

# **HUNGARIAN DIASPORA SCHOLARSHIP PROGRAMME**

## **Operational Regulations**

**Effective as of 24 November 2021**

<p><b>Accepted by:</b> <b>Tempus Public Foundation Board of Trustees</b> <b>Budapest, 21 October 2021</b></p>	<p><b>Approved by:</b> <b>Minister of Foreign Affairs and Trade of Hungary</b> <b>Budapest, 17 November 2021</b></p>
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Based on the authorisation granted under Government Decree 203/2020 (14 May) on Hungarian Diaspora Scholarship and the amendment of particular government decrees required for the operation of the Hungarian Diaspora Scholarship programme (hereinafter: HDS D.) - in order to implement the scholarship programme - Tempus Public Foundation has adopted the following Operational Regulations (hereinafter: Regulations).

## **CHAPTER I: GENERAL PROVISIONS**

### **I.1 Introduction**

1. The Board of Trustees of the Public Foundation,
  - a) in accordance with the provisions of Act CCIV of 2011 on National Higher Education (hereinafter: ANHE.);
  - b) taking into consideration the provisions of HDS D.;
  - c) pursuant to Section 5 of the HDS D.;

has adopted the following Regulations in order to implement the Hungarian Diaspora Scholarship programme (hereinafter: HDS programme).

### **I.2 The Regulations and the Implementation Guide**

1. Pursuant to the HDS D., the detailed rules for the operation of the HDS Programme are set forth in the Regulations and the supplementary Implementation Guide.
2. The Regulations and the Implementation Guide are prepared by the Public Foundation on the basis of guidelines previously agreed with the Minister of Foreign Affairs, and taking into account the comments of the Minister of Higher Education on the enforcement of strategic and educational policy considerations.
3. The Regulations (and any amendments thereto) shall be approved in writing by the Minister of Foreign Affairs, at the proposal of the Board of Trustees of the Public Foundation, within 30 days of the receipt, in accordance with Section 4 (1) a) of the HDS D.
4. The Implementation Guide is approved by the Board of Trustees of the Public Foundation.
5. In case the Regulations are amended, the Implementation Guide shall also be amended accordingly at the relevant meeting of the Board of Trustees. In case the amendment of the Implementation Guide does not affect the content of the Regulations, it may be amended separately.
6. The Regulations, the Implementation Guide, as well as the amendments thereof shall enter into force on the date of their publication.
7. The Regulations and its unofficial English translation, as well as the Implementation Guide shall be published without delay on the official website of the Public Foundation after approval.
8. The date of the latest version of the two documents shall be indicated on the opening page of both the Regulations and the Implementation Guide.
9. In the event of a dispute, the Hungarian language version of the Regulations shall prevail.
10. The persons concerned shall be informed of the adoption and amendment of the Regulations and the Implementation Guide.

### I.3 References

1. In issues not provided for in the Regulations, the following shall apply:
  - a) legislation, in particular ANHE., HDS D., and
  - b) with respect to the Public Foundation, the Memorandum of Association, the Organisational and Operational Regulations and other regulations and director's instructions (Code of Conduct, records management policy, data protection policy, complaint management policy, director's instructions on handling exceptions, audit implementation guidelines, the rules of providing information on the results of the evaluation, disclosure obligation).

## CHAPTER II: THE HDS PROGRAMME AND ITS STRUCTURE

1. The HDS programme offers an opportunity to people of Hungarian ties and Hungarian roots, living in the diaspora, to participate in Hungarian higher education.
2. The countries and regions affected by the Hungarian Diaspora Scholarship programme are defined in the HDS D.
3. The HDS programme consists of institutional and individual student applications. The healthcare protocol (medical examination) is a mandatory element of the program.
4. The HDS programme applicants can apply to those higher education institutions which participate in the Stipendium Hungaricum (hereinafter: SH programme) programme defined in Section 4 (1), points a) and b) of the Higher Education Act, and pursuant to point d), trusts registered in Hungary or institutions funded by religious associations and to those Hungarian and foreign language study programmes which are also available in the HDS programme. Following the successful institutional application of the SH Programme, the institutions obtain the SH licence, which also entitles them to participate in the HDS programme.
5. Institutions holding the SH licence can participate in the SH and HDS programme with the following programmes within the Hungarian higher education system:
  - a) foreign language bachelor's, master's or one-tier master's programmes, which are registered with the Educational Authority (hereinafter: EA) on the basis of a supporting opinion of the Hungarian Accreditation Committee (hereinafter: HAC) or a special decision of the minister responsible for education;
  - b) programmes of doctoral schools taught in a foreign language and preparatory courses in Hungarian for higher education, which are registered in the EA registry.
  - c) postgraduate specialist training courses;
  - d) short, intensive courses (summer university courses, specialisation courses etc.)
6. The following programmes belonging to the Hungarian higher education system, which are listed in the EA registry, can participate in the SH and HDS programmes without applying separately:
  - a) bachelor's, master's or one-tier master's programmes in Hungarian, based on the HAC's supporting opinion or a special decision of the minister responsible for education, or
  - b) programmes of doctoral schools taught in Hungarian language.
7. Furthermore, postgraduate specialist training courses as well as short, intensive courses (summer university courses, specialisation courses etc.) in Hungarian language can also participate in the SH and HDS programmes without applying separately.

