

# **Stipendium Hungaricum Programme Operational Regulations**

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*-provisional translation-*

**Accepted by:  
Board of Trustees of Tempus Public  
Foundation  
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## Table of contents

|  |    |
|--|----|
| OPERATIONAL REGULATIONS OF STIPENDIUM HUNGARICUM PROGRAMME .....                         | 4  |
| CHAPTER I: GENERAL PROVISIONS .....  | 4  |
| I.1. Introduction.....   | 4  |
| I.2. The Operational Regulations and the Implementation Guide .....                      | 4  |
| I.3. References .....  | 5  |
| CHAPTER II: STRUCTURE OF THE SH PROGRAMME .....  | 5  |
| II.1. Application Elements of the SH Programme .....                                     | 5  |
| II.2. Institutional Applications: the SH licence.....                                    | 5  |
| II.3. Eligibility of Institutional Applications .....                                    | 6  |
| II.4. Order of Institutional Applications.....   | 6  |
| II.5. Principles of Individual Student Application .....                                 | 7  |
| II.6. Students Eligible for Submitting Applications .....                                | 8  |
| II.7. The Student Application and Selection Process .....                                | 9  |
| CHAPTER III: BENEFITS, RIGHTS AND OBLIGATIONS OF THE SCHOLARSHIP HOLDERS .....           | 10 |
| III.1. Scholarship Holders' Benefits.....  | 10 |
| III.2. Obligations Related to Learning Hungarian as a Foreign Language and Culture ..... | 11 |
| III.3. Further Obligations of the Scholarship Holders .....                              | 12 |
| III.4. Procedures Related to the Scholarship Status .....                                | 13 |
| III.5. Termination and Suspension of the Scholarship.....                                | 14 |
| CHAPTER IV: ADDITIONAL RULES PERTAINING TO INSTITUTIONS .....                            | 15 |
| IV.1. Notification and Reporting Obligations.....  | 15 |
| IV.2. Contribution to Obtaining a Visa and Residence Permit.....                         | 15 |
| IV.3. Language Training Accompanying the Studies.....                                    | 15 |
| IV.4. Support for Social Security and Health Services .....                              | 15 |
| IV.5. Mentoring System and Alumni .....  | 15 |
| IV.6. Monitoring of Implementation .....   | 16 |
| CHAPTER V. HEALTHCARE PROTOCOL (MEDICAL EXAMINATION).....                                | 16 |
| CHAPTER VI: EQUITY.....  | 18 |
| CHAPTER VII: COMPLAINT .....   | 18 |
| CHAPTER VIII: TEMPORARY PROVISIONS .....   | 18 |
| IX. CHAPTER I: STUDENTS AT RISK SUB–PROGRAMME.....                                       | 19 |
| IX.1. Purpose of the sub-programme .....   | 19 |
| IX.2. Available courses.....   | 19 |
| IX.3. Deviations in individual student eligibility .....                                 | 19 |

IX.4. The Student Application and Selection Process ..... 19

IX.5. Scholarship Holders’ Benefits..... 19

IX.6. Obligations of the Scholarship Holders ..... 20

# OPERATIONAL REGULATIONS OF STIPENDIUM HUNGARICUM PROGRAMME

Based on the authorisation granted in Government Decree 285/2013 (26 July) on Stipendium Hungaricum (hereinafter: Decree), in order to implement the Stipendium Hungaricum Programme (hereinafter: SH Programme), Tempus Public Foundation (hereinafter: Public Foundation) shall establish the following Operational Regulations.

## CHAPTER I: GENERAL PROVISIONS

### *1.1. Introduction*

1. The Board of Trustees of the Public Foundation has accepted the following Operational Regulations,
  - a) in compliance with the provisions of Act CCIV of 2011 on National Higher Education (hereinafter: Higher Education Act);
  - b) taking into a consideration of the Government Decree 51/2007 (26 March) on grants available for higher education students and fees payable by them and the provisions of the Decree;
  - c) pursuant to Section 4 of the Decreeto ensure the smooth running of the SH Programme.

