




UNIVERSITY OF DUNAÚJVÁROS

**Procedures for changing institutions, academic courses, and
languages, as well as, extending studies by two semesters in the
Stipendium Hungaricum Scholarship Program**

**Dunaújváros
2025**

	Procedures for changing institutions, academic courses, and languages, as well as, extending studies by two semesters in the Stipendium Hungaricum Scholarship Program		
	Issue 1	Modification 0	2 (6)

INTRODUCTION

The Operating Regulations of the Stipendium Hungaricum and the Program's Implementation Guide allow scholarship students to change institutions, academic courses, and languages, as well as, to extend their studies by two semesters in the Stipendium Hungaricum (hereinafter: SH) program.

The Vice-Rector for Education establishes the following procedure (hereinafter: procedure) for the implementation of the framework specified in the above regulations at the University of Dunaújváros:

I.

SCOPE OF THE RULES OF PROCEDURE

- (1) The rules of procedure apply to all employees and scholarship students involved in the Stipendium Hungaricum (hereinafter: SH) Scholarship Program at the University of Dunaújváros.
- (2) The scope of the procedural rules covers change of institution, academic course, and language, as well as, the extension of studies by two semesters.

II.


ORGANIZATIONAL UNIT AFFECTED BY THE PROCEDURE

- (1) The Directorate of International Relations is responsible for the procedures covered by these rules of procedure.
- (2) The Director of International Relations is responsible for issuing decisions made in the procedure.


III.

PROCEDURE FOR EXTENDING STUDIES

- (1) The procedure is governed by Chapter III.4 of the Operating Regulations of the SH Program.
- (2) Applications for extension must be submitted to the Directorate of International Relations by November 10 in the fall semester, and by April 15 in the spring semester. The form is available on our website along with further information: <https://www.uniduna.hu/en/scholarships/stipendium-hungaricum/rules-to-keep-in-mind#extension>.
- (3) The institution will then decide on the approval of the submitted requests and send the completed table to the Tempus Public Foundation [Tempus Közalapítvány (TKA)] by the specified deadline.
- (4) **The procedure is as follows:**

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- a) The application form, printed and signed by the student, must be submitted to the host institution. The application form can be downloaded from the university website.
 - b) The institution collects the applications and sends the list of approved applicants to the Tempus Public Foundation.
 - c) The Tempus Public Foundation requests the sending partner's consent for the extension. In the absence of such consent, the Tempus Public Foundation will decide based on the institution's recommendation and available resources.
 - d) The deadline for submitting extension requests to the host institution is November 10 (for the spring semester) and April 15 (for the fall semester). Applications must be sent to the following e-mail address: international@uniduna.hu
 - e) If the university does not support the extension of the scholarship, the Directorate of International Relations will inform the applicant.
 - f) Taking into account the information received from the university and the partner country, the Tempus Public Foundation will make the final decision on the scholarship extension request and inform the student, the partner country, and the university by e-mail.
 - g) In the event of a positive decision, the Directorate of International Relations will draw up a new scholarship agreement, which will include the extended scholarship period.
- (5) During the extension period, the scholarship students will not receive scholarships or housing subsidies (for those who began their studies in the 2020/21 academic year on an upward scale), and institutions will not be eligible for self-financing support for students starting their extension in the 2025/26 academic year.
- (6) The following principles shall be observed when assessing applications:
- scholarship holders should have the opportunity to apply for an extension of their scholarship status,
 - if the scholarship holder is forced to extend their studies for no fault of their own (e.g., serious, long-term illness, institutional error, etc.), the institution should support the extension request.
 - if based on the institutional assessment, the scholarship holder is only a few credits short of completing their studies and indicates a valid reason in their application (e.g., extraordinary event, life situation, etc.), the institution should support the extension request so that the completion of the studies does not become impossible.
 - the university shall use means at its disposal to help scholarship holders complete their studies on time, within the number of semesters for which they have been awarded support.
- (7) Expectations towards teachers in relation to the progress of scholarship holders:
- support scholarship holders who are falling behind in their studies; provide opportunities for them to catch up and make up for lost time,
 - provide a sufficient number of exam opportunities,
 - prepare a thesis schedule and ensure that it is adhered to.
- (8) If the institution does not support the scholarship holder's request for extension, the scholarship holder's legal relationship shall terminate. In this case, the student shall either

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continue his or her studies as a self-financing (tuition-paying) student, or his or her student status shall also terminate.


- (9) If the student decides to complete their studies on a self-funded basis, the university may charge tuition fees. The university has the right to decide on the award of tuition fee discounts.
- (10) If the former scholarship student continues their studies on a self-funded basis, they will not be entitled to health services (Social Security Identification Number [TAJJ]) under Section 22(1)(i)(id) of the Law on Persons Entitled to Social Security Benefits and Private Pensions, and the Coverage of these Benefits.

IV.