8. The Hungarian language preparatory training course organised by the Ministry of Foreign Affairs and Trade (hereinafter: MFAT) or its background institution entrusted with the exercise of such public function can participate in the SH and HDS programmes without an application.
9. In the case of music, dance, technical and informatics study fields, the institution may decide, in accordance with Section 80 (2) d) of the Higher Education Act, to admit candidates to a preparatory semester or a preparatory year prior to the bachelor's and master's programmes.
10. In the case of programmes described in points 6. and 7., the SiH Directorate may exclude from participation those programmes that do not have Hungarian as their specified study language or due to their content the knowledge cannot be transmitted in Hungarian language (typically foreign language and culture programmes).
11. With regard to 5.d), the SiH directorate may exclude from participation language course type programmes or other study programmes which, due to their content and nature, cannot be conveyed in the given foreign language.
12. The involvement of higher education institutions is governed by the SH framework agreements, as well as these Operational Regulations and the Implementation Guide of the HDS programme. Another criterion of participation for higher education institutions is that they need to agree to provide a Hungarian as a foreign language and culture course for scholarship holders during their entire term of study.
13. The programmes listed in 5. d) subsections will be realised in the frame of alumni activities. In the case of these programmes, the application procedure, eligibility criteria, scholarship holders' benefits and obligations are indicated in a separate call for applications.

## CHAPTER III: STUDENT APPLICATIONS AND SELECTION PROCESS

### III.1 Principles of Student Application

1. The call for student applications is prepared by the Study in Hungary (hereinafter: SiH) Directorate of the Public Foundation, based on preliminary discussions with the Minister of Foreign Affairs and the minister responsible for education.
2. The call for student applications includes terms and conditions of application, the application deadline, the evaluation criteria, the current rate of scholarships available to scholarship holders and the requirements related to their academic advancement, as well as further provisions specified in Section 66 (2) of Government Decree 368/2011 (31 December) on the Implementation of the Act on Public Finances. In the case of programmes realised in the frame of alumni activities (pursuant to II.5. d)), the application procedure, eligibility criteria, scholarship holders' benefits and obligations are indicated in a separate call for applications.
3. The Board of Trustees of the Public Foundation decides on the call for applications.
4. The languages of the call for applications are English and Hungarian.
5. The call for applications shall be published immediately after the decision of the Board of Trustees.
6. During the application process, the Public Foundation and the higher education institutions may not charge any fees to the applicant.
7. Promoting equal treatment, student diversity and excellence is a key principle of the application process.

8. Under the HDS programme, only full-time studies can be pursued. Exceptions may be made for the short, intensive courses described in the section II.5. d) subsections which shall be announced in the frame of alumni activities in a separate call for applications.
9. Preparatory courses and short, intensive courses are not available in the frame of the HDS programme in the form of part-time studies.
10. Those who attended the Hungarian language preparatory training course may only apply for study programmes taught in Hungarian language, with the exception of the versions of the Hungarian Language and Literature study programme, registered in English language. If a scholarship holder studies at such study programme, the same requirements apply to the scholarship holder as well as to the institution as in the case of Hungarian language study programmes.

### III.2 Students Eligible for Submitting Applications

1. A valid student application may be submitted by the applicant who:
  - a) has Hungarian roots, and can furnish evidence of their ties in a motivation letter written either in Hungarian or English;
  - b) lives in the diaspora region and is a foreign citizen with a foreign address of residence;
  - c) is recommended by the Hungarian diplomatic mission accredited to a particular country or by the Hungarian diaspora organisation operating in a particular country, or one who, based on the special approval by the Minister of Foreign Affairs - granted to the Board of Trustees of the Public Foundation in accordance with the procedure specified in the Operational Regulations of the scholarship programme - is admitted to the supported study programme of an institution involved in the scholarship programme;
  - d) had spent at least 10 consecutive years abroad (that is, not in Hungary) prior to submitting the application, and the final date of this 10-year period is not earlier than one year before the date of submitting the application, or, in the case of those involved in fee-paying study programmes in Hungarian higher education, the final date of this 10-year period is not earlier than one year before commencing the self-financed studies; in this respect, the participants of the programme specified in Section 2 (2) of Government Decree 241/2016 (16 August) are equated to students transferring from fee-paying study programmes;
  - e) has completed the last 4 years of their secondary education in a foreign country (not Hungary). If in the applicant's country secondary education lasts less than for 4 years, then the last period of primary education shall also be considered;
  - f) is an adult, or attains the age of 18 at the commencement of their scholarship studies, at least before 31 August of the calendar year of the closing date for applications, except in the case of applicants for dance arts, or those exempted by special decision of the Minister of Foreign Affairs;
  - g) agrees to conclude a scholarship agreement after having been awarded the scholarship, and - in case it is not a training course provided in Hungarian - to attend a Hungarian as a foreign language and culture course during the entire term of the scholarship agreement and take an intermediate language exam in Hungarian as a foreign language before obtaining the degree, but not later than one year after obtaining the degree (for exceptions, see Implementation Guide); in case of failure to comply with this provision, the participant shall agree to repay the training costs.

