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Scholarship Programme for Christian Young People

Implementation Guide

Provisional Translation

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NEM HÍVATÁLOS

I. GENERAL PROVISIONS

I.1. Introduction

Scholarship Programme for Christian Young People (hereinafter as: Scholarship Programme) is a scholarship program founded by the Government of Hungary in the spirit of showing solidarity with persecuted Christian minorities. The Scholarship Programme was initiated based on Govt. Decree 120/2017. (VI. 1.) (hereinafter as: 'Scholarship Decree' or 'Decree'), and its operations are led by the Minister responsible for Programs for the Aid of Persecuted Christians and the Implementation of the Hungary Helps Program (hereinafter as: Minister). The ministry implements the Scholarship Programme with the contribution of the Hungary Helps Agency Nonprofit Pllc (hereinafter as: Agency).

Christian communities face challenges all over the world and to ensure that communities will remain and prosper in their homeland, proper higher education is indispensable for the younger generations. For this reason, the Government of Hungary launched a scholarship program in 2017 for Christian young people, with the aim that they, upon returning to their home country with the knowledge acquired in Hungarian universities, will play a significant role in the development of their communities.

The aim of the Scholarship Programme is to provide opportunities for Christian youth, who live in the crisis regions of the world and are being threatened and persecuted in their countries because of their faith or are limited in the free practice of their religion, to pursue higher education studies in Hungarian host institutions, and, therefore, contributing to an increased social appreciation of professionals returning to their home country.

This Implementation Guide was prepared in accordance with the Scholarship Decree, the Call for Applications and the Operational Regulations of the Scholarship Programme, and it aims to assist higher education institutions in the implementation of the Scholarship Programme.

I.2. Operational Regulations and Implementation Guide

Clause I.1.5. of the Operational Regulations states that the Implementation Guide helps enforce the principles of the Operational Regulations of the Scholarship Programme and implement the detailed rules by drawing up detailed procedures. The rules set forth in the Implementation Guide are also mandatory and are an integral part of any document facilitating the implementation of the program (institutional contracts etc.).

The Agency is responsible for elaborating the Operational Regulations and the Implementation Guide. The Agency will involve in the preparatory process the institutions participating in the implementation of the Scholarship Programme, too. Institutional participation in the preparatory process takes place through the coordinators of institutions of the Scholarship Programme, who will engage in discussions with the experts and leading educators participating in the implementation of the Scholarship Programme.

The Implementation Guide will be approved by the Director General of the Agency under clause I.1.5. of the Operational regulations.

If the Operational Regulations are amended, then amendments are to be implemented in the Implementation Guide, too. The Implementation Guide – if modifications do not affect the contents of the Operational Regulations – can be amended independently of the Operational Regulations.

In cases where the Implementation Guide is amended because of an amendment to the Operational Regulations, the Implementation Guide will not be published until the Minister of Foreign Affairs and Trade has approved the Operational Regulations.

The Agency will publish the Operational Regulations and its unofficial English translation, as well as the Implementation Guide, on the official website of the Agency.

In disputed cases, the provisions of the Hungarian version of the Operational Regulations and the provisions of the Hungarian version of the Implementation Guide shall prevail.

The Agency shall inform the institutional coordinators of the Scholarship Programme regarding the approval, or amendments of the Operational Regulations and the Implementation Guide (highlighting changes by means of bold, italics and underlined font), by means of a group mail on the date they are published, who will notify affected students within three workdays in the usual manner implemented at the given institution.

Notification of students about the contents of the Operational Regulations and the Implementation Guide – in particular, the relevant amendments thereof – is the responsibility of the institutional coordinator.

I.3. References

Regarding the issues not covered by the Implementation Guide,

- a) the statutory provisions, in particular Act CCIV of 2011 on National Higher Education (hereinafter as: NHE Act), the Decree, Government Decree 51/2007. (III. 26.) on monthly stipends Student Allowances and Certain Fees in Higher Education, the Operating Rules, and
- b) regarding the Agency, the Articles of Association, the Organizational and Operational Rules, other regulations and CEO's directives (Code of Ethics, Document Management Policy, Privacy Policy, policy for the management of events enhancing organizational integrity, policy for managing data of public interest and complaints)

shall prevail.

II. THE STRUCTURE OF THE SCHOLARSHIP PROGRAMME

II.1. The application components of the Scholarship Programme

The Scholarship Programme is composed of student applications. The student application process is conducted by the Agency.

II.2. Institutional participation in the Scholarship Programme

Institutions can participate in the Scholarship Programme subject to the terms and conditions set forth in the Implementation Guide.

Institutions that were announced as institutional winners of the Stipendium Hungaricum Program will be eligible for participation in the Scholarship Programme, which will be conducted – similarly to institutional applications after which an institution can become a host institution in the Scholarship Programme – by the Tempus Public Foundation.

As a result, the term ‘institutional application’ determines and introduces the principles of application according to the Stipendium Hungaricum Program so that this Implementation Guide will have full effect concerning the Scholarship Programme.

II.2.1. Principles of institutional applications

The application process related to institutional participation is not conducted by the Agency.

In the meaning of the cooperation agreement concluded between the Agency and the Tempus Public Foundation on 28 August 2020, application results of institutions participating in the Scholarship Programme, i.e., the list of higher education institutions eligible for participating in the Stipendium Hungaricum Programme, as well as their programs (together with the approved cost of training), shall be provided by the Tempus Public Foundation to the Agency for use.

According to this, in the meaning of clause II.1.3 of the Operational Regulations, students may submit applications at the level of training indicated in the call for applications, for training areas and training programs determined by the Ministry headed by the Minister responsible for the Aid of Persecuted Christians and the Implementation of the Hungary Helps Program that participate in the Stipendium Hungaricum Programme and are indicated in the call for applications. In addition to this, student applications may be submitted to any foreign language theological program of an institution participating in the Stipendium Hungaricum Programme if the commencement of that foreign language program has been registered by the Education Authority.

Higher education institutions eligible for participation will participate, through the application system indicated in the call for institutional applications of the Tempus Public Foundation, in the Stipendium Hungaricum Programme, and, therefore, in the Scholarship Programme as host institutions. The institutions, within the framework of the institutional application system of Tempus Public Foundation, may become entitled to:

- a) participate in the Stipendium Hungaricum Programme, and, therefore, in the Scholarship Programme, as a host institution,
- b) advertise certain study programs in the Stipendium Hungaricum Programme, and, therefore, in the Scholarship Programme,

Only full-time study programs can be announced in the Stipendium Hungaricum Programme, and consequently, in the Scholarship Programme.

Tempus Public Foundation shall announce institutional, so-called "main applications" every three years. In the interim period, Tempus Public Foundation will publish a supplementary institutional application on an annual basis. In the main application, institutions may be awarded the right to participate in the program for up to three academic years following the closing of the application. In the supplementary round, applications can be submitted by institutions that did not submit an application in the previous main application (i.e., they would like to join the ongoing program) and by institutions that have been monthly stipended the right to participate in the program in the previous round of applications but would like to involve new study programs in the program. These latter institutions will not need to apply as an institution, in their case, only the newly submitted training programs will be evaluated among the supplementary applications. In supplementary institutional applications, a program may be awarded entitlement for participation until the academic year in which the next main application is announced.

After the institutional application process has ended, the training programs of supported institutions that were monthly stipended the right to be included in the Stipendium Hungaricum Programme may be announced in the online application system of the Scholarship Programme in the period indicated in the decision about its application.

During the application process, the institutions will need to provide information on the minimum and maximum number of scholarship holders they wish to accept in their study programs. Within the Scholarship Programme, study programs will be announced after a data reconciliation with the institutions, based on the professional worker demands of the countries participating within the Scholarship Programme from time to time, with consideration to the principles of the Scholarship Programme.

The data will be requested by the Agency, based on the list of institutions and training programs the Tempus Public Foundation provided to it, with the help of reconciliation tables sent by the institutions. The Agency will send the data submission tables to the institutions at least 30 days prior to the submission deadline. The institutions will have an opportunity during the annual data reconciliation to modify the minimum and maximum quotas offered in the institutional application, i.e., to announce whether they intend to receive more or fewer scholarship holders in a particular training program compared to what was communicated earlier. Finalized quotas will be recorded before the closing of the first phase of the admission process, the quotas of training programs cannot be modified after that.

II.2.2. Professional preparatory programs and specialization

Higher education institutions, based on Section 80 subsection (2) paragraph d) of the NHE ACT, may decide, prior to the Bachelor's, or Master's program, to enroll the applicant for a preparatory semester or two semesters. In the Scholarship Programme this is only possible in the training programs of the technical and information technology fields. Institutions may accept scholarship holders in preparatory programs not only in the admissions phase, but may also direct scholarship holders student to a professional preparatory program after the commencement of their studies (taking into consideration their academic progress). This must be completed by 30 September in the autumn semester, and by 28 February in the spring semester.

Students admitted for preparatory semester(s), or directed to a preparatory program must be registered in the department where they would be continuing their studies after the professional preparatory program.