### *1.2. The Operational Regulations and the Implementation Guide*

1. Pursuant to the Decree, the detailed rules for the operation of the SH Programme are defined in the Operational Regulations and the supplementary Implementation Guide.
2. The Operational Regulations and the Implementation Guide are prepared by the Public Foundation on the basis of guidelines previously agreed with the minister responsible for foreign affairs and taking into account the comments of the minister responsible for higher education on the implementation of strategic and educational policy considerations.
3. The Operational Regulations (and any amendments thereto) shall be approved in writing by the minister responsible for foreign affairs, as recommended by the Board of Trustees of the Public Foundation, within 30 days of the receipt, in accordance with Section 3 (2) a) of the Decree
4. The Implementation Guide is approved by the Board of Trustees of the Public Foundation.
5. If the Operational Regulations is amended, the Implementation Guide will also need to be amended at the Board of Trustees meeting. If, as an amendment of the Implementation Guide does not affect the content of the Operational Regulations, it may be independently amended.
6. The Operational Regulations, the Implementation Guide, and their amendments shall enter into force on the day of their publication.
7. The Operational Regulations and the Implementation Guide, as well as their unofficial English translations, shall be published without delay on the official website of the Public Foundation after approval.
8. The date of the last version of the two documents shall be indicated on the opening page of both the Operational Regulations and the Implementation Guide.
9. In the event of a dispute, the Hungarian language version shall prevail both with respect to the Operational Regulations and the Implementation Guide.
10. The persons concerned shall be informed of the adoption and amendment of the Operational Regulations and the Implementation Guide.

### ***1.3. References***

1. For areas not covered by the Code the following shall apply:
  - a) legislation, in particular the Higher Education Act, and the Decree as well as
  - 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 Ethics, records management policy, data protection policy, complaint management policy, director's management of exceptions, audit enforcement guidelines, the order in which information can be given on the results of the evaluation, disclosure policy obligation).

## **CHAPTER II: STRUCTURE OF THE SH PROGRAMME**

### ***II.1. Application Elements of the SH Programme***

1. The SH Programme consists of institutional and student applications pursuant to 3 (1) b) of the Decree.
2. Both types of applications are performed by the Public Foundation on the basis of Section 4 c) and e) of the Decree.
2. A In the case of programmes realised in the frame of alumni activities (pursuant to II.2.1. c) and d)), the application procedure, eligibility criteria, scholarship holders' benefits and obligations are indicated in a separate call for applications.
3. The Public Foundation shall take into account the guidelines previously agreed with the minister responsible for foreign affairs when drawing up the call for applications.
4. When preparing applications, the Public Foundation takes into account the comments of the minister responsible for higher education on the implementation of strategic and educational policy considerations.
5. The healthcare protocol (medical examination) is a mandatory element of the program.

### ***II.2. Institutional Applications: the SH licence***

1. Following the successful institutional application of the SH Programme, the institutions obtain the SH licence, which also entitles them to participate in the Hungarian Diaspora Scholarship Programme. Institutions holding the SH licence can participate in the Stipendium Hungaricum and Diaspora Scholarship 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 higher education;
  - b) programmes of doctoral schools taught in foreign language that are listed in the EA registry and preparatory courses in Hungarian for higher education;
  - c) postgraduate specialist training courses;
  - d) short, intensive courses (summer university courses, specialisation courses etc.)
2. The following programmes belonging to the Hungarian higher education system, which are listed in the EA registry, can participate in the SH Programme without applying:
  - 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 higher education, or
  - b) programmes of doctoral schools taught in Hungarian language.

- 2.A 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 Programme without applying.
3. 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 Programme without an application.
4. In the case of music, dance, technical and informatics study programmes, the institution may decide to send candidates to a foundation semester or a foundation year prior to the bachelor's and master's programmes, as part of their program.
5. In the case of programmes described in points 2. and 2.A, the Directorate for Study in Hungary (hereinafter referred to as 'SiH') 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 programmes).
6. With regard to 1.d), the SiH directorate may exclude from participation language course type programs or other study programmes which, due to their content and nature, cannot be conveyed in the given foreign language.

### ***II.3. Eligibility of Institutional Applications***

1. Only higher education institutions 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 can participate in the SH Program.
2. In the case of Hungarian language one-year preparatory courses for higher education, the legal successor of the Balassi Institute, MFAT or its background institution entrusted with the exercise of such public function can participate in the SH Programme based on the (framework) agreements with higher education institution and the Public Foundation.