- h) agrees to support the local Hungarian diaspora in a particular country with community work after obtaining their degree, for the period of time specified in the call for applications;
  - i) has not formerly participated in the HDS programme at the same or a higher level of education, or in other scholarship programmes established by the Hungarian Government; if the applicant has formerly participated in the HDS programme or another scholarship programme established by the Hungarian Government at the same level of education in the form of partial studies, they may be granted the scholarship holder status for a training period reduced by the duration of the partial training;
  - j) complies with the detailed rules set forth in the Implementation Guide.
2. When considering an application, it is of key importance whether the applicant has done any work for the Hungarian community and has been engaged in any activity related to Hungarian culture, arts, science or other fields.
  3. For the purposes of paragraph 1 i) above, applicants who have previously completed a one-tier master's programme may apply only for doctoral training, applicants who have previously completed a master's programme may not apply for a master's and a one-tier master's programme, and applicants who have previously completed a bachelor's programme may apply for master's degree training only on condition that their scholarship period is reduced by the number of semesters supported in the course of their bachelor's programme.
  4. Applicants are not eligible for the scholarship, if
    - a) they only have Hungarian citizenship;
    - b) they do not meet the entry requirements for the applied programme.
  5. Applicants may only apply to one study programme of two institutions each, or two study programmes of one institution, specifying the order of preference. After the submission of the application, this order and the information pertaining to the application may not be changed.
  6. When submitting the application, the applicant must enclose a statement in accordance with Annex 1 of these Regulations stating that they consent to the processing of their personal data in connection with the application procedure and the scholarship programme during the programme and career tracking.
  7. A scholarship holder status can be granted to an applicant who agrees to comply with the obligation to undergo health screening in case it is required by the host institution or the scholarship programme.
  8. The procedure of nomination by the Minister of Foreign Affairs is set forth in Annex 1 of these Operational Regulations.
  9. In the case of applications for doctoral training, the training institution shall decide whether to require written recommendation from a researcher teaching at a doctoral school accredited in Hungary as a criterion for application. If so, the recommendation must be uploaded by the deadline specified in the call for applications.
  10. The procedure for applying from fee-paying study programmes to the HDS programme is set forth in the Implementation Guide

### III.3 The Student Application and Selection Process

1. Application for the HDS programme will be managed in a dedicated online application system.
2. The Public Foundation shall be responsible for operating the online application system of the HDS programme.

3. Following the publication of the call for applications, the online application system will be opened by the Public Foundation.
4. The institutions involved will be granted access rights by the Public Foundation to manage the application process.
5. The applicants can use the application system after registration.
6. The deadlines for submitting the documents and completing or providing any further documents is set forth in the call for application.
7. The completion of the application process is followed by technical inspection and a check of authenticity of the recommendations. The technical inspection is conducted by the Public Foundation and the recommendations are checked by the Hungarian diplomatic mission of the country in which the diaspora organisation which issued the recommendation works.
8. Only students with validated recommendations are eligible for the admission process.
9. The admission procedure for the first and then the second preference applications begins after validating the authenticity of recommendations.
10. 10. If during the admission procedure it turns out that a candidate, applying for a study programme taught in Hungarian language, does not have the sufficient Hungarian language skills for the selected programme, the applicant can be re-allocated to a Hungarian language preparatory course.
11. 11. The institutions send the results of the admission procedure to the Public Foundation.
12. 12. The motivation letters of the applicants who successfully completed the admission procedure will be evaluated by experts. The motivation letters should briefly explain why the applicant wishes to receive the scholarship, how the scholarship may further strengthen their relationship to Hungary, and how they could use the knowledge and experience gained during their studies in Hungary to support a diaspora community. The experts use a standard system of criteria to evaluate the motivation letters.
13. 13. In case the number of applicants in a particular application year exceeds 150% of those eligible for support, the motivation letters shall be evaluated before the admission procedures are conducted by the institutions. According to the ranking based on the evaluation of the motivation letters, 150% of those eligible for support in a particular year can participate in the admission procedure of the institution.
14. 14. The SiH Directorate shall propose the allocation of the admissible and conditionally admissible applicants taking into account the following principles:
  - a) admission results (with a minimum limit of 56%);
  - b) the ranking based on the evaluation of the motivation letters;
  - c) programme quota;
  - d) other criteria included in the call for applications.
  - e) The allocation of the applicants shall be based on the priority order of the relevant call for applications.
15. 15. When evaluating the admission material of a number of applicants nearing the applicable quota and prioritised according to the allocation proposal, the Evaluation Committee shall select the applicants recommended for support based on objective criteria (e.g. regional considerations, specialist fields given higher priority, etc.).
16. 16. The allocation procedure is described in the Implementation Guide.
17. 17. If a course does not start, the SiH Directorate may allocate the applicant to the study programme of their second choice of preference, provided there is spare capacity and the



applicant has passed the entrance examination to that programme. If the applicant does not have a study programme as a second choice of preference or has not passed the entrance examination to the programme of their second choice of preference, the SiH Directorate may forward the applicant to a same study programme at another institution, depending on whether there is spare capacity. In this case, after having examined the application documents, the new institution may decide on admission or rejection.

18. If the transfer to the same programme is not possible or the transfer to the same programme is unsuccessful due to rejection by the new institution, the applicants to be transferred due to lack of capacity shall be reassigned to the second preference specified in the student application, if the applicant has been admitted and there is free capacity in the study programme.
19. In case the procedure described in Clauses 16 and 17 fails, the applicant must be rejected.
20. If the available resources are inadequate, the list of applicants proposed to be supported can be narrowed down on the basis of the allocation list.
21. In case of a high number of applications compared to the available scholarship quota, the Public Foundation reserves the right to conduct institutional admission procedures only for study programmes indicated in the first place.
22. The Board of Trustees of the Public Foundation decides on the grant of scholarships on behalf of the Minister of Foreign Affairs. The decision of the Board of Trustees - based on the application submitted - shall determine the number of semesters awarded to the scholarship holder, the host institution of the scholarship holder and the training that the scholarship holder may undertake, subject to the other conditions set forth in Section 19. There is no appeal against the decision of the Board of Trustees.
23. The Board of Trustees may refuse to grant scholarship to a person who is considered to present a potential national security risk by the competent national security services.
24. Following the allocation decision on applicants, the location of the applicant's training may only be changed when justified (e.g., the study programme is not launched), taking into account the order of preference, the capacity of the programme and the available resources. In such a case, reallocation is the responsibility of the SiH Directorate, based on authorisation from the Board of Trustees and subject to applicable rules of procedure.
25. The commencement of scholarship studies can only be postponed if the host institution issues a letter of acceptance for the new semester. The scholarship holder may only postpone the start of the scholarship status for health or other unexpected reasons beyond their control, that is, thus they may request to start the scholarship holder status in a later semester. The scholarship holder status may only be postponed before the establishment of the student status. Commencing the scholarship studies may only be postponed by a maximum of two semesters.
26. The deadline for receipt of requests is set out in the Implementation Guide.
27. The details of the postponement rules are described in the Implementation Guide.