The institution shall notify the Agency without delay if someone has been admitted to/enrolled in professional preparation. After the notice, the Agency will issue a certificate (Letter of Award) on the scholarship period, extended by the length of the preparatory period. Professional preparatory semester(s) automatically qualify as an extension of the Scholarship Programme, thus the students participating in such are entitled to the student allowances under point III.2.2. of the Operating Rules.

II.2.3. Eligibility of institutional applications

Only foreign language programs of higher education institutions operating in Hungary run by the state, a state-recognized church, a foundation, or an institution pursuant to with Section 117/C (3) of the NHE Act, listed in Annex I of the NHE Act, can participate in Stipendium Hungaricum Programme applications.

II.2.4. Order of institutional applications

II.2.4.1. Institutional call for applications

The institutional call for applications is published by the Tempus Public Foundation, mandatory elements of the call for applications are determined in the Regulations of the Stipendium Hungaricum Programme.

A valid institutional master agreement between the Agency and the institution is required to receive scholarship holders. If an institution does not submit an application for the (main) application of the new application round, it will not be able to receive new scholarship holders. For the institution to be able to fulfill its obligations towards the scholarship holders who study at the institution based on an earlier application, a new master agreement must be executed when the subsidy period has ended.

II.2.4.2. Institutional master agreement

The master agreement will be executed and amended as in the following:

The institutional master agreement relating to the entire three-year period will be sent to the institution by the Agency before the commencement of the academic year. A valid master agreement must be in effect between the institution and the Agency before the student application interface is opened.

For higher education institutions, the resources necessary for the implementation of the program will be provided by the Ministry of Foreign Affairs and Trade after the effective date of the master agreement, in accordance with the applicable legal environment.

The support payable to the institution shall cover the following elements:

- a) tuition fee of scholarship holders/capita/academic year in the institution,
- b) a flat-rate organizational allowance of HUF 150,000/capita/academic year from the 2019/2020 academic year (for students starting the programs before the 2019/2020 academic year, this flat-rate amount is integrated within the training expenses),
- c) a flat-rate organizational allowance of HUF 50,000/capita/academic year from the 2022/2023 academic year for the Hungarian as a foreign language and culture training (hereinafter as: HFL organizational allowance),
- d) benefits to support the living expenses of the student/capita/month,
- e) dormitory accommodation or HUF 40,000/month accommodation allowance,
- f) reimbursement of certified costs incurred (e.g., interpretation) in the case of supplementary or foreign-language healthcare services, or up to a maximum of HUF 65,000/capita/academic year in the case of supplementary medical insurance in a foreign language,
- g) travel allowance to support scholarship holders' travel home, HUF 200,000/capita/academic year.

The rules and information relating to the calculation and accountability of the benefits are included in chapter II.2.4.4 of this Implementation Guide.

A list of the awarded study programs, together with the tuition fee approved for the duration of the master agreement, are attached as an annex to the master agreement.

The institutional master agreement shall be amended if any change has occurred in connection with its content.

A sample institutional master agreement is included in Annex I of the Institutional master agreement.

II.2.4.3. Evaluation of institutional applications

Tempus Public Foundation is responsible for evaluating the institutional applications.

II.2.4.3.1. Formality assessment

Every application submitted by the deadline will undergo a formality assessment carried out by the employees of the Tempus Public Foundation. The formality assessment will be carried out based on general (the application is complete, it has been submitted by the deadline, mandatory annexes) and special formality criteria. Special criteria shall mean the following:

The applicant institutions must comply with the criteria included in the Rules of the Stipendium Hungaricum Programme. Eligible institutions for the Stipendium Hungaricum Programme:

- a) shall be the foreign language programs of higher education institutions operating in Hungary run by the state, a state-recognized church, a foundation, or an institution pursuant to with Section 117/C (3) of the NHE Act, listed in Annex I of the NHE Act,



- b) foreign-language bachelor's, master's or one-tier master's courses that are included in the registry of the Education Authority based on an supporting expert opinion of the Hungarian Accreditation Committee or a separate decision by the minister responsible for higher education,
- c) foreign-language courses of doctoral schools and Hungarian-language higher education preparatory courses listed in the registry of the Education Authority.

Foreign-language information technology and technical preparatory courses (preceding bachelor's, master's courses) related to training programs for which an application has been submitted must be indicated in the application.

II.2.4.3.2. Assessment of content

In the case of applications that passed the formality assessment, content-related criteria will also be examined by Tempus Public Foundation.

II.2.4.3.3. Examining training programs and determining supported costs

Study programs will be examined in accordance with the criteria included in the call for applications published by the Tempus Public Foundation. A different list of criteria will apply to bachelor's and master's courses, doctoral courses and preparatory courses.

Costs will also be determined by Tempus Public Foundation based on various criteria.

II.2.4.3.4. Decision on support

In the case of institutional applications, final decision on the support will be made by the Board of Trustees of Tempus Public Foundation.

The final decision and the list of successful institutional applicants and courses will be sent to the Agency by Tempus Public Foundation.

II.2.4.4. Financial utilization and accountability of support disbursed to higher education institutions

II.2.4.4.1. Determining the amount of support and principles of its disbursement

The amount of support will be disbursed periodically, in accordance with the information provided in the application for support already submitted by the institutions, and the provisions of the support document effective from time to time.

The support application submitted by institutions shall include a financial schedule, in which the support amount shall be calculated on the basis of the number of scholarship holders, enrolled at the institution, who have actually commenced their studies and have been officially registered in the Higher Education Information System (hereinafter: FIR).

Only those institutions shall receive the support amount, which fulfill the requirements of the Agency related to the support application and the support document until the given deadline dates.

The support amount shall be disbursed to the institutions by the Agency, pursuant to the evaluation of the previously submitted support applications, after the signing of the support document.

The Agency may request a forecast of expenses prior to the submission of the support application with respect to each support period. The support period and the expenses to be paid during the given period shall be specified in the support document effective from time to time.

At the end of each support period, the higher education institutions participating in the Scholarship Programme shall be obliged to prepare a financial and professional report on the basis of the support document effective from time to time, in line with the formal criteria set out by the Agency.

The financial and professional report shall be submitted to the Agency by the institution electronically and by regular mail, until the deadline set out in the support document effective from time to time.

In case of failure to fulfill the deadline for sending the report, the Agency shall initiate the withdrawal of the support document, and shall be entitled to oblige the institution to pay back the tuition fee and the flat-rate organizational allowance to the Agency, without prejudice to the obligation of the institution to disburse the scholarship and the due allowances to the scholarship holders.

Submitted financial and professional reports shall be reviewed by the Agency on the basis of the support document effective from time to time.

The student quota eligible for support shall be determined as follows: information provided in the financial schedule and the financial settlement submitted by institutions shall be verified by the Agency by contrasting those with the FIR data provided by the Office of Education, and shall accordingly determine the eligible student quota, along with the scholarship period, which forms the basis of the calculation of the support amount for each scholarship holder.

Scholarship holders shall receive the student allowances during the period of their trainings based on their training and achievement requirements, throughout 12 months in each year, and in their final academic year, until the last day of the first final exams period following the last training period (calculated time proportionally to calendar days).

II.2.4.4.2. Benefits for institutions

A. Tuition fee of the study course

The amount of support for the tuition fee of the study course will be determined based on the number of students with active status and registered in the FIR for a particular course in a given semester. Regarding individual courses, calculation will be based on the cost of training valid for the year when the scholarship of a particular

scholarship holder was awarded, also in the case of scholarship students in their upper years. The number of students will be checked and validated in the manner described above.

Professional criteria for the accountability of the support: the institution will be responsible for realizing the training program, and for establishing and ensuring the undertaken conditions. Higher education institutions shall be obliged to prepare a financial settlement and professional report on the utilization of the support amount in line with the requirements of the support document effective from time to time.

If the scholarship holder is staying abroad for a period exceeding 30 days for professional purposes, and that stay has been approved, the institution will only receive the cost of training for that given semester if the scholarship holder is staying in the sending country. If the scholarship holder is staying longer than 30 days in a country that is not the sending country, the institution will only be entitled to a flat-rate organizational allowance.

If a scholarship holder has withdrawn from a semester after the semester has started, the institution will not receive the costs for the entire semester, but only for the months when the student's status was active. In such cases, the cost of training of that semester needs to be prorated with the number of months in active status.

If a student status ends during mid-semester, the institution will only be entitled to the tuition fee for the months when the student's status was active in the given institution. In such cases, the tuition fee of that semester needs to be prorated with the number of months in active status.

During the student application, neither the Agency, nor the host institutions participating in the program, are allowed to charge applicants a fee for, or in connection with, carrying out the admissions procedure. The institution shall cover the cost of the admissions procedure from the training cost of students enrolled to the institution or from the flat-rate organizational allowance.

B. Flat-rate organizational allowance

Starting with the 2019/2020 academic year, the flat-rate organizational allowance will be determined based on the number of scholarship holders enrolled in the institution, in a sum of HUF 150,000/academic year/capita.

