

## **How to change institutions, majors and/or language of studies within the Stipendium Hungaricum Scholarship Programme?**

According to Tempus Public Foundation's (TPF) Stipendium Hungaricum (SH) [Operational Regulation](#) the scholarship holder may request to change the scholarship training and/or institution and/or language of the training as specified below.

The host institution, the majors within the institution and the language of studies can be changed only once after submitting a [special student request form](#). The deadline of submitting the requests to TPF is **1 December** (for the spring semester) and **15 May** (for the fall semester) in every school year. The scholarship holder may change all of them at the same time (in any kind of combination) but only once during his/her scholarship period.

Institutions, majors, and languages can be changed only at the end of the semester, so that the scholarship holder could start the next semester in the new institution/major.

Institutions, majors and languages can be changed only within one year after beginning the studies leading to a university degree. The request – if it is relevant – must also include the extension of the studies with the scholarship. The allocation decision regarding the student at his/her entry to the programme and after the preparatory programme cannot be altered by the student's request to change institutions, majors or languages except point III.3.14. Changing host institution, major or language is allowed only on the same programme level. Changing major, institution or language is not possible during partial studies.

The language of the study programme may be changed primarily from a foreign language to Hungarian. The teaching language can be changed only in exceptional cases from Hungarian to a foreign language, as fairness on individual basis with the approval of TPF. Students attending the preparatory course in Hungarian cannot change the language of education, they can only do so in the case of a programme (after a preparatory programme) in Hungarian language, in justified cases.

**In line with the above-mentioned conditions, 'changing' is only allowed in the following cases:**

- a) from bachelor programmes: to bachelor programmes and undivided master programmes (single cycle or one tier master/OTM),
- b) from undivided master programmes: to undivided master programmes, bachelor programmes and master programmes (to master programme only if the student already possesses a bachelor's degree, and the host institution declares that this degree is in line with the entrance requirement of the master programme),
- c) from master programme: to master programme,

d) from doctoral programme: to doctoral programme.

**Consequently, it is not allowed to change:**

- from bachelor (undergraduate) programmes to master (graduate) programmes,
- from master (graduate) to bachelor (undergraduate) and undivided master programmes (OTM).

**Documents to be submitted to TPF for changing institutions, majors or/and languages:**

- a [request form](#) signed by the student,
- a letter of acceptance by the future host institution,
- a written approval from the present host institution

**The student must send the request form with the compulsory annexes to [stipendiumhungaricum@tpf.hu](mailto:stipendiumhungaricum@tpf.hu).**

The change of institutions, majors and/or languages is judged by TPF based on the submitted documents, the cooperation programmes in effect and the available funds from the central budget. No request can be supported that is not in accordance with the effective work plan or **is not supported by the Sending Party**, unless the Sending Party is inaccessible, i.e., does not respond to written requests for 30 days. **Please, check the [available study fields](#) and [available study programmes by partner countries](#) before submitting your request to TPF.**

The scholarship holder must seek a new programme or higher education institution and gather the required documents on his/her own. The costs of the preparation and the submission of the student request for changing institutions, majors or/and languages and the process of changing institutions, majors and/or languages (e.g.: administration fees of the institution) are exclusively incurred by the student.

Students cannot appeal after the decision is made on the request for changing institutions, majors or/and languages.

Host institution, major or language may be changed from the end of the preceding term until 15. September for the autumn semester and until 15. February for the spring semester (i.e. students must actually arrive and enrol to the new study programme/host institution by these dates at the latest).

**Please, note:** The change of study programme/language of instruction can be considered as final only if it is approved by TPF in writing. Any change of institution or department without the approval of TPF may result in the withdrawal of the scholarship.



### **Extension of the Stipendium Hungaricum scholarship period**

**At the University of Pécs, extension requests cannot be submitted under the Stipendium Hungaricum Scholarship Programme. Instead, scholarship holders at the end of their final semester may submit a tuition reduction request (as fee-paying students). Each registrar's office will decide based on their policy.**

#### **Steps of the procedure:**

1. A student whose scholarship status ends on July 31, 2025 (or in a later semester) can only continue their studies as a self-financed student.
2. When their scholarship status expires, and they require additional semesters to finish their studies, the registrar's office will send a notification to all affected students along with the "student statement on changing the financial mode of studies to tuition-paying status" document. If students wish to apply for a tuition fee reduction, first, they must agree to continue their studies as self-funded students by returning the above-mentioned document signed to the registrar's office (by August 10 at the latest).
3. If a student undertakes to continue their studies at their own expense, the registrar's office uploads the signed statement to the student's official records in Neptun, and a tuition fee will be levied. Students can enrol in the next semester only under self-financed status (after 10 August).
4. The semester's full tuition fee will be levied on the student.
5. The student may submit a tuition fee reduction request to the registrar's office in accordance with faculty rules, provided the faculty supports such requests.
6. The registrar's office will decide on the request:
  - a, 100% tuition-fee reduction
  - b, Partial tuition-fee reduction
  - c, No tuition-fee reduction
7. The student's tuition-fee will be reduced according to the RO's decision.

**Please, note: After their scholarship status ends, students will no longer be eligible for the Hungarian National Health Insurance (TAJ card).** Thus, we encourage everyone to buy student health insurance at Generali Insurance Company.

We recommend visiting the local partner of Generali and arranging coverage as soon as possible to ensure your well-being. Below, you will find details about the local office of **New West Ltd.**, the official partner of Generali Insurance Company.

**Generali's STUDIUM insurance**, provided by Generali Biztosító Zrt. (Generali Insurance Ltd.), offers fee-for-service health insurance coverage exclusively within Hungary. It is designed primarily for foreign students aged 18 to 65 enrolled at the University of Pécs who are not covered by the Hungarian state insurance scheme.



If you hold a residence permit for an extended stay in Hungary, having appropriate health insurance is essential, and **Generali's STUDIUM insurance** is a suitable option.

**Where can you find the New West office?**

You can sign a contract at the office of New West Ltd., in the city center, address: 7621 Pécs, Jókai tér 5.

Phone: +36 72 511-355

Mobil: +36 30 817 0291

E-mail: [info@newwest.hu](mailto:info@newwest.hu)

**Opening hours:**

Monday - Thursday: 8:00-16:00

Friday: 8:00-14:00