### ***II.4. Order of Institutional Applications***

1. The Institutional call for applications is prepared by the SiH directorate of the Public Foundation responsible for the SH Programme.
2. The call includes the application requirements, the application deadline, the evaluation criteria and the obligations for the institutions participating in the SH Programme.
3. The Board of Trustees of the Public Foundation decides on the call for applications.
4. The language of the call for applications is Hungarian.
5. The call for applications shall be published immediately after the decision of the Board of Trustees.
6. The application, which has been submitted in complete on the appropriate electronic interface, by the deadline, is valid.
7. Institutional applications are subject to formal and professional evaluations. Applications that meet the formal requirements will be evaluated in terms of their content by independent experts.
8. The decision on the supported institutions and courses is made by the Board of Trustees of the Public Foundation on the basis of formal and professional evaluations. The Board of Trustees may determine a support threshold in the course of its decision on the applications, based on the scores obtained during the professional evaluation. There is no right of appeal, either on equity or otherwise, against the decisions.
9. In its decision the Board of Trustees also makes an offer for the cost of the programmes. This amount is determined on the basis of the cost of the Hungarian version of a specific programme and the market price announced for foreign students (cost of foreign-language programme). From the academic year 2020/21 on, in the case of all scholarship holders

(including those who have already started their scholarship period and future scholarship holders as well), institutions may manage scholarship holders' programme costs as set out in the annex to the framework agreement established between the institution and the Public Foundation valid for the year in which the scholarship is awarded.

10. In addition to the offered amount (specified in point 9) the institutions are entitled to a flat-rate organisation allowance of HUF 150,000/scholarship holder/academic year (HUF 75.000/semester) from the academic year 2019/20. In the case of short intensive courses, the flat-rate organisation allowance is HUF 50,000/scholarship holder.
11. On the basis of the institutional application, the institution and the Public Foundation shall conclude a framework agreement with the successful applicants as described in the Implementation Guide. The framework agreement shall also be concluded with institutions hosting students only in programmes taught in Hungarian language and an institution not applying for the given call but having a SH scholarship holder.
12. Mandatory elements of a framework agreement with the institutions:
  - a) Title of the programme
  - b) Data of the contracting parties (registered office, representative, tax number in case of institutions, also tax ID number)
  - c) Purpose of the agreement
  - d) Amount and elements of the support and provisions for payment of the support
  - e) Obligations of the institution regarding participation
  - f) Monitoring the implementation of the programme
  - g) Amendment of the agreement, right of termination of the Public Foundation
  - h) Jurisdiction of the courts
  - i) Indemnification, liability
  - j) Data protection
  - k) Other provisions
  - l) Contact details of the parties
  - m) Entry into force, duration, number of copies and allocation of the agreement
  - n) Attachments (list of programmes, SH Regulations, specimen signatures of institutions, data privacy notice)
  - o) Date, signature, stamp
13. In the case of Hungarian-language scholarship holders, Hungarian institutions are entitled to a training flat-rate of HUF 150,000/person/academic year (HUF 75,000/semester), for which they are obliged to provide Hungarian language training during the scholarship period.

### ***II.5. Principles of Individual Student Application***

1. The call for student applications is prepared by the SiH directorate of the Public Foundation.
2. The student call for applications includes the student application conditions, the application deadline, the evaluation criteria, the actual amount of scholarships available to scholarship holders and the requirements related to their academic advancement.
3. The Board of Trustees of the Public Foundation decides on the call for applications.
4. The language of the call for applications is English.
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. In the framework of the SH Programme, only full-time programmes can be pursued. Exceptions may be made for short, intensive courses described in points II.2.1. d) 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 SH Programme in part-time study mode.
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 the institution as in the case of Hungarian language study programmes.

