host institution, study programme and language after the Hungarian language preparatory course?**

No. The scholarship holders have to start their studies at the Hungarian study programme and request to change the host institution, study programme and language at the end of the first semester.

- **Can the scholarship holders submit the request for changing institution, study programme and/or language in the semester they have passive student status?**

Yes, it is possible.

- **How does the foundation semester/year affect the end of the scholarship period?**

If the scholarship holders participate in the foundation semester/year, the scholarship period will be automatically changed according to the duration of the foundation semester/year. So the semester(s) of the foundation will not be deducted from the number of semesters of the new study programme.

The length of the scholarship status = foundation semester/ year + semesters of the new study programme

- **Can the scholarship holders change the host institution, study programme and/or language during the foundation year/semester?**

It is not possible to change the host institution, study programme and language during the foundation semester/year, but after the successful foundation semester/year, the scholarship holders must submit the change request in the last semester of the professional foundation year by the indicated deadline, together with the certificate issued by the institution, which proves that they are attending the professional foundation. The request can be approved after the scholarship holders complete the foundation, and the institution confirms this fact.