#### **III.4 The Role and Responsibilities of the Evaluation Committee**

The Evaluation Committee is operated by the MFAT.

The Evaluation Committee is involved in the evaluation of the applications as follows:

- a) specifies the objective criteria for selecting experts from the TPF database to evaluate the motivation letters and using the list of experts selected according to the criteria provided, approves a list of experts who can participate in the evaluation of the motivation letters.
- b) according to criteria of national policy and national strategy, identifies priorities, and compiles the list of students recommended for scholarship accordingly. The Committee may identify the priorities on the premises during the meeting, which may be the following:
  - the quota for regions/countries,
  - priorities and quotas specified according to fields of study, levels, specialisation and mode.

Based on criteria of national policy, the Evaluation Committee may grant extra points to up to 10% of the maximum admission points, in up to 20% of the scholarship quota.

## **CHAPTER IV: THE BENEFITS, RIGHTS AND OBLIGATIONS OF SCHOLARSHIP HOLDERS**

### **IV.1 Benefits for Scholarship Holders**

1. The legal entity of the scholarship agreement shall be exclusively the scholarship holder. The scholarship represents the benefit provided to one person. It does not provide visas, supplementary benefits or administrative services to the persons accompanying them or to their family members.
2. The visa administration and the extension of the residence permit is free of charge for scholarship holders according to point 2) c) of paragraph 5 of the Decree 28/2007 (31 May) of the Ministry of Justice and Law Enforcement.
3. In the case of an active student status, the scholarship holder will receive the following benefits:
  - a) exemption from the reimbursement of the cost of education;
  - b) in the first year of the studies (in the preparatory and one-year Hungarian preparatory programmes, during the whole period of the preparatory course and during the first two semesters following the preparatory course), living and housing allowance according to the request indicated in the application.

Living and housing allowance is granted as follows:

    - i. a monthly scholarship (living allowance) amount of HUF 43,700 in bachelor's and master's programmes, which can be withdrawn in the cases set out in the Operational Regulations and the Implementation Guide,
    - ii. the monthly scholarship (living allowance) for PhD scholarship holders is HUF 140,000 for the first two years, and HUF 180,000 per month in the second two years following the complex examination and in the case of a successful application for the scholarship as set out in Section 4,
    - iii. the scholarship also includes a travel component, which, taking into account the distance between Budapest and the city of the scholarship holder's place of residence, provides a one-occasion travel allowance of HUF 330,000 between 8,000 and 19,999 km upon request, for the purpose of facilitating the change of residence required to start scholarship studies.

- iv. in the preparatory and one-year Hungarian preparatory programmes, during the whole period of the preparatory course and during the first two semesters following the preparatory course a monthly scholarship (living allowance) amount of HUF 43,700, which can be withdrawn in the cases set out in the Operational Regulations and the Implementation Guide,
  - v. dormitory accommodation or HUF 40,000/month housing allowance in bachelor's, master's, PhD, preparatory and one-year Hungarian preparatory programmes,
  - vi. Participants attending postgraduate specialist training courses are entitled to receive the same allowances as the participants in bachelor's programmes, based on a separate application,
- c) Those scholarship holders who -- based on the host institution's proposal -- are awarded the students excellence award will receive an increased scholarship of HUF 140,000 for one month in the awarded semester. PhD scholarship holders may apply for a one-off aid of HUF 400,000 considered as scholarship, subject to the award of a doctoral degree. The application for the aid can be approved if the scholarship holder received living allowance in the last semester of their studies.
  - d) From the second year of their studies, depending on the decision on a further request, as specified in the Implementation Guide; scholarship holders are entitled to receive the amount of living and housing allowance (or dormitory) stated in the b) point. The living and housing allowance may be reduced or withdrawn in cases set out in the Regulations and the Implementation Guide.
  - e) services according to Section 81 (1) of the ANHE. and the requirements set out in paragraph (2) thereof,
  - f) the healthcare service defined in Section 22 (1) i) id) of Act CXXII of 2019 on the Eligibility for and Funding of Social Security Benefits,
  - g) Health contribution of HUF 100,000 per academic year (broken down by HUF 50,000 per semester) for the medical services and health screenings of scholarship holders. An exception is made for point 10 of Chapter VI, in which case the amount of health contribution shall be replaced by HUF 65,000 per academic year (HUF 32,500 per semester).
4. The scholarship agreement and student status of scholarship holders who have a pre-degree certificate in doctoral training but have not yet obtained a doctoral degree will be suspended and will terminate after 1 year if they fail to obtain the doctoral degree. If they are awarded a scholarship in the relevant special application procedure, they can be granted a dissertation scholarship for up to 8 months after their obtaining a pre-degree certificate.
  5. In addition to the social, performance-based support available to the scholarship holder, the higher education institution may, at the expense of its own revenue, grant other excellence and/or social scholarships through a call for application, as specified in their regulations.
  6. The scholarship holder is entitled to receive the national higher education scholarship pursuant to Section 24 of Government Decree 51/2007 (26 March).
  7. Applicants receiving other parallel scholarship to pursue studies in Hungary, funded from Hungarian budgetary sources, are not eligible for the HDS scholarship. Cases requiring special consideration are described in the Implementation Guide.
  8. The scholarship holder may only receive support during the study period for the purpose of training or partial training outside Hungary under the condition of the loss of the HDS scholarship.