The institutions will report student headcount in their support applications of the given support period, and the provided information shall be verified, as detailed above.

The support can be spent on the running of the Scholarship Programme, on the expenses of organizing and carrying out activities in connection with the program, e.g., wage costs, promotion, financing of admissions procedure, language training of students, teachers, administrative staff, and other expenses related to the accomplishment of the program. It, however, may not be used to cover overhead-type costs.

With consideration to the fact that it is a flat-rate amount, it will not be settled item-by-item. In case of serious deficiencies in the organization, quality of implementation, achievement of objectives, or in the reporting obligation resulting from the support document, the Agency can decide to decrease the organizational allowance amount by 50%, while in case of more severe negligence – such as failure to fulfill the reporting obligation, submission of reports past their deadlines, failure to fulfill other

deadlines set out by the Agency – the entire amount can be withdrawn starting from the following semester.

If a scholarship holder has withdrawn from a semester after it has started, the flat-rate organizational allowance can be recognized.

If the student status is canceled during mid-semester, the institution will only be entitled to flat-rate organizational allowance for the months when the student's status was active. In such cases, the flat-rate organizational allowance of that semester needs to be prorated with the number of months in active status.

C. HFL organizational allowance

From the 2022/2023 academic year, the institution is entitled to an organizational allowance related to the teaching of Hungarian as a foreign language and culture, after those students to whom the learning of Hungarian as a foreign language and culture (HFL) training applies on a mandatory basis.

The amount of the HFL organizational allowance is HUF 50,000/year/capita, paid in installments of HUF 25,000/semester/capita to the institution, based on the student headcount included in the Financial Schedule related to the support document, who are entitled to the HFL course and who have actually participated on such.

The support amount can be applied for the covering of expenses related to training (hourly lesson fees of teachers, obtaining of necessary books, additional expenses from organization of the training, etc.). Students cannot be obliged to purchase books.

The professional criteria for the settlement of the support amount are: the professional, training organizational activities related to the teaching of Hungarian as a Foreign Language and Hungarian culture, how the institution has utilized the support amount, shall be presented in the professional report of the institution. If the institution fails to fulfill its obligations to organize the learning of Hungarian language, then they shall not be eligible for the support amount, and a further amount of HUF 70,000/capita/academic year shall be deducted from their organizational allowance after the students in question.

II.2.4.4.3. Benefits for scholarship holders

a) Principles

The sum of the benefits due to the scholarship holders are included in Chapter III.2. of the Operational Regulations.

Disbursement of the scholarship benefits payable to the scholarship holder is the responsibility of the institution.

The benefits payable to scholarship holders can be disbursed based on a scholarship contract between the institution and the scholarship holder. The Agency will check whether such an agreement exists. The mandatory elements of the scholarship contract are determined in clause III.4.2. of the Operating Rules. Compulsory attachments to scholarship contracts: General Terms and Conditions, Scholarship



Holder's Datasheet, Privacy Statement and the Operating Rules. It is the duty of the institution to inform students awarded with scholarship about the contents of the contract and its annexes, and the institution is responsible for ensuring that the scholarship is paid according to the scholarship contract. Applicants receiving a monthly stipend from another Hungarian budgetary source for the pursuit of studies in Hungary cannot be awarded a scholarship.

Pursuant to Act CXVII of 1995 on Personal Income Tax, monthly stipends, other benefits and allowances provided to domestic or international private persons in the framework of international educational, training, research and development, and cultural mobility programs based on bilateral or multilateral agreements that are financed from EU or domestic budgetary sources shall be exempted from tax.

During the term of the scholarship, the scholarship holder shall be entitled to a monthly stipend and an accommodation allowance for every month started in which the student status of the scholarship holder is active. The scholarship holders receive the monthly stipend for the entire duration of their training, and, in the case of a complete training program, for 12 months in each year, and in the final academic year until the last day of the first final exam period following their training period. There is only one case when an active student status is not a requirement for the scholarship status (see the related detailed rules in point b) of this chapter):

- If the scholarship holder is awarded a scholarship at a higher level in a new application process, the scholarship status is extended until 31 August of the year in the semester when the degree is obtained.

Monthly stipend is to be paid to the scholarship holder on a monthly basis. The first monthly stipend installment shall be paid within 30 days after the student has enrolled, if the scholarship holder has provided all of the details required for the initiation of the bank transfer (e.g., tax identification, bank account number).

A scholarship holder cannot receive monthly stipends for more than one months at the same time.

Monthly stipend is to be paid by the institution in Hungarian Forints by means of bank transfer.

b) Monthly stipend

It is a flat-rate cost type. In their reports, the institutions will provide the number of students, and, regarding each student, the sum of the living allowance calculated based on the duration of their studies and the rate applied to their level of training. Data will be verified as described above.

The rates are the following:

Type of training	Scholarship (person)
Bachelor's program	HUF 166,600 / month
Master's program, one-tier Master's program	
Professional preparatory course	
Doctoral training in training and research phases (first 4 semesters)	HUF 140,000 / month
Doctoral training in research and	HUF 180,000/month



dissertation phase (5th – 8th semester)	
In case of obtaining of the doctoral degree	HUF 400,000 one-time allowance

The monthly stipend for the month of September can be disbursed to scholarship holders arriving during September, however, no monthly stipend is due for September if the student arrives in October. Scholarship holders arriving at the end of August will be entitled to their monthly stipends starting from September.

If a scholarship holder is awarded a scholarship at a higher level of training in a new application process, they will be entitled to the scholarship benefits, including the monthly stipend, too, disbursed by the institution issuing the lower-level degree for the period from the day following the date the lower-level degree was awarded, until 31st August of the given year (temporary period without student status). The Agency shall notify affected institutions after the new scholarship has been awarded and accepted. The criteria for payment of the new scholarship is the signing of the student contract with the student who has been awarded a scholarship to a higher training level, after enrolment to the higher level training program in September. For the temporary period without a student status, shall be provided subsequently in the month of September, by the institution issuing the lower training level diploma.

Institutions and training programs can only be changed at the end of the semester, so that the scholarship holder can start the next semester in the new institution, at the new faculty. If a scholarship holder changes institutions, the monthly stipend will be disbursed by the new institution from the semester the scholarship holder starts their studies in the new institution.

In case the training period of the scholarship student is extended due to the changing of institution/training program (e.g. the student enrolls to a training program consisting of more semesters, than the original training program), then the scholarship status shall not be automatically extended by the additional training period. The scholarship student shall be obliged to submit a separate extension request, the acceptance and approval of which shall be decided by the Agency.

If the application for extension is rejected, the costs of the semesters in the extension period will be borne by the scholarship holder.

Starting from the 2022/2023 academic year, students shall not be entitled to the scholarship allowances in case of extension. Only the training expenses and the organizational allowance shall be disbursed to the institution.

The scholarship student shall continue to be entitled to scholarship allowances – thus the monthly stipend as well – in cases described under point III.3.2.f. of the Operational Regulations.

Monthly stipend provided to the scholarship holder can be reduced or terminated in the following cases:

- No monthly stipend is payable if the student status is inactive (with the exception of the cases listed in chapter II.2.4.4.4. a) of the Implementation Guide). If the inactive status is initiated in an ongoing semester, the monthly stipend received during the semester can no longer be disbursed after the decision, the allowance can be settled until the date of the late withdrawal.



- In the case of a stay abroad longer than 30 days, no monthly stipend can be disbursed for the training period starting on the date the travel was approved.
- Scholarship students enrolled to a bachelor-, or master training program shall be obliged starting from the 2022/2023 academic year to participate on a Hungarian as a Foreign Language and culture (HFL) course for two semesters during their first year of training, and to fulfill the related requirements set out by the institution (participation in lessons, passed test, grade).

If the scholarship student fails to fulfill the requirements set out by the institution for the HFL course until the 31st day of August of the given academic year, the monthly stipend amount of the given student shall be decreased to HUF 120,000. Participation on the two-semester course, and the fulfillment/non-fulfillment of requirements shall be reported by the student to the institution's coordinator until the 31st day of August of the given academic year.

If the scholarship student fulfills the obligations related to completion of the course in the subsequent years, then the student shall again be entitled to the complete amount of the monthly stipend. If the student's monthly stipend is decreased due to failure of the student to fulfill the language learning obligations, in case of enrollment to a new training level within the Scholarship Programme, the student shall start the training program again with the complete monthly stipend amount, entering the two-semester free HFL course.

If the student is unable to complete the two-semester course during the first year of training for reasons beyond the student's control (e.g. the institution is unable to start an HFL course, the HFL course cannot be ensured for the student by direction to another institution), the student shall be entitled to extend the deadline date for completion of the course by another academic year.