### ***II.6. Students Eligible for Submitting Applications***

1. A valid student application may be submitted by the applicant who:
  - a) is nominated by the sending partner or its authorised organisation pursuant to the agreements under which the SH scholarship are offered (hereinafter: SH Agreement) or who, with the individual consent of the minister responsible for foreign affairs - provided to the Board of Trustees of the Public Foundation in accordance with the procedure set out in the non-public Annex to this Operational Regulations -, will be admitted to a supported programme at an institution participating in the scholarship programme,
  - b) undertakes to establish a student status and enter into a scholarship agreement once the scholarship has been awarded,
  - c) has not previously participated in the scholarship programme at the same or higher level of education (if the applicant has previously participated in the SH Programme in the form of partial studies at the same level of programme, they may be awarded a scholarship status for a reduced period of partial training. Hungarian language preparatory courses are not degree programs; therefore, they are available for all former scholarship holders who obtained their degree on any level except doctoral – on the condition that this aspect is taken into consideration during the application after a preparatory program)
  - d) is an adult, or attains the age of 18 at the commencement of their studies, at least 31 August of the calendar year of the closing date for applications, except in the case of applicants for the dance arts, or exempted by special decision of the minister responsible for foreign affairs,
  - e) complies with the detailed rules set out in the Implementation Guide.
2. For the purposes of paragraph 1 c) above, applicants who have previously completed an one-tier master's degree may apply only for doctoral training, applicants who have previously completed a master's degree may not apply for a master's and one-tier master's degree, and applicants who have previously completed bachelor's degree may apply for one-tier master's degree programmes only on condition that their scholarship period is reduced by the number of semesters supported in the course of their bachelor's programme.
3. Applicants are not eligible for the scholarship, if
  - a) they are stateless persons, refugees, protected individuals, asylum-seekers, admitted individuals, migrants, settlers, who do not fall within the scope of Section 39 (1) a) of the Higher Education Act,
  - b) they have Hungarian citizenship (neither in case of dual citizenship);
  - c) they do not meet the entry requirements for the applied programme.
4. When submitting the application, the applicant must enclose a declaration in accordance with Annex 1 of the Decree that they will consent to the processing of their personal data in connection with the application procedure and during the scholarship programme.
5. Scholarship status may be established with an applicant who undertakes the obligations set out in the healthcare protocol.
6. The order of nomination of the minister responsible for foreign affairs is set out in Annex 1 of this Operational Regulations.



7. In order to apply for doctoral training, an applicant must attach the recommendation letter of their current or former instructor to their application. The recommendation must be completed by the deadline specified in the call for application. Doctoral schools can set further requirements – e.g. statement of supervisor -, these are listed in the online application system.
8. The procedure for applying for self-financed training for SH Programme applicants is contained in the Implementation Guide.

### ***II.7. The Student Application and Selection Process***

1. Applications for the SH Programme will be conducted through a dedicated electronic interface.
2. The Public Foundation is responsible for the operation of the SH Programme's electronic application interface.
3. Following the publication of the call for applications, the electronic application interface will be opened by the Public Foundation.
4. Institutions and partner organisations will be granted access rights by the Public Foundation to perform the application.
5. Applicants can apply for the application system after registration.
6. The deadline for submission of documents and the deadline for completing the notice are set out in the call for application.
7. A technical inspection and partner nomination will follow the application.
8. Following the sending partners' nomination, the applicant's first and then second preference admission procedures will be conducted.
9. The institutions will send the results of the admission procedure to the Public Foundation.
10. The SiH Directorate shall allocate the acceptable and conditionally acceptable applicants in order of preference according to the respective call for applications, taking into account the following principles:
  - a) the institutional order indicated by the applicant;
  - b) admission result (with a minimum of 56%);
  - c) partner nomination rank (unless otherwise, the admission result only);
  - d) programme quota;
  - e) quotas defined in SH Agreements;
  - f) other criteria specified in the call for applications.
11. The allocation procedure is described in the Implementation Guide.
12. If the programme is not launched or there is insufficient quota, the SiH directorate may forward the applicant's application for the same training to another institution, subject to availability of training. In this case, the new institution may decide, after having examined the application document, whether to accept it or not.
13. If the transfer to the same programme is not possible or the transfer to the same programme is unsuccessful due to the rejection of 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 the training is in accordance with the bilateral conventions (discipline quotas) and there is free capacity in the training.
14. If the procedure described in Sections 10 and 11 fails, the applicant must be rejected.
15. 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.
16. The Board of Trustees of the Public Foundation decides on the grant of scholarships on behalf of the minister responsible for 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 out in Section 15. There is no appeal against the decision of the Board of Trustees.