9. The rights concerning the employment of scholarship holders are governed by Section 20 (5) of Act II of 2007 on the Admission and Right of Residence of Third-Country Nationals, stipulating that third-country nationals with study purposes and holding a student mobility residence permit and a student mobility certificate may only engage in full-time occupational activity in up to twenty-four hours per week during their term-time, and outside their term-time, for a maximum period of ninety days or sixty-six working days a year.
10. The scholarship agreement in effect during the semester of graduation will be extended until August 31 of that year for all scholarship holders who receive their degree at the end of the spring semester under the HDS programme and receive scholarship at a higher level of training in the application procedure for that year.
11. Applicants who fail to accept their scholarship before the deadline shall be deemed as withdrawn from the scholarship.

#### **IV.2 Obligations Concerning Learning Hungarian as a Foreign Language and Culture**

1. Scholarship holders studying in foreign language programmes (including all levels of education) are required to attend a Hungarian as a foreign language and culture course, provided by the host institution, during their studies pursued under the HDS programme.
2. Students are required to take a complex exam in Hungarian as a foreign language at least at an intermediate level before obtaining their degree at the level of education associated with the scholarship holder status, but not later than one year after obtaining the degree.
3. In case a scholarship holder fails to comply with the obligation to learn Hungarian as a foreign language and culture, their scholarship holder status shall be terminated.
4. In case a scholarship holder fails to comply with the obligation to take a language exam, they shall be required to repay the training costs.
5. For scholarship holders studying in programmes offered in Hungarian, attendance of a Hungarian as a foreign language and culture course is optional.
6. The detailed rules concerning learning Hungarian as a foreign language and culture are set forth in the Implementation Guide.

#### **IV.3 Further Obligations of Scholarship Holders**

1. Scholarship holders undertake to use their knowledge by actively contributing to promoting, cultivating and preserving Hungarian language and culture in the diaspora community of any country after finishing their studies under the HDS programme.
2. The scholarship holder is required to establish a student status with the higher education institution involved in the admission or transfer decision and to maintain that status for the duration of the scholarship payment period.
3. The scholarship holder shall conclude an agreement with the host institution with the following mandatory content:
  - a) the training period specified in the training and degree requirements applicable to the relevant programme and the duration of the preparatory studies and postgraduate specialist training courses referred to in Section 80 (2) d) of the ANHE;
  - b) the monthly amount of the scholarship as specified in the Operational Regulations of the HDS programme, as well as the date and method of payment thereof;

- c) the procedure for transfer to another higher education institution;
  - d) the consent to data processing;
  - e) the condition that the scholarship agreement shall enter into force on the date of the scholarship holder establishing student status;
  - f) the procedure of suspending and terminating the scholarship holder status and the higher education studies;
  - g) the rules and conditions governing the compulsory learning of Hungarian as a foreign language and culture;
  - h) the obligation to undertake community work in support of the local diaspora in a given country;
  - i) the obligations set out in the healthcare protocol,
  - j) the obligation to provide information about criminal proceedings initiated during the scholarship period to the Tempus Public Foundation and the host institution.
4. The agreement shall be updated in case of any change to its content, e.g. change of major, extension, length of studies.
5. Excepting those cases listed in Section 59 (1) a) of the ANHE. and in Sections 8 (2) and 9 (3) of HDS D., the scholarship agreement shall be terminated if the student status of the scholarship holder is terminated.
6. The scholarship holder is required to reside habitually in Hungary during the training period as follows:
- a) The scholarship holder's continuous private stay outside Hungary may not exceed 10 working days per training period.
  - b) In case the intended stay abroad for private purposes exceeds 10 working days but does not reach 30 days in a semester, it is the host institution's responsibility to authorise the absence.
  - c) The stay abroad for private purposes referred to in paragraphs a) and b) shall not entail withdrawal of the support.
  - d) Abroad stays exceeding 30 days per training period are subject to institutional authorisation, and, in accordance with Section 45 (2) c) of the ANHE., may only be allowed in cases of childbirth, or in the event of an accident, illness or other unexpected reason beyond the scholarship holder's control.
- da) If the abroad stay of more than 30 days is realised due to state of emergency, and the scholarship holder participates at distance education while having active student status, requesting a passive status as described in point d) is not necessary.
- e) In the case of paragraph d) and da), no scholarship or housing allowance shall be granted the subsequent month following the decision in respect of the training period concerned.
  - ea) Scholarship holders with the status described in point da) shall be granted the scholarship and housing allowance again from the month of their return to Hungary.
  - f) During the training period, the scholarship holder is allowed shorter, research or study related stays abroad (not exceeding 14 consecutive days) such as conferences, internship or other study related stays.
  - g) In case the purpose of the intended stay is in accordance with paragraph f) but the length of the stay would be 15 to 30 days, it may be allowed once in a semester, and the institution shall have the power to decide not to withdraw the support.