In case of scholarship students, who fail to fulfill the training and exam obligations related to the HFL course, the monthly stipend amount shall be decreased from the second academic year of training as follows: a) in case of complete absence from lessons to HUF 0.00 per month until the end of the scholarship status (where the maximum number of acceptable absence is regulated by the Training and Exam Regulation of the given institution); in case of participation on lessons, but failure to take or pass the exam, to HUF 120,000 per month until the scholarship student passes the exam. The decrease of the monthly stipend shall not affect other allowances of the scholarship student.

c) Accommodation allowance/in-campus accommodation

If the institution has sufficient capacity, the institution provides in-campus accommodation for the student for free, the cost of accommodation will be financed by institution from the accommodation allowance. Students for whom the host institution does not provide free in-campus accommodation will receive an accommodation allowance of HUF 40,000/capita/month. The accommodation allowance is a flat rate cost type. The scholarship holder is entitled to an accommodation allowance for the whole period of the scholarship, in the same way as the monthly stipend amount (refer to point b). of the above point). The financial settlement of the given support period must indicate in the form set out in the support

document, which student has received accommodation allowance for how many months. Data will be verified as described previously.

If the scholarship holder arrives during September, they will receive accommodation allowance/in-campus accommodation in September, however, if they arrive in October, they will not receive accommodation allowance/in-campus accommodation for September. Scholarship holders arriving at the end of August will be entitled to their accommodation allowance/in-campus accommodation only from September.

In-campus accommodation will be provided based on an agreement expiring at the end of the semester or academic year. If a scholarship holder decides, while having a valid agreement for the provision of in-campus accommodation, to choose accommodation allowance instead of a dormitory accommodation, they will be entitled to the accommodation allowance in the sum of HUF 40,000 / month after the termination of the in-campus accommodation agreement.

If the scholarship holder is awarded a scholarship at a higher level in a new application process, the scholarship contract being in effect in the semester when the degree is obtained will be extended until 31 August of the same year, and they will be entitled to scholarship benefits and accommodation allowance, too. Disbursement instructions are set forth in point b) of this chapter.

Institutions, faculties can only be changed at the end of the semester, so that the scholarship holder can start the next semester in the new institution, at the new faculty, in the new language. Instructions for the disbursement of the accommodation allowance if a scholarship holder changes institutions are governed by the provisions of point b) of this chapter.

In the case of an extension, students holding a scholarship will receive an accommodation allowance in the extended semester, too.

The accommodation allowance provided to the scholarship holder can be terminated in the following cases:

- No accommodation allowance is payable if the student status is inactive (with the exception of the case in chapter II.2.4.4.4. a) of the Implementation Guide). If status is made inactive an ongoing semester, the accommodation allowance received during the semester can no longer be disbursed after the decision, the allowance can be settled until the date of the late withdrawal.
- In the case of a stay abroad longer than 30 days, no accommodation allowance can be disbursed for the training period starting on the date the travel was approved, with the exception of the case described under point III.3.2.f.) of the Operating Rules.
- Students starting from the 2022/2023 academic year and thereafter, students shall not be entitled for scholarship allowances in case of extension, consequently they shall not be entitled to free dormitory place or accommodation allowance either.

d) *Reimbursement for supplementary healthcare services or supplementary healthcare insurance*

A cost type regarded as a flat-rate sum. The program will reimburse certified costs incurred (e.g., interpretation) in the case of supplementary or foreign-language healthcare services or provide supplementary medical insurance for foreign language care for up to HUF 65,000 a year, the terms of payment of which shall be regulated by the support document effective from time to time.

The institution will be required to offer to the scholarship holder the possibility of buying medical insurance for foreign language medical care, if the scholarship holder has no intention to do so, the institution will need to spend the allocated sum on basic medical services provided in English.

The institution shall use the allowance for the medical expenses in connection with the scholarship holders, and report on the use in a professional report. The institution will also need to finance mandatory screening examinations of the students from the allowance. The ministry responsible for the Scholarship Programme or the Agency may prescribe services that will have to be provided to the cost of the healthcare allowance.

The institution must indicate in the report which student has received allowance in what amount. Data will be verified as described above.

In the case of an extension, students holding a scholarship will receive a supplementary healthcare insurance in the extended semester as well.

If a scholarship holder has withdrawn from a semester after it has started, the annual sum of the supplementary healthcare insurance can be recognized.

e) Travel allowance

Scholarship holders with an active student status shall receive an annual allowance of HUF 200,000 to reimburse their travel home. The receiving higher education institution shall transfer the travel allowance in two installments (HUF 100,000 HUF/capita/semester).

The annual travel allowance amount shall solely be utilized for travel purposes, against tickets and local community transportation passes purchased until the end of the given academic year. The actual travel can be realized after the end of the given academic year as well, but until the 31st of August after the given academic year, as the latest.

Requirements related to invoices, receipts, tickets:

- only invoices issued in Latin letters shall be accepted;
- only invoices issued and tickets purchased in the given academic year shall be accepted, with the exception of the tickets and related invoices of the first travel to Hungary of newly awarded 1st year scholarship holders, which may be purchased before the 1st of September (tickets, invoices dated between 1 August – 31 August can be accepted);
- if the invoice is not in Hungarian or English language, then the student shall be obliged to attach a non-official English language translation of the given document in printed form;
- if the ticket was purchased in a currency other, than Hungarian Forint, then the student shall be obliged to indicate the price of the ticket in Hungarian Forint



currency on the ticket or invoice, calculated on the basis of the applicable middle exchange rate issued by the Hungarian National Bank on the day of purchasing the ticket;

- if the presented invoices, receipts and tickets in proof of travel do not reach the due amount of travel allowance for the given semester/academic year, the student shall be obliged to return the unused amount to the institution, or the unused amount shall be deducted by the institution from the monthly stipend of the given student due in the following month;
- in case of a student in the final semester of their studies, the diploma of the scholarship student cannot be handed out until the declaration and related documents have been submitted, or the unused travel allowance amount has been paid back to the institution;
- 1st year scholarship holders shall be entitled for reimbursement of the cost of their first travel to Hungary, too.

In the second semester of the 2022/2023 academic year, scholarship students – being aware of their responsibilities under criminal law – shall be obliged to make a statement until the given deadline and in the form (“Declaration”) set out by the Agency about the designated utilization of the travel allowance, on the form provided for this purpose.

The form of the declaration on utilization of the travel allowance shall be prepared by the Agency and sent out in electronic mail to the scholarship students and the institutional coordinators.

Forms filled out by hand, dated and signed – unless otherwise ordered by the Agency – shall be submitted to the person appointed at their receiving institutions (institutional coordinator) until the deadline set out. Statements shall be collected by the institutional coordinator in .pdf format and shall be sent to the Agency until the given deadline by electronic mail.

If the scholarship student fails to submit the statement until the given deadline, the travel allowance of the given student shall be deducted for the following semester’s stipend. In case of students in their final semester of their studies, the diploma of the student cannot be issued until the declaration and related documents have been submitted, or until the amount of unused travel allowance is paid back to the host institution.

In addition to submitting of the declaration, scholarship students shall also be obliged to collect all invoices, receipts and tickets issued in Latin characters, as these shall be verified. Verification shall be done on random basis, students to be audited shall be selected by the Agency, who shall be obliged to present the documents in proof of their travels, which have been concluded during the given period. (Invoices made out before the start of the given academic year cannot be accepted.) In lack of documents of proof of travel, the scholarship student shall not be entitled to the travel allowance for the following academic year.

Starting from the 2023/2024 academic year, the following rules shall apply to the utilization and settlement of the travel allowance amount. Institutional coordinators shall be obliged to inform the students, who have been awarded a scholarship before

their travel to Hungary, about the rules and requirements applicable to the utilization of the travel allowance.

Possibilities for utilization of the travel allowance:

1. The scholarship holders uses the travel allowance until the end of the 1st semester of training:

Scholarship holders shall be obliged to make a written statement until the end of the first semester of training on the designated utilization of the travel allowance on the form provided for this purpose (Declaration) and submit the invoices, receipts and related tickets made out to the name of the given student along with the form to the institutional contact person (institutional coordinator).

In this case the document titled "Nyilatkozat I." (Declaration I.) shall be filled out and submitted during both semesters of the training.

2. The scholarship student receives the travel allowance in the first semester of training, but it is only used until the end of the second semester of training:

If the scholarship student wishes to utilize the annual travel allowance in a single installment for a ticket purchased for the summer holidays, the student shall indicate this in advance to the institutional coordinator, and shall provide a written statement of the fact that the student intends to use the travel allowance of the first and second semester in one. In such cases, the student shall still be obliged to fill out the travel statement in the given semester, and to submit the invoices, receipts and tickets to the institution on the actual utilization of the allowance, when the allowance is used.

In this case the document titled "Nyilatkozat II." (Statement II.) shall be filled out and submitted until the end of the first semester of training, and then when the travel allowance has been utilized, the document titled "Nyilatkozat I." (Statement I.) shall also be filled out and submitted until the end of the academic year.