17. The Board of Trustees may refuse to award a scholarship to a person in connection with whom the competent national security services identify a potential risk.
18. Following the allocation decision on applicants, the location of the applicant's training may only be changed when justified (e.g., in the absence of training), taking into account the order of preference, the bilateral education arrangements, the capacity of the programme and the available resources. In such a case, reallocation is the responsibility of the SiH directorate, subject to the authority of the Board of Trustees and subject to applicable rules of procedure.
19. Postponement of the commencement of studies can only take place 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, so they can apply to start a scholarship status in a later semester. Postponement of the scholarship may only take place before the establishment of the student status.
20. The deadline for receipt of requests is set out in the Implementation Guide.
21. The details of the postponement rules are contained in the Implementation Guide.

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

#### ***III.1. Scholarship Holders' Benefits***

1. The scholarship contributes to the living expenses of the scholar. It does not provide visas, supplementary benefits or administrative services to the persons accompanying them or to their family members. The legal entity of the scholarship agreement shall be exclusively the scholarship holder.
2. In the case of active student status, the scholarship holder will receive the following benefits:
  - a) exemption from reimbursement of the cost of education;
  - b) scholarships as follows:
    - i. HUF 43,700 monthly scholarship in bachelor's and master's programmes, which can be reduced or withdrawn in the cases set out in the Operational Regulations and the Implementation Guide,
    - ii. the monthly scholarship for students in doctoral training enrolled before the 2016/17 academic year is HUF 100,000,
    - iii. the monthly scholarship for PhD scholarship holders starting from the academic year 2016/17, 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 set out in Section 3,
    - iv. HUF 400,000 provided once during the doctoral programme, subject to the award of a doctoral degree, for PhD scholarship holders starting from the academic year 2016/17 on (this provision does not apply to dissertation scholarship holders),
    - v. Scholarship holders who are awarded the students excellence award based on the host institution's proposal will receive an increased scholarship of HUF 140,000 for one month in the awarded semester.
  - c) dormitory accommodation or HUF 40,000/month housing allowance, which can be reduced or withdrawn in the cases set out in the Operational Regulations and the Implementation Guide,
  - d) services according to Section 81 (1) of the Higher Education Act and the requirements set out in paragraph (2) thereof,
  - e) the health service defined in Section 22 (1) i) id) of Act CXXII of 2019 on the Eligibility for Social Security Benefits and the Funding for These Services,
  - f) 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 V, in which case the amount of health contribution shall be replaced by HUF 65,000 per academic year (HUF 32,500 per semester). The health contribution

in the case of dissertation scholarship holders is also HUF 65,000/academic year (HUF 32,500/semester), and HUF 400/day for scholarship holders on short intensive courses.

3. The scholarship contract and student status of scholarship holders who have final examination in their doctoral training but have not yet completed their doctoral degree will be suspended, and will terminate after 1 year if they do not obtain the doctoral degree. If they are awarded a scholarship in a specific application procedure, they will be awarded a dissertation scholarship for a maximum period of 8 months after their graduation. The rules pertaining to this scholarship award can be found in the call for application for the dissertation scholarship and in the Implementation Guide.
4. The visa administration and extension of the residence permit are free of charge for the scholarship holders pursuant to Section 5 (2) c) of the Decree of the Minister of Justice and Law Enforcement 28/2007 (31 May) IRM.
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 are not eligible for the SH scholarship for other parallel scholarships for studies in Hungary from the Hungarian budget. Equity cases are included 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 only under the condition of the loss of the scholarship of the SH.
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 that third-country nationals holding a residence permit for the purpose of studies and a student mobility residence permit, furthermore, a student mobility certificate may engage in any full-time occupational activity during their term-time for maximum thirty hours per week, and outside their term-time for a maximum period of ninety days or sixty-six working days in a year.
10. The scholarship contract 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 SH Programme and receive scholarship at a higher level of training in the application procedure for that year.
11. Due to their special legal status, SH scholarship holders are not eligible for the Hungarian State Student Loan and other services provided through the Hungarian State Treasury.

### ***III.2. Obligations Related to Learning Hungarian as a Foreign Language and Culture***

1. A scholarship holder in full-time foreign language bachelor's and master's courses (including also one-tier master's degree) is required to attend the Hungarian as a foreign language and culture course (hereinafter referred to as the Hungarian abbreviation: MID) provided by the host institution in the first year of their studies in the SH Programme.
2. Should the scholarship holder fail to fulfil its obligation under paragraph 1, the amount of the scholarship fixed in Section III.1.2. b) i) of the Operational Regulations shall be reduced. Cases and rates of scholarship reduction are detailed in the Implementation Guide.
3. The detailed rules for MID education, in particular the parties concerned, the procedures to be followed in the event of non-compliance of the scholarship holder and the breach of the training obligation of the institutions are set out in the Implementation Guide.
4. Institutions are entitled to a HUF 50,000/person/academic year (HUF 25,000/semester) additional support, which is eligible based on the number of first-year scholarship holders who are subject to the MID learning obligation detailed in the Implementation Guide.