- h) Stays with the purposes stated in paragraph f) but exceeding 30 days per semester shall also be permitted only once in a semester; in this case, the scholarship holder shall not be entitled to the scholarship (living allowance) and the accommodation costs for the given training period, and the institution is only entitled to a flat-rate organisational allowance, but not the tuition fee.
  - i) Scholarship holders in doctoral training may participate at student mobility abroad with the purpose of research for the duration of maximum one semester in both phase of doctoral studies. In their case the housing allowance and the monthly stipend shall be considered as mobility grants for this specified period.
7. Unless the applicable regulations of the institution contain stricter provisions, the scholarship holder shall comply with their obligations of academic advancement set out in the studies and exams code and the curriculum by earning at least an average of 18 credits in each of the last two (continuous) semesters in which their student status was not suspended (that is, a total of 36 credits) (minimum credit requirement). The recognised credits shall be always considered separately.
  8. In case the inspection conducted in each academic year finds that the scholarship holder has not obtained the required number of credits, the institution shall terminate the scholarship status and inform the Public Foundation thereof without delay.
  9. The minimum credit requirement does not apply to scholarship holders of doctoral schools and preparatory courses.
  10. The scholarship holder must comply with their reporting obligations to the Public Foundation as described in the Implementation Guide.
  11. The scholarship holder must participate in the alumni activities coordinated by the institution or the Public Foundation to the extent possible.
  12. The scholarship holder agrees to actively participate in the events and programmes organised as part of the programme with the purpose of learning about Hungarian language and culture.
  13. The scholarship holder is required to register personally at the international office of the host institution at the beginning of each semester.
  14. In case the scholarship holder suspends their student status, the living and housing allowance - if otherwise due - shall not be paid to them during the period of suspension.
  15. The scholarship holder shall pursue and successfully complete their higher education studies to the best of their knowledge and ability.
  16. The scholarship holder must cooperate with the host institution and the Public Foundation for the success of their higher education studies and scholarship, and shall, in particular, notify the Public Foundation and the HDS coordinator of the host institution of any material circumstance affecting the fulfilment of the provisions of these Operational Regulations and the student agreement without delay, but not later than 8 days after its occurrence.
  17. The scholarship holder shall assist the Public Foundation with the personal, study and contact information required to comply with the provisions of these Operational Regulations and shall acknowledge that they are required to provide information regarding any changes thereto.
  18. The scholarship holder shall comply with the obligations set forth in the scholarship agreement.

#### IV.4 Procedures Related to the Scholarship Status

1. During the term of scholarship, the scholarship holder may apply for an extension of their scholarship status as follows:
  - a) The scholarship holder may extend their scholarship period by a total of two semesters in Hungarian bachelor's, master's and one-tier master's programmes.
  - b) Applications for the extension of scholarship status must be submitted to the host institution.
  - c) The institution collects the applications and sends the list of those recommended for support to the Public Foundation.
  - d) The Public Foundation shall decide on the basis of a proposal from the institution and the available resources.
  - e) During the extension, the scholarship holders who formerly received living and housing allowance are no longer eligible.
  - f) The scholarship holder status may not be extended for doctoral, preparatory, postgraduate specialist training and part-time courses.
  - g) Altogether two extensions for one semester on each occasion are available in bachelor's and master's programmes, and in one-tier master's programmes.
  - h) For further details on the terms of the extension, see the Implementation Guide.
2. During the term of the scholarship holder status, the scholarship holder may request changing the scholarship training and/or the institution and/or the language of the training, in accordance with the Implementation Guide.

#### IV.5 Termination and Suspension of the Scholarship Holder Status

1. The student's scholarship holder status is automatically terminated
  - a) with the termination of the scholarship agreement;
  - b) with the termination of the student status, with the exception stated in Section 59 (1) (a) of the ANHE. and sections 8 (2) and (3) of the HDS D.;
  - c) by waiving the scholarship;
  - d) if the scholarship holder enters into a legal status in Hungary specified under Section 39 (1) (b) of the ANHE. while the scholarship status still exists.
2. The scholarship status shall terminate by unilateral declaration if
  - a) the scholarship holder has provably participated in the application process in bad faith and/or on the basis of false eligibility;
  - b) as a result of institutional disciplinary or criminal proceedings against the scholarship holder, the scholarship holder is expelled, and for this reason the Public Foundation asks the host institution to terminate the scholarship status;
  - c) the information obligation stated in Section IV.3.3. i) is not met by the scholarship holder and the Public Foundation approves the termination;
  - d) the requirement stated in Section IV.3.8 and 10 of the Operational Regulations is not met by the scholarship holder;
  - e) the requirement stated in Section IV.2.1 of the Operational Regulations is not met by the scholarship holder;
  - f) if the scholarship holder does not fulfil their obligation to participate in medical screenings, and their additional obligations set out in the healthcare protocol or provides

- false information in relation to the health screening protocol during the application period or during their scholarship period.
3. The scholarship holder is deemed unfit during the obligatory medical examination. The scholarship status is suspended during the period in which the scholarship holder is deemed temporarily unfit during the obligatory medical examination. Further details about the suspension of the scholarship status are included in the Implementation Guide.

## CHAPTER V: RULES APPLICABLE TO INSTITUTIONS

### V.1 Institutional Subsidy and Framework Agreement

1. The subsidy granted to institutions consists of the following:
  - a) the scholarship (living allowance) and dormitory accommodation or housing allowance awarded to scholarship holders pursuant to Section IV.1;
  - b) reimbursement of certified costs incurred when using supplementary or foreign-language healthcare services, or supplementary health insurance covering foreign-language healthcare services;
  - c) the institutional costs of training scholarship holders as specified in the Stipendium Hungaricum framework agreement;
  - d) an organisational flat rate of HUF 150,000/person/academic year awarded after scholarship holders;
  - e) a Hungarian language training flat-rate allowance of HUF 150,000/person/academic year if the scholarship holder receives training in Hungarian language and culture.
2. The institution and the Public Foundation conclude a framework agreement to receive scholarship holders. Scholarship holders can be received by those higher education institutions which participate in the SH programme defined in Section 4 (1), points a) and b) of the Higher Education Act, and pursuant to point d), trusts registered in Hungary or institutions funded by religious associations and, which, as part of the framework agreement, accept the terms and conditions of participating in the scholarship programme. The framework agreement shall also be concluded with institutions only hosting students studying in programmes offered in Hungarian and with ones which have students who do not apply in a given round of applications but hold an HDS scholarship.
3. In order to receive scholarship holders, a valid institutional framework agreement must be in place between the Public Foundation and the institution.
4. The mandatory elements of the framework agreement to be concluded with the institutions are:
  - a) The title of the programme;
  - b) The data of the contracting parties (registered office, representative, for institutions, also tax number and tax ID number);
  - c) The purpose of the agreement;
  - d) The amount and elements of the scholarship and provisions on the payment thereof;
  - e) The relevant obligations of the institution;