PROCEDURE FOR CHANGING INSTITUTION, ACADEMIC PROGRAM, AND LANGUAGE


- (1) Provisions regarding changing institution, and/or language of training are contained in Chapter III.4.3. of the SH Implementation Guide.
- (2) During the period of the scholarship, the scholarship holder may request a change of training and/or institution and/or language of training, which may take place no more than once per level of training. During their studies, scholarship holders may choose any of the above options (in any combination) at any one time.
- (3) A change of institution, course, and language may only be made at the end of the semester so that the scholarship holder can start the next semester at the new institution, on the new course, and in the new language.
- (4) A change of institution, course, and language may only take place within one calendar year of the start of the studies leading to a higher education qualification. The scholarship holder may submit a request for change even in a scholarship semester during which their student status is interrupted. Scholarship holders who have been admitted to the Students at Risk subprogram for a full course of study in their first year are allowed to change their course of study in the first two semesters.
- (5) Before submitting the application, the Directorate of International Relations shall inform scholarship students that, in the event of a change of institution, academic course, or language, due to the strict rules of the SH program, they will most likely only be able to complete their studies at their own expense (as the original number of semesters will not be sufficient to complete the sample curriculum). The risk of this is borne by the students submitting the application.
- (6) Procedure if a scholarship student wishes to change from an institution to the University of Dunaújváros [DUE]:

The documents specified on the DUE website must be submitted to the following e-mail address: international@uniduna.hu. The Directorate of International Relations will forward the

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submitted documents to the Study Office and the relevant institute, requesting them to examine whether there are acceptable (course subjects) and whether the application can be supported. They will inform the Directorate of International Relations of their recommendation, after which the Director of the Directorate of International Relations will consult with the Vice-Rector for Education, whose opinion will be taken into account by the Directorate of International Relations in preparing its decision on whether to approve the request to change institutions. The decision is at the discretion of the institution, which will examine, in particular, the reasons for consideration indicated by the student. The decision is issued by the Director of the Directorate of International Relations. The Directorate of International Relations will send the decision to the applicant by e-mail.

- (7) Procedure if a scholarship student wishes to transfer from the DUE to another institution:
The student shall send the application to the Directorate of International Relations by the deadline specified in paragraph (8) of this chapter to the following e-mail address: international@uniduna.hu. The Directorate of International Relations will review the application and make a recommendation to approve or reject it. The Director of the Directorate of International Relations will then consult with the Vice-Rector for Education, whose opinion will be taken into account by the Directorate of International Relations in preparing its decision on whether to approve or reject the request to change institutions. The decision is at the discretion of the institution, which will examine, in particular, the reasons for consideration indicated by the student. The decision is issued by the Director of the Directorate of International Relations. The Directorate of International Relations will send the decision to the applicant by e-mail.
- (8) The deadline for submitting applications to the Tempus Public Foundation is December 01 (for the spring semester) and May 15 (for the fall semester) of each academic year. Students must submit their applications for changing institutions, academic courses, and languages, together with the required attachments, online to the SH unit stipendiumhungaricum@tpf.hu.
- (9) The language of a training program can primarily be changed from a foreign language to Hungarian. The language of the training can only be changed from Hungarian to a foreign language in exceptional cases, on an individual basis for reasons of fairness, with the approval of the Tempus Public Foundation.
- (10) The following documents must be submitted to the Tempus Public Foundation:
- an application signed by the student,
 - written approval of the host institution (the deadline for submitting the application to the host institution is November 10 (for the spring semester) and April 15 (for the fall semester). Applications should be sent to the following e-mail address: international@uniduna.hu)
 - a letter of acceptance from the prospective host institution.
- (11) Before making a decision, the Tempus Public Foundation shall forward the application to the Sending Partner, whose approval is required for the decision to be made.
- (12) No appeal may be lodged after the decision on the application for a change of institution, academic course, or language.

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IV. FINAL PROVISIONS

- (1) These rules of procedure shall enter into force on September 1, 2025 and shall remain in force until revoked.

Dunaújváros, 2025.09.02:.....


Ildikó László

Director of International
Relations




Dr. László Balázs

Vice-Rector for Education



To:

Study in Hungary Igazgatóság

Date:

Tempus Public Foundation

Declaration

With reference to the request submitted by (Dob:, passport nr.:, SH ID:), who is a student of the University of Dunaújváros study program in the frame of Stipendium Hungaricum Scholarship programme, the University of Dunaújváros hereby declares that the student's request to change his/her university from the University of Dunaújváros study program to the University study program from the spring/autumn semester of the academic year is/not supported.

There is no possibility to appeal against the decision!

Nyilatkozat

A Dunaújvárosi Egyetem ezúton kijelenti, hogy (Szül. idő: útlevekszám:, SH ID:), a Dunaújvárosi Egyetem Stipendium Hungaricum ösztöndíjas szakos hallgatója által-án/én benyújtott intézményváltási kérelmét a a Dunaújvárosi Egyetem szakáról a Egyetem szakára támogatja/nem támogatja.

Jelen állásfoglalás ellen fellebbezésnek helye nincs.

Yours sincerely/Tisztelettel:

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Ms. Ildikó László
Director of the International
Relations
University of Dunaújváros



To:

Study in Hungary Igazgatóság

Date:

Tempus Public Foundation

Declaration

With reference to the request submitted by (Dob:, passport nr.:, SH ID:), who is a student of the University of Dunaújváros study program in the frame of Stipendium Hungaricum Scholarship programme, the University of Dunaújváros hereby declares that the student's request to extend his/her scholarship status with one semester for the spring/autumn semester of the academic year is/not supported.

There is no possibility to appeal against the decision!

Nyilatkozat

A Dunaújvárosi Egyetem ezúton kijelenti, hogy (Szül. idő: útlevekszám:, SH ID:), a Dunaújvárosi Egyetem Stipendium Hungaricum ösztöndíjas szakos hallgatója által-án/én benyújtott hosszabbítási kérelmét a tanév tavaszi/őszi félévére támogatja/nem támogatja.

Jelen állásfoglalás ellen fellebbezésnek helye nincs.

Yours sincerely/Tisztelettel:

.....
Ms. Ildikó László
Director of the International
Relations
University of Dunaújváros