5. The rules, in connection with the teaching of MID, set out in the Operational Regulations and the Implementation Guide shall be applied in the ascending system, for students for the first time beginning their studies in the 2020/21 school year

### ***III.3. Further Obligations of the Scholarship Holders***

1. 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 it for the duration of the scholarship payment period.
2. The scholarship holder shall conclude a contract with the host institution with the following mandatory content:
  - a) the period of training specified in the training and degree requirements applicable to the relevant programme, the duration of the foundation course and the duration of the preparatory studies referred to in Section 80 (2) d) of the Higher Education Act and of the postgraduate specialist training courses and intensive short courses.
  - b) the monthly amount of the scholarship specified in the SH Programme's Operational Regulations and the date and method of payment thereof;
  - c) the procedure for transfer to another higher education institution;
  - d) consent to data processing;
  - e) the condition that the scholarship contract shall enter into force on the date of the scholarship holder establishing student status;
  - f) the arrangements for scholarships status and for the suspension and termination of higher education studies;
  - g) terms and conditions for MID mandatory learning;
  - h) the obligations set out in the healthcare protocol,
  - i) the obligation to provide information about criminal proceedings initiated during the scholarship period
3. The scholarship agreement may be amended by agreement of the parties.
4. Excepting those cases listed in Section 59 (1) a) of the Higher Education Act and in Sections 7 (2a) and 8 (2a) of the Decree, the scholarship agreement shall be terminated if the student status of the scholarship holder is terminated.
5. The scholarship holder is required to stay 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 within 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 of more than 30 days per training period are subject to institutional authorisation, in accordance with Section 45 (2) c) of the Higher Education Act, may only be allowed in cases of childbirth, or in the event of an accident, illness or other unexpected reason beyond the own fault of the scholarship holder.
    - 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 points d) and da), no scholarship or housing allowance shall be granted from 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 to attend foreign conferences, internships or other study visits related to shorter research, studies (continuous 14 days or less).
  - g) If the intended stay is for the purpose of paragraph f) but within 15 days to 30 days, it may take place once in each semester, and the institution shall have the power to decide not to withdraw the support.
  - h) Stay for the purpose of paragraph f) but for more than 30 days per semester shall also be permitted only once per semester, in which case the scholarship and accommodation costs shall not be due to the scholarship holder for that training period and the institution receives the cost for the semester only if the stay is in the sending country, and in the case of a non-sending country it is only possible to receive a flat-rate organisational allowance.
  - 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.
6. The scholarship holder is, unless otherwise provided by the institutional regulation, require to fulfil the study, examination obligation and curriculum development by earning at least eighteen credits (i.e., earns a total of 36 credits) on the average of the last two (continuous) semesters in which the student is not suspended (minimum credit requirement). The recognised credits shall be always considered separately.
  7. If during the academic year it is determined that the scholarship holder has not obtained the required number of credits, the institution shall terminate the scholarship status and inform the Public Foundation without delay.
  8. The credit minimum requirement applies to those commencing their tertiary education studies within the SH programme in or after the 2018/2019 academic year.
  9. The minimum credit requirement does not apply to scholarship holders for doctoral schools, foundation courses, short intensive courses and preparatory courses.
  10. The scholarship holders must fulfil their reporting obligations to the Public Foundation as described in the Implementation Guide.
  11. The scholarship holder must participate as much as possible in the alumni activities coordinated by the institution or the Public Foundation.
  12. The scholarship holder is required to register personally at the international office of the host institution at the beginning of each semester.
  13. If scholarship holders terminate their student statuses, the scholarship and housing allowance shall not be paid to them during the period of suspension.
  14. The scholarship holder is obliged to continue and successfully complete their higher education studies to the best of their knowledge and ability.
  15. The scholarship holder must cooperate with the host institution and the Public Foundation for the success of their higher education studies and scholarship, and in particular, shall notify the Public Foundation and the SH coordinator of the host institution of any material circumstance affecting the fulfilment of this Operational Regulations and the student agreement without delay, but no later than 8 days after its occurrence.
  16. The scholarship holder shall assist the Public Foundation with the personal, study and contact information required to comply with the provisions of this Operational Regulations and shall acknowledge that they are required to provide information regarding any changes thereto.
  17. The scholarship holder shall be subject to the obligations of the scholarship agreement.