Requirements for statements:

- the currently applicable statement forms on the utilization of the travel allowance shall be made available to the institutions (institutional coordinators) by the Agency.
- Statements filled out in hand, dated and signed – unless otherwise ordered by the Agency – shall be submitted by scholarship holders to the person appointed at the receiving institution (institutional coordinator) until the end of the given semester of training, along with the copies of invoices, receipts and tickets or passes made out to the name of the student.
- Statements shall be collected in .pdf format, and shall be electronically forwarded by the institutional coordinator. In the first semester, the deadline date for submission of statements to the Hungary Helps Agency shall be 15 December. In the second semester, the deadline date for submission of statements to the Hungary Helps Agency shall be 30 June. Documents of proof of travel of scholarship students shall be collected by the receiving



institution, which shall be made available to the Agency in event of verification of the financial statement of the support documents.

If the scholarship holder fails to submit the statement, and the documents in proof of travel until the given deadline, the student shall be obliged to pay back the travel allowance amount to the receiving institution, or the unused amount of the allowance shall be deducted from the monthly stipend of the student due in the following month.

For scholarship holders, who have started their studies before the 2022/2023 academic year, shall continue to receive the travel allowance in event of extension of their studies. Students starting from the 2022/2023 academic year and thereafter, shall not be entitled to scholarship allowances in case of extension of their studies, consequently they shall not be entitled to the travel allowance either.

The timing of disbursement of the travel allowance to scholarship holders is in the competence of the given institution, however it is recommended to make the actual payment after the submission of statements and documents in proof of travel.

f) Support disbursed after a successful doctoral defense

A one-time sum of HUF 400,000 is to be disbursed to the student participating in doctoral training after the obtainment of a doctoral degree. Data will be validated as described above.

The sum will be disbursed as part of a scholarship contract. Disbursement instructions are included in point b) of this chapter.

II.3. Student applications

II.3.1 Principles of individual student applications

The Agency will publish a call for applications to students once a year, in November of the given year. The Agency will prepare the announcement of student applications in close cooperation with the Ministry of Foreign Affairs and Trade, the ministry responsible for the operation of the program.

Applications can be submitted for full-time training programs in English language only. The call for applications is in English.

The call for applications contains the following:

- a) the duration and entrance and exit requirements of training levels,
- b) an updated list of countries/regions/international entities participating in the Scholarship Programme (and whose citizens can apply for the scholarship),
- c) criteria and conditions for submitting a valid application,
- d) scholarship benefit and the exact sum thereof,
- e) basic and general information related to the programs that can be applied for (including the specifics of preparatory courses),
- f) information on the manner of application, availability of the application interface,
- g) submission deadline of the application,
- h) list of documents to be submitted and the formality/content-related requirements of these documents, and any opportunities for resubmitting missing documents and the deadline for such resubmissions (host institutions may require further documents for certain courses which the applicant may find information about in the course description of the application system),
- i) description of further steps in the application process (with the related deadlines), selection process, criteria, allocation procedure,
- j) further obligations of the applicants who are awarded a scholarship (e.g., acceptance of scholarship, obtaining a visa, arrival and enrolment),
- k) conditions and causes for terminating a scholarship.

The annex of the call for applications contains the following:

- a) Christian rituals and religions, from which the application can be submitted,
- b) list of courses that can be applied for,
- c) the Operating Rules of the Scholarship Programme,
- d) the applicant's statement (in which they accept the detailed rules pertaining to them as future scholarship holders) and a privacy statement (in which they accept the detailed rules relating to data processing for the purposes of the application and they warrant the truthfulness of the data communicated by them),
- e) the template format of the mandatory medical certificate.

The Agency shall publish the call for applications in its English website. In addition to this, the employees of the Agency responsible for the Scholarship Programme will send the call for applications to the relevant authorities/organizations of the partners participating in the program and ensure the promotion of the application opportunity.

Every element and participant of the application process must support the enforcement of the principles of application set forth in the Operating Rules, i.e.,

equal treatment and student diversity, as well as the excellence objectives of the application program.

II.3.2. Eligibility for submitting student applications

Valid applications shall be submitted subject to the following criteria:

Applicants submitting an application to the call for applications of the Scholarship Programme shall be the citizens of the countries determined in the call for applications.

Applicants who have their permanent or temporary residence in a country that is different from the country of their own nationality or which is not an ODA (Official Development Assistance) country cannot submit applications.

Persons holding a Hungarian nationality or also having a Hungarian nationality also cannot submit applications.

Students who are homeless, refugees, asylum seekers, persons admitted, immigrants and settled, not falling under the scope of Section 39 (1) a) of the NHE Act living in the territory of Hungary also cannot submit a valid application. This exception does not only apply to applicants but also to those scholarship holders who receive their citizenship, refugee status, in these cases the persons affected will lose their scholarship. Compliance with the statutory condition will be examined by the higher education institutions and the Agency, too.

Only those students can commence their higher education studies within the scholarship program who are adults and have attained the age of 18 by 31 August of the current round of applications.

Valid applications shall be submitted by those fulfilling the entrance criteria of the training program. As this obligation relates to the start date of the training, applications may be submitted by those who will have passed a subject-related or language exam necessary for the fulfillment of the entrance criteria only after the submission deadline of the application. In such cases, documents proving the fulfillment of the above criteria (certificate of matriculation, copy of a degree, copy of a language certificate, medical certificate) may be submitted as resubmission until 31 July of the given round of applications. Any applicant, who fails to supplement the missing documents until 31 July, or is unable to provide proof of the level of education, language knowledge required for the given training program for any reason, shall automatically lose the scholarship (for example if the applicant in the final year of the Scholarship Programme, who has been admitted to the following level of education, but is unable to present the document in proof of the level of education obtained in the previous level of training until 31 July, or a document in proof of skills, abilities required by the new training program, shall automatically lose the scholarship for the new training program).

Students pursuing their studies within the Scholarship Programme on the date the applications are announced and not finishing those studies until the start of the academic year they would like to apply for may not submit applications (for example, a student completing year one of a Master's program within the Scholarship Programme, the remaining term of whose studies are one and a half years at the time of submitting the application, cannot apply at any level of the training.) Students who have participated in the program cannot apply for the same level of training - independently of whether they finished their studies as a scholarship holder successfully or not. (For example, a student who was awarded a scholarship for their



studies at a Bachelor's program, in the next round of applications will only be able to apply for a Master's program or a doctoral program, either if they have finished their Bachelor's studies successfully, or if their scholarship status at the Bachelor's program was terminated for any reason).

Those who were awarded a scholarship in the year preceding the application but applied for postponement and did not forego their earlier scholarship until the submission deadline of the current application cannot submit an application.

Scholarship holders who accepted their scholarship in the three preceding rounds of applications but did not arrive in Hungary and did not commence their studies in Hungary, and failed to give notice of this fact, and scholarship holders whose application for the postponement of their scholarship status was accepted but failed to arrive in Hungary by the modified, subsequent deadline and failed to commence their studies and did not communicate that fact will not be permitted to submit a valid application.

Applicants who have a student status in another Hungarian higher education institution in a self-financed program at the time of submitting the application will not be permitted to submit a valid application, not including applicants with a scholarship status in the Scholarship Programme applying for a higher level of training as described below.

Applicants for doctoral training, prior to submitting their application, must contact an accredited doctoral school in Hungary, where the student wishes to pursue the doctoral training, and request a letter of recommendation from the doctoral school, in which the doctoral school or the tutor of such conditionally undertakes the tutoring of the student in event of a successful application and entrance exam. The letter of recommendation signed by the representative of the doctoral school is a mandatory document, to be attached to the application. Such a recommendation - issuance of which, of course, is not mandatory - does not present a final commitment of either the researcher or the institution and does not guarantee or replace a successful admission.

One applicant may submit only one application in which only one course can be indicated.

Applicants must commit themselves to establishing a student status upon being awarded the scholarship and to signing the scholarship contract which determines the rights and obligations related to the scholarship. (A sample agreement is included in Annex 2 of the Implementation Guide.) Applicants - by completing the statement included in the annexes of the application - must consent to the processing of their personal data under the duration of and in relation to the application process, their participation in the scholarship program, and graduate tracking when submitting their application.

The application must fulfill all of the content-related requirements indicated in the call for applications, i.e., it must contain every mandatory document to be submitted and must be received before the - time-barred - deadline indicated in the call for applications. Applications may only include facts that are true. Applications of applicants providing false facts will be terminated immediately. If an institution rejects the application of an applicant communicating false facts, it will notify the Agency of this immediately.

II.3.3. Student application and selection process

II.3.3.1. Submitting student applications

Applications may be submitted only in an electronic form through the online application system: <https://apply.scyp.hu/>.

The employees of the Agency responsible for the Scholarship Programme will ensure the operation of the application system. Access to the application system for the actors participating in the realization of the application (institutions and partner organizations) will be provided by employees of the Agency responsible for the Scholarship Programme. Access for users is subject to strict access privileges depending on the tasks they perform during their work.

Applicants must register in the application system. One registration may be used for more application processes in more than one year, however only the application submitted for any given round of applications can be accepted. One student may only apply for one full-time, English language training program. In case of applications submitted for multiple training programs, the Agency shall only consider the last application submitted until deadline as valid.

