

## How to change institutions, majors and/or language of studies?

### IV.7.1.

The host institution, the majors within the institution and the language of studies can be changed only once after submitting a special student request. **The deadline** of submitting the requests to Tempus Public Foundation (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.

### IV.7.2

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.

### IV.7.3

**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.

### IV.7.4

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 Tempus Public Foundation. 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.

### IV.7.5

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

- 1. Request signed by the student,**
- 2. Letter of acceptance by the future host institution,**
- 3. Written approval by the sending partner.**
- 4. The present host institute, where the students is studying at the time of the claim, sends a written statement of the claim of the student to Tempus Public Foundation directly.**

**The student must submit the request for changing institutions, majors or/and languages with the compulsory annexes to the Study in Hungary Unit (SiH) by e-mail (look for the appointed TPF colleague on their [website](#)).**

#### IV.7.6

The change of institutions, majors and/or languages is judged by the SiH Unit 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.

#### IV.7.7

**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 or/and languages (e.g. administration fees of the institution) are exclusively incurred by the student.

#### IV.7.8

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

#### IV.7.9

**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).**

### **How to request the extension of your scholarship?**

According to Tempus Public Foundation's [Stipendium Hungaricum Operational Regulations](#):

The scholarship period can be extended only on two occasions (extending one semester each time), but the period of the preparatory or specialisation programme and doctoral programmes cannot be extended;

**Documents to be submitted by the student are:**

- 1. A printed request signed by the student,**
- 2. The written statement of your present study programme (which clearly explains why it is necessary for the student to get an additional financed semester – acquired subjects and credits, remaining credits), you can get this from your faculty's registrar's office,**
- 3. Transcript of records (from your faculty's registrar's office);**
- 4. The written statement of the sending party (this is the approval of the partner authority in your home country – look for their contact information [here](#)).**

**The steps of the procedure:**

1. Submission of the request to your faculty coordinator or registrar's office, and – in case of approval,
2. The electronic submission of the above listed documents to TPF **at latest one month before the end of your last financed semester** (look for the appointed TPF colleague on their [website](#) and send all scanned documents by e-mail to them).

**The extension can be considered as final only if it is approved by TPF in writing!**

**Any extension without the approval of TPF may result in the withdrawal of the scholarship!**