- f) Monitoring the implementation of the programme;
- g) Amendment of the agreement, the Public Foundation's right to termination;
- h) Jurisdiction;
- i) Indemnification, liability;
- j) Data protection;
- k) Other provisions;
- l) Contact details of the parties;
- m) The effective date and term of the agreement, the number of copies made and their distribution;
- n) Attachments (list of programmes, HDS Regulations, specimen signatures of institutions, operating license for non-budgetary institutions, privacy policy);
- o) Date, signature, stamp.

## **V.2 Reporting and Data Provision Obligations**

1. The institution shall liaise with the organisations responsible for implementing the HDS programme, in particular with:
  - a) the Public Foundation,
  - b) the aliens policing body as defined in Act XXXIV of 1994,
  - c) the ministries responsible for managing the HDS programme,
  - d) the body managing the register of higher education institutions,
  - e) the healthcare provider(s) selected for the performance of health screenings.
2. The institution shall comply with its data provision and reporting obligations as detailed in the Implementation Guide.
3. Failure to meet the deadline for data provision shall cause the institution to lose its right to claim any cost for that semester, but scholarship benefits shall continue to be provided to the scholarship holder.

The rules relating to the healthcare protocol (medical examination) are included in Chapter VI.

## **V.3 Assistance in Obtaining a Visa and Residence Permit**

The institution is required to provide assistance to the scholarship holder in obtaining a visa and residence permit as described in the Implementation Guide.

## **V.4 Support for Social Security and Health Services**

1. The institution shall provide support for the acquisition of social security entitlements by the scholarship holder as described in the Implementation Guide.
2. The institution may take out supplementary health insurance for foreign-language healthcare services to be used by scholarship holders using the health contribution, as described in the Implementation Guide.
3. The institution participates in the health screening of the scholarship holders according to the healthcare protocol. The rules relating to the healthcare protocol (medical examination) are included in Chapter VI.

## V.5 Mentoring System and Alumni

1. The institution shall provide a mentoring system to support the integration of the scholarship holder.
2. The institution also accepts foreign students in the alumni system and coordinates its alumni activities with the alumni activities coordinated by the Public Foundation.

## V.6 The Monitoring of Implementation

1. The use of the subsidy may be reviewed by the Public Foundation, by the ministry responsible for implementing the HDS programme, or by any person authorised in writing by any of them, within 10 years of the receipt of the last instalment of the subsidy or the repayment of the unused amount.
2. The institution shall regularly report the progress of the implementation of the HDS programme to the responsible ministry and the Public Foundation.
3. The Public Foundation may temporarily reduce the flat-rate organisation allowance if it becomes aware that the institutions are not implementing the HDS programme in accordance with the purposes of the HDS programme, or that they are in breach of the rules of the HDS programme for any reason attributable to them. When the error is corrected, the curtailment is terminated, and if no correction is made before the deadline, the institutional framework agreement may be terminated.
4. The institution further undertakes to:
  - a) conclude an agreement with the scholarship holder;
  - b) participate in the promotion of the HDS programme;
  - c) inform the applicants;
  - d) assist in the implementation of the application procedures set forth in these Regulations.

## CHAPTER VI. HEALTHCARE PROTOCOL (MEDICAL EXAMINATION)

1. By the Government Decree 1793/2019 (XII. 23.) on the strategic correlations of the Stipendium Hungaricum Scholarship Programme the Government has accepted the strategic courses of action of the scholarship programme, of which one of its elements was the improvement of health security. In accordance with this – and based on the Government Decree 16/2021 (I.22.) on the medical examination of students entering Hungary during a state of emergency, furthermore authorized by point h) of subsection (2) of section 80 of the Higher Education Act -, the institution responsible for the management of said programme has ordered compulsory medical examination (“compulsory healthcare protocol”) for students supported by said scholarship programme, as a prerequisite of participation.
2. The healthcare provider responsible for the medical examination manages the medical data of students in accordance with the Act CLIV of 1997 on healthcare.
3. The compulsory healthcare protocol will first be introduced in the case of students whose scholarship holder status is established in the 2021/2022 Academic Year and will stay in force for upcoming academic years until ordered otherwise.

