



UNIVERSITY OF DUNAÚJVÁROS

**Procedure for the institutional recommendation of self-financed
students applying for the Stipendium Hungaricum scholarship**

**Dunaújváros
2025.**



INTRODUCTION

The Operational Regulations of the Stipendium Hungaricum Programme, the Programme Implementation Guide, and Chapter 4.1 of the DreamApply Institutional Manual define the basic conditions for self-financed students to apply for the Stipendium Hungaricum (hereinafter: SH) scholarship.

The Vice Rector of Education establishes the following procedure (hereinafter: procedure) for the implementation of the above-mentioned regulatory framework at the University of Dunaújváros.

I.

SCOPE OF PROCEDURE

- (1) The scope of this procedure extends to all employees of Dunaújváros University (hereinafter: the University) involved in the Stipendium Hungaricum (hereinafter: SH) scholarship application process, as well as to the issuer of the recommendation letter.
- (2) The subject scope of the procedure covers the issuance of the institutional recommendation letter required for the SH scholarship application of self-financed students applying for the same level of study.

II.

ORGANIZATION UNIT INVOLVED IN THE PROCEDURE

- (1) The preparer of the recommendation letter required for the SH scholarship application of self-financed applicants applying for the same level of study is the International Relations Directorate (hereinafter: IRD).
- (2) The issuer of the recommendation letter required for the SH scholarship application of self-financed applicants applying for the same level of study is the Director of International Relations Directorate.

III.

CONDITIONS FOR ISSUING THE LETTER OF RECOMMENDATION

- (1) According to the SH Implementation Guide, students who are studying as self-financed students at Hungarian higher education institutions during the application period are not eligible to apply for a lower level of study. A student may apply for the same level of study only if they possess a recommendation letter from the institution where they are currently enrolled as a self-financed student, and their cumulative corrected credit index is higher than the average cumulative corrected credit index of students in the same program.




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- (2) The International Relations Directorate (IRD) receives information about students' requests for a recommendation letter from the table extracted from the DreamApply application system, while academic performance data is provided by the Study Office.
- (3) In addition to the minimum requirements specified in paragraph (1), the University sets the following additional conditions for the issuance of the recommendation letter:
 - a) The applicant student must not have had any serious behavioural issues (e.g., disciplinary
 - b) The applicant student's cumulative corrected credit index must exceed 4.5;
 - c) The applicant has fully complied with the obligations set out in the training agreement (e.g., grounds for exclusion include failure to fulfil cooperation obligations, failure to report changes in personal data, delayed or non-payment of tuition fees, etc.).
- (4) The determination of the content and formal requirements of the letter of recommendation falls within the competence of the individual institution. At the University, the letter of recommendation must include the following elements:
 - a) the applicant's name and information required for identification
 - b) current institution and study program
 - c) a clear statement of support or rejection
 - d) the applicant's cumulative corrected credit index
 - e) the average cumulative corrected credit index of students in the applicant's current study program
 - f) in the case of applicants whose cumulative corrected credit index does not meet the threshold specified in point b) of paragraph III.(3), this threshold value must be indicated
- (5) The deadline for issuing the letter of recommendation is set by the Tempus Public Foundation. When sending the letter of recommendation to the applicant, attention must be paid to the upload deadline in the DreamApply system.
- (6) The letter of recommendation is sent to the applicant electronically by the International Relations Directorate (IRD).

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IV.

FINAL PROVISION

- (1) These procedural regulations shall enter into force on 10th March 2025; however, their provisions shall apply retroactively from 1st February 2025, and remain in effect until revoked.

Dunaújváros, 10th March 2025.


Ildikó László

International Relations Directorate
director





Dr. László Balázs
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