Applicants may apply for the Scholarship Programme based on the call for applications. There is one call for applications in a year. The call for applications indicates the submission deadline of the applications, the list of documents that must be submitted by the submission deadline, and the list of documents that can be submitted later (documents verifying the qualification or language skills of the applicant, copies of medical certificates and passport) and the submission deadline of these.

No applications can be submitted after the submission deadline. All of the applications submitted will be displayed on the application interface in the *HHA: On hold* category. Higher education institutions have no tasks related to applications in the *HHA: On hold* category.

II.3.3.2. Technical review of the applications

Following the submission deadline, the employees of the Agency responsible for the Scholarship Programme will review the applications from a technical point of view. In the technical review, the employees of the Agency responsible for the Scholarship Programme examine whether the applications submitted fulfill the basic eligibility criteria which are the following (criteria that will lead to the exclusion of applications are detailed in the call for applications):

The applicant

- a) submitted their application by the deadline,
- b) submitted the recommendation issued by the ecclesiastical entity indicated in the calls for tender by the deadline, the recommendation fulfills the requirements set out in the Call for Applications,
- c) the ecclesiastical recommendation was verified by the State Secretariat Responsible for Programs for the Aid of Persecuted Christians and the Implementation of the Hungary Helps Program (hereinafter as: State Secretariat),
- d) holds no Hungarian citizenship (including dual citizenship) according to their statement,
- e) is not classified as a homeless, refugee, protected individual, asylum-seeker, admitted, immigrants, settled individual residing in Hungary according to their statement,



- f) has their permanent or temporary residence in a country that is the same as the country of their own nationality or which is an ODA (Official Development Assistance) country, not including applicants holding a scholarship status in the Scholarship Programme applying for a higher level of training,
- g) will reach the age of 18 until 31 August of the calendar year of the given application deadline,
- h) accepted the declaration necessary for submitting the application on the online application interface
- i) familiarized themselves with and accepted the privacy policy of the Scholarship Programme on the online application interface,
- j) is not a student in a self-financed training program in Hungary at the time of the call for applications,
- k) if they are scholarship holders, is not applying for the same or lower level of training,
- l) if they were awarded a scholarship in the year preceding the application but requested a postponement, they cancelled the earlier scholarship before the submission deadline of the current scholarship,
- m) if they, as a holder of a Stipendium Hungaricum or another state-run scholarship, are applying for a higher level of training, and will not obtain their degree before the start of the training.

Applications that do not fulfill basic criteria will be recorded by the employees of the Agency responsible for the Scholarship Programme on the application interface in the *HHA: Rejected (Tech_Check)* step. If an application is rejected, that application will be closed.

Applicants of applications that failed in the technical review will be notified through the application system that their application was unsuccessful, together with the statement of reasons.

II.3.3.3. Nomination of applicants by partner organizations

If the number of valid applications exceeds the double of the admissible headcount available, the State Secretariat may forward the applications that were deemed valid and have verified recommendations attached thereto to the relevant partner churches for nomination. The State Secretariat may prefer nominations from partner churches with whom the Agency currently has or in the future will have support projects, thus ensuring that the most suitable and most dedicated students will participate in the Scholarship Programme based on the recommendation of the churches.

The relevant partner churches will prepare a list of ranking by the deadline indicated which they will return to the State Secretariat as a nomination list. Applicants who have not submitted a valid online application, or who do not have a valid church recommendation, may not be included in the nomination list. The number of students that can be nominated will be determined by the minister.

Nomination lists received beyond the deadline will only be forwarded by the Agency to the higher education institutions if there is sufficient time available for conducting the admissions procedure.

II.3.3.4. The admissions procedure conducted by higher education institutions

The result of the admissions procedure may be 'acceptable', 'conditionally acceptable', 'formally failed' or 'failed'. The institutions will convert the result of the

admissions procedure to a scale of 100 points and send it to the Agency, the institutions will record the results in the application system by the deadline provided by the Agency.

In the application system, the institutions can enter applications in the following categories:

- *HEI: Acceptable* – Positive admission result, no need for resubmissions.
- *HEI: Conditionally Acceptable* – Conditionally admissible, the institution will admit the student if they provide the documents that can be submitted later based on the call for applications by the resubmission deadline.
- *HEI: Formally Failed* – The higher education institution rejects the applicant due to formality reasons based on the call for applications and/or the entry requirements. In the notice, the cause of the rejection must be indicated. (Formality check is not the same as the technical review which is done by the Agency. During the formality check, the higher education institution checks whether the applicant fulfils the formal entry requirements of the call for applications and the advertised course, e.g., whether the student has a Bachelor's degree if applying for a Master's program, a motivational letter.)
- *HEI: Failed* – The higher education institution rejects the applicant for professional reasons, or the entrance exam did not take place because the applicant was not available. The cause of rejecting the application must be indicated in the notice.

In addition to indicating the result of the entrance exam, the institution must also indicate the admission score.

The admission score can be maximum 100 points.

The institution cannot request other requirements for the admission in addition to those it published in the online system when the call for applications was published.

During the admissions procedure, 'acceptable' or 'conditionally acceptable' results can be awarded only to those applicants who received at least 56 points out of the maximum 100 points during the admissions procedure. Certain institutions may determine a higher admission score threshold during the admissions procedure, therefore it may be that applications of applicants with at least or over 56 points will be rejected. For admission results under 56%, the admission result of the applicant is regarded as failed and in this case no scholarship can be awarded to the applicant.

Only those applicants can receive a 'conditionally accepted' result who, during the application procedure, were not able to present their qualification certificates, language certificates or medical certificates, or the copy of the passport because of an ongoing procedure.

If the higher education institution fails to record the result and evaluation of the admissions procedure by the set out deadline, the Agency will consider the admission result to be 'failed'.

II.3.3.5. Allocation of applicants

After the deadline for recording admission results, the Agency will allocate applicants. Principles for allocating applicants is included in Chapter II.3. of the Operating Rules.

When making a decision on allocation, the Agency will take into consideration the nomination ranking of the partner churches, the result of the admissions procedure, the score awarded by the institution, and the capacity provided in the institutional application.

The Agency will allocate acceptable and conditionally acceptable students according to the following procedure:

- a) In the case of supportable applicants, it examines the capacity of the training program based on a preliminary statement by the institution (minimum and maximum capacities),
- b) Deviations from the minimum and maximum capacities are permitted based on information from the institution,
- c) When examining the capacity, applicants higher up in the nomination ranking will be preferred, in the case of the same ranking the admission score will be used to make a decision,
- d) After examining capacities, applicants will be divided into categories of 'recommended for support' and 'rejected for lack of capacity',
- e) For doctoral training applications, it is necessary that a teacher or researcher in an accredited doctoral school in Hungary supports the application of the applicant in writing. The recommendation will need to be uploaded into the application system by the deadline indicated in the call for applications,
- f) If available funds are insufficient, the list of applicants in the category 'recommended for support' can be narrowed down based on the recommendations of cooperating partner churches and the admission results,
- g) Scholarship holders can start their studies at the training program they were admitted to. After a decision on the allocation of scholarship holders, the training program of the applicant can only be modified in justified cases (e.g., the training program will not start) taking into consideration the capacity of training programs and available funds. In justified cases (e.g., a training program will not start) the applicant can be reallocated to a similar or identical training program of another institution, pending the consent of the applicant and the institution. If an applicant cannot be reallocated to a similar or identical training program of another institution, the original host institution of the scholarship holder may transfer the applicant to its training programs participating in the Scholarship Programme, with the consent of the applicant. A decision of the Agency is required for reallocation.

II.3.3.6. Award, postponement of scholarships

Scholarships can be awarded for the complete full-time training program of a given institution. The decision will be made by the minister responsible for higher education based on the scholarship award recommendation of the Minister Responsible for programs for the Aid of Persecuted Christians.

The Agency will prepare a list of acceptable applicants based on the result of applications. The Chief Executive Officer will submit the list to the State Secretariat Responsible for Programs for Persecuted Christians. The state secretary will submit the scholarship award recommendation to the minister responsible for higher education, based on which the minister will prepare the scholarship awarding recommendation and sends it for approval to the minister responsible for education.

The Agency will notify applicants and host institutions of the decision of the minister responsible for higher education. To facilitate the inward travel of scholarship holders, the Agency will send the list of scholarship holders to the alien policing authority determined in Act XXXIV of 1994 on the Police (hereinafter as 'relevant alien policing

authority'), to the Department of Consular Affairs of the Ministry of Foreign Affairs and Trade and to foreign representations.

The scholarship holder cannot appeal this decision. Example: if the given student was awarded scholarship for a Bachelor program of the Eötvös Loránd University in the framework of a complete full-time training program, the student would need to enroll in the complete full-time training program of the mathematics Bachelor program at the Eötvös Loránd University. An exception to this is if the training program is not launched for any reason; in which case the applicant can be reallocated to another training program according to the provisions under point II.3.3.5. of this Implementation Guide.