#### ***III.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 renewal of scholarship status must be submitted to their host institution.
  - c) The institution collects the applications and sends the list of those who receive approval to the Public Foundation.
  - d) The Public Foundation forwards the list of scholarship holders whose extension request has been approved by their host institution to the Sending Partners concerned for their opinion.
  - e) During the extension, scholarship holders may not receive a scholarship or housing allowance.
  - f) Scholarships may not be renewed for doctoral, foundation, preparatory, postgraduate specialist training courses and partial courses, furthermore for short intensive 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) The provision under e) shall first be applied to students starting their studies in the 2020/21 academic year in an ascending order.
  - i) For further details on the terms of the extension, see the Implementation Guide.
- 2) During the term of the scholarship status, the scholarship holder may request, to change the scholarship training and/or institution and/or language of the training as specified in the Implementation Guide.

### ***III.5. Termination and Suspension of the Scholarship***

1. The student's scholarship is automatically terminated
  - a) with the termination of the scholarship contract;
  - b) with the termination of the student status, with the exception stated in Section 59 (1) (a) of the Higher Education Act and sections 7 (2a) and 8 (2a) of the Decree;
  - c) resignation from the scholarship;
  - d) if the scholarship holder enters into a legal status in Hungary specified under Section 39 (1) (b) of the Higher Education Act while the scholarship status 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 III.3.2. i) is not met by the scholarship holder and the Public Foundation approves the termination,
  - d) the requirement stated in Section III.3.7 and III.8.12 of the Operational Regulations is not met by the scholarship holder,
  - e) 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.
  - f) the scholarship holder is deemed unfit, temporarily unfit for the duration of 2 semesters in total, or fit only for online study during the obligatory medical examination or the (one-time) re-examination.
3. 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 IV: ADDITIONAL RULES PERTAINING TO INSTITUTIONS**

### ***IV.1. Notification and Reporting Obligations***

1. The institution shall liaise with the organizations responsible for implementing the SH 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 SH 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 notification and reporting requirements as detailed in the Implementation Guide.
3. Failure to meet the deadline of submission of data shall be forfeit: in this case, the institution may not claim any cost for that semester, but scholarship grants shall continue to be provided to the scholarship holder.
4. The rules relating to the healthcare protocol (medical examination) are included in Chapter V.
5. Within the framework of the dissertation scholarship the Host Institution undertakes to provide student status to the Scholarship Holder for the purpose of complementary studies. Within the framework of the complementary studies, the Host Institution must provide actual knowledge, which must be confirmed by a certificate issued by the Host Institution.

### ***IV.2. Contribution to 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 detailed in the Implementation Guide.

### ***IV.3. Language Training Accompanying the Studies***

The Higher Education Institution undertakes to continue the Hungarian-language training of the scholarship holder during their higher education studies after they have attended a one-year Hungarian-language higher education preparatory training course and then admitted to a higher education programme in the Hungarian language.

### ***IV.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 detailed in the Implementation Guide.
2. The institution may take out supplementary health insurance for foreign-language health care services to be used by scholarship holders using the health contribution, as detailed in the Implementation Guide.
3. The rules relating to the healthcare protocol (medical examination) are included in Chapter V.

### ***IV.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 accommodates foreign students in the alumni system and coordinates alumni activities with alumni activities coordinated by the Public Foundation.

#### ***IV.6. Monitoring of Implementation***

1. The support's use may be reviewed by the Public Foundation, by the ministry responsible for implementing the SH Programme, or by any person authorized in writing by any of them within 10 years from the receipt of the last instalment of the assistance or repayment of the unused amount.
2. The Public Foundation may temporarily reduce the flat-rate organisation allowance if it becomes aware that the institutions are not acting in accordance with the purposes of the SH Programme or that they are in breach of the rules of the SH Programme for any reason attributable to them. When the error is corrected, the curtailment is terminated. If no correction is made within the deadline, the institutional framework contract may be terminated.
3. The institution further undertakes to:
  - a) conclude a contract with the scholarship holder,
  - b) participate in the promotion of the SH Programme,
  - c) inform applicants,
  - d) contribute to the conduct of the tender procedures set out in these Rules.