4. The scholarship holder must fulfill the obligations of the healthcare protocol pertaining to them and cooperate with the healthcare provider conducting the medical examination. The scholarship holder must request an appointment for the examination from said healthcare provider as soon as possible after entering Hungary. The scholarship holder must fulfill their obligations related to the healthcare protocol (completion of medical form, undergoing the medical examinations and taking up the required vaccinations listed in the Implementation Guide) at a healthcare provider that is on the list of providers approved by their host institution or the institution managing the scholarship programme.
5. In the case of section 3, the scholarship agreement created between the scholarship holder and their host institution must contain the fulfilment of the responsibilities pertaining to the healthcare protocol.
6. Scholarship holders who started their studies earlier than the 2021/2022 Academic Year can participate in the medical examinations and can take up the required vaccines stipulated in the healthcare protocol of their own accord.
7. In the case of section 6, the scholarship holder shall notify the host institution of their wish to participate. The host institution shall notify Tempus Public Foundation and the relevant healthcare provider of the scholarship holder's wish to participate, then proceed to provide the scholarship holder the technical information necessary to participate in the process. The host institution shall inform all upperclassmen scholarship holders of the possibility to participate in the medical examination.
8. It is the responsibility of the host institution to provide the possibility of the medical examinations ordered by the institution managing the scholarship programme. The institution managing the scholarship programme can decide – for the sake of effectiveness and coherence of the process - to prepare the list of approved healthcare providers conducting the medical examinations through a tender procedure, in which participation is mandatory for all providers wishing to be on the list, except for higher education institutions offering medicine programmes and the background institution entrusted by the Ministry of Foreign Affairs and Trade with the public function of organizing preparatory courses in Hungarian language, for whom it is optional to participate. In the absence of a tendering procedure, institutions shall ensure that the appropriate healthcare provider is provided.
9. The medical examination must be financed by the amount allocated for supplementary medical care, but the institution can finance it from the cost of the study programmes and the flat-rate organisation allowance, if needed.
10. In case the institution managing the scholarship programme decides that the approved healthcare providers are to be selected through a tender procedure as per section 8, the institution using the services of the selected healthcare provider shall receive reduced supplementary medical care, based on the number of students using the services. The institution managing the scholarship programme shall take upon itself to pay the expenses in relation to the medical examinations of the relevant students towards the selected healthcare provider up to a predetermined envelope per scholarship holder.
11. The healthcare provider shall collect the students' medical forms, conduct medical examinations and vaccinate the students using their service within the framework of the healthcare protocol. The necessary examinations and vaccinations are listed in the Implementation Guide.

12. The collection of medical forms, the medical examinations and the vaccinations shall take place as soon as possible after the student enters Hungary, but no later than 2 weeks after their arrival.
13. The healthcare professional responsible for the examination shall issue a certification on whether the examined student is fit/unfit/temporarily unfit (with the indication of period) or temporarily fit only online (with the indication of period) based on their professional judgement, the examination results and the medical form collected from the student. An unfit certification may lead to the termination or suspension of the student's scholarship holder status, depending on whether the student is unfit to start or continue their studies at their programme temporarily or indefinitely. Consequently, the certification must contain, whether the student is unfit temporarily or indefinitely. If the student is temporarily unfit, the duration of unfitness must be included in the certification as well. In connection to the medical examination the possible cases of the termination and suspension of the scholarship status is listed in section IV.5.
14. The healthcare provider shall determine the place of collecting medical forms, the medical examination and the vaccination after consulting with the host institution and Tempus Public Foundation. During the selection, priority should be given to places near the host institution and the place of study of the scholarship holder. In case the host institution offers a place within its facilities for this purpose, the healthcare provider must accept and use the offered place.
15. In case the healthcare provider orders medical services other than the ones determined in the Implementation Guide, the institution managing the scholarship programme shall not take upon itself to pay such services, as it falls outside the services listed in the healthcare protocol.
16. The host institution must cooperate with the healthcare provider selected as per section 8 for the purpose of providing the services within the healthcare protocol, and must support them in providing said services, furthermore they must inform the relevant scholarship holders properly.
17. It is compulsory for the higher education institutions to send monthly – statistical and anonymous – reports to the institution managing the scholarship programme in connection to the medical examinations conducted. In case the medical examinations are conducted by the healthcare provider selected as per section 8, it is the healthcare provider's responsibility to prepare monthly reports – statistical and anonymous. In the latter case, the host institution must cooperate with the healthcare provider in providing the student population statistics necessary to prepare the monthly reports.

## CHAPTER VII: SPECIAL CONSIDERATION

The Board of Trustees is entitled to give special consideration to matters related to scholarship status in exceptionally justified cases. This right does not apply to decisions adopted within the competence of the institution.

## CHAPTER VIII: COMPLAINT

In case the applicant suspects a procedural or administrative error, they may file a complaint against the decision.

## CHAPTER IX.: TEMPORARY PROVISIONS

1. In cases of force majeure, the Board of Trustees of the Public Foundation - based on guidance from the ministry responsible for the operation of the programme - may, for a definite period of time, also apply provisions pertaining to the institutions and the scholarship holders other than those set forth in the Implementation Guide with respect to the operation of the HDS programme.
2. In case the applicant is unable to procure in their sending country the mandatory medical certificate that is required as part of the application process, due to vis maior reasons (eg. unfit weather conditions, pandemic/epidemic emergency or political conditions), the document can be submitted completed and signed by the applicant themselves.

### Annexes:

- 1) statement

### STATEMENT

By signing this Statement, I consent to the processing of my personal data by the host higher education institution and the scholarship provider Tempus Public Foundation. The scope of data to be processed includes all the data which I provide in this application procedure and documentation. The purpose of data processing is to check eligibility for the scholarship applied for, to ensure financial and professional monitoring, to prepare the reports and statistics required by the higher education institution and Tempus Public Foundation in order to meet their reporting obligations, to prepare informational materials, to conduct research and surveys, as well as for career tracking. The duration of data processing is 10 years. The data can be accessed by persons responsible for data entry, the authorised employees of the higher education institution and Tempus Public Foundation, persons involved in the evaluation and monitoring processes, inspection and supervisory bodies, and, anonymously, experts and researchers analysing the implementation and impacts of the programme. The personal data shall be protected by the data processors in particular against unauthorised access, alteration, unauthorised transfer, disclosure, deletion or destruction, as well as against accidental destruction or damage. I hereby declare in awareness of my criminal liability that the data indicated in the application are true and correct. The provision of incorrect information shall result in disqualification from the application procedure.



Name and signature.

Date of statement.