An applicant who was awarded a scholarship status but is unable to travel to the country for extraordinary reasons beyond their control, may postpone the commencement of their scholarship status. Extraordinary reasons shall mean force majeure cases that did not exist at the time the application was submitted. Such cases can be a sudden illness of the scholarship holder, an extraordinary event in the family (e.g., serious illness or death of a close relative). The existence of a force majeure case will be assessed on a case-by-case basis. The scholarship holder will need to submit a postponement request to the higher education institution, where the scholarship was awarded. The request shall include:

- a) a detailed statement of reasons,
- b) number of semesters to postpone (one or two semesters can be postponed),
- c) medical or other certificates justifying the postponement,
- d) the approval of the host institution,

The request of the scholarship holder along with the necessary attachments, shall be sent electronically to the Agency by the host institution in the year, when the scholarship was awarded, until the deadline date of enrollment determined by the host institution, but not later than until 30 September.

The Agency will examine the submitted request supported with documentation and will make a decision on permitting or rejecting the postponement. If a postponement is permitted, the institution will issue a new letter of acceptance before the actual commencement of studies based on the admission result of the given year, with the indication of a postponed enrollment date, and the Agency shall issue a new statement on the awarding of scholarship on the basis of such. It is the obligation of the scholarship holder to inform the host institution about when the student intends to commence his/her studies following the postponement, and when he/she wishes to travel to Hungary.

A postponement can only be requested once, and for a maximum period of 1 academic year. Students who have already travelled to Hungary and enrolled to the training program, may not request postponement. If the scholarship student fails to indicate the intention for postponement until the deadline date of enrollment set out by the host institution, but until 30 September, as the latest, the student shall automatically lose the scholarship.

III. BENEFITS, RIGHTS AND OBLIGATIONS OF SCHOLARSHIP HOLDERS

III.1. Benefits of scholarship holders

III.1.1. Benefits provided to scholarship holders without a separate procedure

The only subject supported by the Scholarship Programme is the scholarship holder, the program does not include supplementary support that could be awarded to a spouse, child, other relative.

Scholarship benefits due to the scholarship holders are included in Chapter III.2. of the Operating Rules. The detailed rules related to the payment of the scholarship benefits in connection with entitlement are included in clauses II.2.4.4.2-3. of this Implementation Guide. Benefits included in clause III.2. of the Operating Rules may be subject to other rules as detailed below.

The following detailed rules apply to the benefits listed in clause III.2. of the Operating Rules.

- a) Students are exempted from the payment of the cost of tuition,
- b) Students are entitled to a monthly living allowance. The monthly stipend of students participating in doctoral training included in clause III.2.2. of the Operating Rules will increase after the complex examination,
- c) The accommodation allowance included in clause III.2.2. d) of the Operating Rules will be provided by the higher education institution as in-campus accommodation, subject to capacity, or as a monthly disbursement. If the institution does not have enough dormitory places, it will support the accommodation of the student with a monthly sum of HUF 40,000. The scholarship holder will be entitled to the same amount if the institution offers a place in a dormitory, but the student does not wish to use that possibility. If the scholarship holder moves out of the dormitory during the academic year, the student will be entitled to accommodation allowance as determined in the agreement with the dormitory. The institution, according to its own established procedures, will obtain a statement from the student prior to the start of the academic term on their choice regarding dormitory accommodation or financial support,
- d) pursuant to Section 81(1) of the NHE Act, the scholarship holding student may use the following services for free:
 - taking up lectures, seminars, consultation, workshops, field exercises necessary for fulfilling the training and study requirements determined in the training program, and for obtaining the degree or the doctoral degree (absolatory) for the first time, resubmitting/resitting papers, exams, unsuccessful papers or exams on one occasion, registering for the final exam on one occasion, and the graduation procedure during the student status,
 - sessions of the college for advanced studies,
 - use of the facilities of the higher education institution - library and basic library services, laboratory, information technology, sport and recreation facilities - in connection with the free services,

- in certain training programs, use of personal protective equipment (PPE) and cleaning equipment,
 - student counseling,
 - first-time issue of all of the documents related to the training or doctoral graduation, unless the Decree stipulates conditions that are more favorable for the student,
 - unless provided otherwise in legislation, the higher education institution cannot require an administrative service fee (e.g., admissions fee).
- e) Students are entitled to using the same healthcare services as Hungarian citizens that are financed by social security. It is the obligation of scholarship students to request a Social Security number and card. It is the obligation of the host institution to inform the student who has been awarded scholarship about this requirement.
- f) The program will reimburse certified costs incurred (e.g., interpretation) in the case of supplementary or foreign-language healthcare services or provide supplementary medical insurance for foreign language care for up to HUF 65,000 a year.

In the meaning of Section 5 subsection (2) paragraph c) of IRM Decree 28/2007. (V. 31.) of the Ministry of Justice and Law Enforcement on the procedures related to inward travel and residence of persons with the right of free movement and residence and of third country nationals, persons with the right of free movement and residence and third country nationals are exempted from the payment obligation of the administrative service fee who pursue their studies in Hungary in the framework of a Hungarian state scholarship or regular study support provided by the minister responsible for foreign affairs. The above fees, therefore, will not be charged at all because the benefits are provided automatically.

In addition to the benefits listed above, the institution, in accordance with clause III.2.4. of the Operational Regulations may provide further benefits to the scholarship holder.

The national higher education scholarship opportunity is also open for scholarship holding students.

III.1.2. Conflict of interests

Applicants receiving a monthly stipend from another Hungarian budgetary source for the pursuit of studies in Hungary cannot be awarded the scholarship.

Applicants may not be awarded a scholarship if they receive a support aimed at training or partial training outside Hungary (e.g., Erasmus +, CEEPUS, Campus Mundi), with the exception of shorter (not exceeding 10 days) conference participation abroad in relation to research, studies, which does not impact habitual residence in Hungary during the study period.

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, i.e., 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 twenty-four hours per week, and outside their term-time for a maximum period of ninety days or sixty-six working days in a year. Any student who engages in an occupational activity for a period longer than that will not be entitled to a monthly stipend.

Participants of the Scholarship Programme are not entitled to:

- a) a student loan,
- b) a support for the fee of the first successful language exam or the first advanced level maturity exam in a foreign language,
- c) a support for the basic traffic skills course fee or exam fee.

III.2. Further obligations of scholarship holders

III.2.1. Scholarship contracts

Student status is a legal relationship between the student and the host institution which is concluded with the enrollment on the basis of a decision on admission or transfer pursuant to Section 39(3) of the NHE Act. The existence of a student status is a prerequisite for the scholarship status, see in detail in Chapter II.2.4.4.4. a) of the Implementation Guide.

The host institution will enter into a scholarship contract with the scholarship holder, which will determine the rights and obligations related to the scholarship. The mandatory elements of the scholarship contract are determined in clause III.4.2. of the Operating Rules. Compulsory attachments to scholarship contracts: General Terms and Conditions, Scholarship Holder's Datasheet, Privacy Statement and the Operating Rules. Annex 2 of this Implementation Guide contains a sample scholarship contract. The content of the scholarship contract is determined by the following detailed rules:

- a) The scholarship contract contains the training period determined in the relevant training and output requirements of the training program, and the length of preparatory studies pursuant to Section 80(2) d) of the NHE Act. (In the case of a technical and information technology program, the institution may decide to enroll applicants in a one- or two-semester preparatory course prior to Bachelor's and Master's programs.)
- b) The scholarship contract includes the monthly sum of the monthly stipend and accommodation allowance as determined in the operating rules of the program, as well as the time, manner and conditions of disbursement. The institution is responsible for disbursing the monthly stipend and accommodation allowance the scholarship holder is entitled to. Monthly stipend and accommodation allowance are to be paid to the scholarship holder on a monthly basis. The first installment is to be paid within 30 days after the student has enrolled, provided that the scholarship holder has provided all the details required for the initiation of the bank transfer (e.g., tax identification, bank account number).
- c) The scholarship contract contains the procedure for transfer to another higher education institution. A host institution may be changed, after a separate request has been submitted and accepted, on one occasion for each level of training within a calendar year from the start of the scholarship period. (See the process description in Chapter III.3.3 of the Implementation Guide.)
- d) The scholarship contract contains a consent to data processing.
- e) The scholarship contract contains a clause stipulating that the scholarship contract will take effect on the date that the scholarship holder creates a student status. Student status is concluded with the enrollment based on an admission or transfer decision.

- f) The scholarship contract contains a procedure for withdrawing from or terminating the scholarship status or the higher education studies.

The institution may add further elements to the student contract subject to prior the consent of the Agency.

If the data contained in the scholarship contract change, the contract will have to be amended as soon as possible. Most frequent changes:

- a) the data of the host institution included in the contract have changed,
- b) the data of the scholarship holder included in the contract have changed,
- c) the data related to the training program of the scholarship holder change (e.g., the scholarship holder changes to another training program or the study period of the training program changes),
- d) the scholarship status is extended,
- e) the expected end-date of the training program is modified because the studies are suspended.

Technical amendments of the scholarship contract (e.g., the data of the host institution or the scholarship holder change) are carried out by the host institution in its own competence.

