

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

According to Tempus Public Foundation's (TPF) Stipendium Hungaricum (SH) Operational Regulation:

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 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.

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 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.

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

- a request signed by the student,
- a letter of acceptance by the future host institution,
- a written approval by the sending partner.

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 TPF. The student must send the request for changing institutions, majors or/and languages with the compulsory annexes to the SiH Unit online to stipendiumhungaricum@tpf.hu

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.

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.

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.

How to request the extension of your scholarship?

According to [Stipendium Hungaricum Operational Regulation](#) (III.4.1) the scholarship holder may extend the scholarship period by a total of two semesters in Hungarian bachelor's, master's and one-tier master's programmes, requesting the semesters one-by-one, always at the end of the last scholarship-financed semester by the deadlines below.

Scholarships may not be renewed for doctoral, preparatory, specialization and part-time courses.

Steps of the procedure

1. A printed request signed by the student (explaining why the extension is necessary) has to be submitted to his/her Registrar's Office AND to his/her home country's responsible authority (via e-mail).
 - The list of responsible authorities can be found [here](#).
 - Registrar's Offices contacts are available on every faculty's websites.
 - Deadline for submitting the request of extension at the Registrar's Office:
30 April for the spring semester and **30 November** for the fall semester.
 - Deadline for sending your request for extension to the partner country:
15 May for the spring semester and **15 December** for the fall semester.
2. In case your scholarship extension is supported by the Faculty, the support statement will be forwarded DIRECTLY to TPF by the SH office of the University of Pécs.
3. In case your scholarship extension is not supported by the Faculty, you will be informed by UP's SH Office.
4. Your home country will send the reply about your extension request DIRECTLY to the TPF within two weeks from the extension request's submission deadline. If the partner country does not send its response to the TPF within two weeks TPF will make the scholarship extension decision on the basis of the information available.
5. Considering the information obtained from the Faculty and the partner country, TPF will make the final decision on the scholarship extension request, and inform the student, the partner country and the University (SH office) about the decision via email.

Please, note: 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!

Due to the credit minimum regulation (III.3.7, 8), the extension decision can be revised after the end of the given semester. This means that the scholarship extension decisions can be cancelled if the scholarship holder cannot obtain at least 36 credits in her/his last two active semesters (applicable to scholarship holders started their scholarship status in or after the academic year 2018/19).