#### **CHAPTER V. 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 are not subject to mandatory medical examination 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.
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 scope of necessary examinations and vaccinations are set out 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.
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 III.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 VI: EQUITY**

The Board of Trustees is entitled to exercise equity in matters of scholarship status in exceptionally justified cases (e.g. vis maior or other extraordinary circumstances that might be subject to equity). This right does not extend to decisions adopted within the competence of the institution. Equity requests must be sent to the Directorate for Study in Hungary to the address of Tempus Public Foundation in written form (electronically or via post) and must include a well-defined reason. Equity requests adhering to requirements detailed above shall be assessed by the Directorate for Study in Hungary and - in case the request is deemed supportable - shall be put forward to the Board of Trustees with a support proposal.

#### **CHAPTER VII: COMPLAINT**

If the applicant assumes a procedural or administrative error, they may appeal against the decision.

#### **CHAPTER VIII: TEMPORARY PROVISIONS**

1. In vis maior cases, the Board of Trustees of Tempus Public Foundation - based on the guidelines previously agreed upon with the ministry responsible for the scholarship program - has the right to establish provisions for a set duration that deviate from the points set out in the Implementation Guide regarding the host institutions and the scholarship holders pertaining to the processes of the Stipendium Hungaricum scholarship program.
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.

## **IX. CHAPTER I: STUDENTS AT RISK SUB–PROGRAMME**

### ***IX.1. Purpose of the sub-programme***

1. The SH Students at Risk sub-programme may provide assistance to foreign students whose higher education has been formally or de facto made impossible e.g. due to war, disaster, persecution, to start or complete their higher education.
2. The Call for Applications of the sub-programme shall be approved by the Board of Trustees of Tempus Public Foundation at the request of the Ministry of Foreign Affairs and Trade.
3. In preparation for the Call for Applications, the Public Foundation shall take into account the guidelines agreed in advance with the minister responsible for foreign affairs.
4. In preparation for the applications, the Public Foundation shall take into account the remarks made by the minister responsible for higher education in order to implement strategic and educational policy aspects.

### ***IX.2. Available courses***

1. Applications may be submitted for bachelor's, master's, one-tier master's, doctoral, specialized and Hungarian language preparatory programmes of institutions holding the SH licence, and Hungarian language preparatory courses organized by the Ministry of Foreign Affairs and Trade or the background institution entrusted with the performance of this public task.
2. The Board of Trustees of Tempus Public Foundation may limit the courses offered in the Call for Applications by training area and / or country.

### ***IX.3. Deviations in individual student eligibility***

1. Applicants for the sub-programme participate in the scholarship program with the individual approval of the Minister in accordance with Section 6. § (3) a) of the Decree and with Section II.6.1.
2. Tempus Public Foundation shall verify during the preliminary technical check that the objective requirements of Section IX.1.1 are met.
3. In the sub-programme, Section II.6.3 a) and III.5.1 (d) of the Regulations shall not apply.

### ***IX.4. The Student Application and Selection Process***

1. All processes of the student application are detailed in the call for applications.
2. The Board of Trustees of the Public Foundation has the right to set selection priorities based on the direct or indirect involvement, or place of residence of the applicant.
3. Given the nature of the scholarship, the Board of Trustees authorizes the Office of the Public Foundation to make decisions continually on the awarding of the scholarship, in alignment with the MFAT, within the given quota and budget.

### ***IX.5. Scholarship Holders' Benefits***

1. The scholarship holders participating in the sub-programme will receive the same provisions as the scholarship holders in the main SH programme. By the initiative of the MFAT, the Board of Trustees of the Public Foundation has the right to modify this point in the call for applications.

2. In the case of awarding decisions made during an ongoing semester, the Public Foundation has the right to standardize the programme costs offered to the participating institutions.

#### ***IX.6. Obligations of the Scholarship Holders***

1. The obligations of the scholarship holders participating in the sub-programme are the same as the ones of the main SH programme.
2. In the case of awarding decisions made during an ongoing semester, the obligations pertaining to Learning Hungarian as a Foreign Language and Culture and the minimum credit requirement must not be applied.