Amendments of the scholarship contract (e.g., change of training program, extension) which become necessary resulting from a decision of the Agency will be carried out by the institution after receipt of an official notice from the Agency, based on the content of the notice.

If institutions are changed, the student status, as well as the scholarship status, will need to remain uninterrupted. To ensure that, an agreement between the earlier and the new host institution is necessary.

III.2.2. Obligations of scholarship holders in connection with their residence in Hungary

The scholarship holder is obligated to maintain habitual residence in Hungary during the training period (the period that incorporates the study period and the examination period, i.e., the period of the semester) as follows:

- a) The scholarship holder may spend an uninterrupted period of up to 10 working days outside of Hungary for private reasons on one occasion in each training period. In accordance with this, the scholarship holder may leave Hungary for a period of up to 10 working days in a semester without needing to request permission to do so from their institution.
- b) If the length of the stay outside Hungary for private reasons exceeds 10 working days, but does not reach 30 calendar days, the student must obtain the consent of the institution. The institution will decide in its own competence whether to permit the foreign stay. If the institution does not grant its consent for the travel but it does take place, the scholarship holder will be in breach of contract and thereby their contractual relationship will terminate. Staying abroad will not mean the withdrawal of the support, therefore, scholarship holders will be entitled to their benefits during the stay abroad.
- c) The foreign stay for private purposes not exceeding 10 workdays, or exceeding 10 workdays with the approval of the institution, but less than 30 days in a scholarship training period shall not result in withdrawal of the

support, consequently, scholarship students shall be entitled to their due allowances in case of foreign stay as well.

- d) A foreign stay for private purposes exceeding 30 calendar days in a training period is subject to the permission of the institution, permission can be monthly stipend if unforeseeable and overriding reasons exist but will entail the suspension of the student status. In accordance with Section 45(2) c) of the NHE Act, the higher education institution, upon request by the student, may permit the suspension of the student status until the end of a training period that has already started, provided that the student is unable to fulfill their obligations resulting from their student status because of childbirth, accident, illness or due to other, unforeseeable causes beyond their control. In this case, the student status will be suspended for the respective training period after the decision, thereby the scholarship status will also be suspended, as a result of which the scholarship holder will not be entitled to scholarship benefits. If the private stay unexpectedly exceeds the 30 days, the scholarship benefits can be provided until the last month spent within Hungary.
- d) In each training period, the scholarship holder is permitted to spend a shorter period (not exceeding an uninterrupted period of 10 days) abroad on one occasion to participate in a conference or internship for the purposes of research or study, or another foreign stay for the purpose of study.
- e) If the planned study-related stay lasts 11-30 days, this could be realized on one occasion in a semester, and it is within the discretion of the institution to decide whether this will entail the withdrawal of the support.
- f) If the planned foreign study-related stay exceeds 30 days in a given semester, it can also be permitted only on one occasion. In this case, the scholarship holder is not entitled to living and accommodation allowance for the duration of foreign stay, and the institution will receive the cost for the given semester only if the stay takes place in the sending country, in the case of a country other than the sending country it will only receive flat-rate organizational allowance. In such a case the student status of the student will remain active. Since the scholarship is for studies in Hungary, the above regulation aims to promote short-term foreign stays.

The higher education institutions are responsible for establishing and maintaining a system for monitoring the residence of the scholarship holders.

III.2.3. Obligations related to acquired credits (minimum credit requirement)

The institution, upon closing each academic year, shall check whether the scholarship holders have acquired 18 credits on average for their last two active semesters (i.e., a total of 36 credits for the last two active semesters). The obligation to fulfill the minimum credit requirement also applies to the students taken over. In their case, only acquired credits, and not imputed credits, can be taken into consideration.

If a student failed to obtain the necessary number of credits, the institution shall terminate the scholarship status (until 15 July the latest) and notify the Agency without delay.

The minimum credit requirement does not apply to those who began their studies before the 2018/2019 academic year or those participating in doctoral training or preparatory training. If an institution, within its competence, prescribes more stringent

credit requirements, the rules of the institution shall prevail. Based on this, if, for example, an institution, within its competence, prescribes a minimum credit requirement of 40 credits, the student must fulfill the minimum requirement determined by the institution.

III.2.4. Obligations related to learning Hungarian as a Foreign Language and Hungarian culture (HFL)

Pursuant to clauses III.1.6. AND III.2.6. of the Operating Rules, in bachelor- and master training programs (including the undivided master training as well), scholarship students starting their studies in the 2022/2023 academic year and thereafter shall be obliged to participate in a Hungarian as a Foreign Language and Hungarian culture training course (HFL), to be organized by the institution.

Course requirements and the failure to fulfill such are detailed under clause II.2.4.4.3.b. of the Implementation Guide.

III.2.5. Other obligations for scholarship holders (reports, participation in alumni activities, registration at the beginning of the semester)

Scholarship holders will prepare a report until 30 July of the academic year in which they give feedback on their experiences in the program according to the following:

- a) students fill out a form on an online interface which they will submit to the Agency only in an electronic form,
- b) the form is to be opened on 1 July every year and the coordinators of the institution will need to be notified, who, in turn, will notify students,
- c) the Agency will send a reminder email to scholarship holders two weeks before the deadline for preparing the report,

If a scholarship holder fails to submit the report, the monthly scholarship benefits due from September cannot be paid to the scholarship holder until they have submitted their report (the Agency will monitor the completion of the reports and report to institutions which scholarship holders have failed to submit reports).

If the scholarship holder fails to fulfill their reporting obligation until 15 October, as the latest, the Agency will terminate the scholarship status of the scholarship holder, if they submit it by then, monthly scholarship benefits due from September can be paid to the scholarship holder.

The Agency will notify the institutions and the ministry having professional oversight of the results of the student reports until 31 December every year.

The scholarship holder is obligated to participate in the alumni activities coordinated by the institution or by the Agency to the extent possible. Higher education institutions must inform scholarship holders of central and institutional alumni events.

At the beginning of each semester, the scholarship holder must register in person at the organizational unit appointed by the host institution, which may be the international office of the institution, international office of the faculty, or the registrar's office, until the deadline determined by the institution. Failure to fulfill the obligation to register in person will entail the suspension of scholarship benefit payments until the registration is completed.

The scholarship holder is obligated to pursue their higher education studies to the best of their skills and knowledge and to complete their studies successfully.

III.3. Procedures related to scholarship status

III.3.1. Extension of the scholarship period

If a scholarship holder is not able to complete their studies during the training period, they have an opportunity to apply for an extension, which means an extension of a total of 2 semesters - one semester at a time - in Bachelor and Master's programs. The Agency will record approved extensions in its respective database so that the extensions can be traced back and the data related to them will be accessible for the affected institutions, too, if the scholarship holder pursues their studies in another institution, at another level. The extension procedure will take place in electronic form.

Scholarship holders shall submit their extension requests to the host institution. Scholarship holders shall attach to their request the supporting documents required by their host institution. The institution will determine the deadline for receiving requests in its own discretion. The host institution will compile the requests received and will decide whether to support them in its own discretion, taking into consideration their academic record book. When deciding about extension requests, the following criteria should be assessed:

- a) whether the statement of reasons attached to the request is acceptable,
- b) there is a realistic chance that the student will complete their studies in the modified period.

The institution will notify scholarship holders requesting an extension whether the institution supports their request or not.

Following the decision, the institution will forward a list of students to the Agency whose extension request it supports. This list must be submitted to the Agency by 15 December (autumn semester) and 15 May (spring semester). The Agency will decide whether to approve or reject the extension requests based on the recommendation of the institution and the available sources. After the final decision is made, the Agency will send a list of the approved extensions to the institution and notify students, whose names were forwarded to them and marked approved by the institution, of its decision. After an extension request has been decided, no appeals can be submitted. If the application for extension is rejected, the costs of the semesters in the extension period will be borne by the scholarship holder.

In case of students, who have commenced their studies prior to the 2022/2023 academic year, during an extension, scholarship holders will receive a monthly stipend, accommodation allowance, travel allowance in respect of the extended semesters, and they are also entitled to healthcare insurance during that period. In case of students, who have commenced their studies in the 2022/2023 academic year, and thereafter, the Scholarship Programme shall only finance the tuition fee and the organizational allowance; students who extend their studies shall not receive student allowances.

Scholarship studies in preparatory training programs before the Bachelor's program, in specialization courses after the Bachelor's and Master's program, and in doctoral training cannot be extended.

III.3.2. Modifying the duration of a scholarship

III.3.2.1. Modification after admission to a preparatory year/semester or specialization

The institution, at the admission, or after the commencement of studies, may decide, with regard to the training programs of technical and information technology fields, to admit or transfer the student to a preparatory semester or year, even if the course has already started. As a result, students admitted or transferred to a preparatory year/semester will be registered in the given department, the institution will automatically and immediately notify the Agency of the admission/transfer to the preparatory year/semester, which, after such a notice, will issue a scholarship certificate on the scholarship period modified with the length of the preparatory period. If a scholarship period is modified in this manner, the scholarship holder will enjoy all the benefits.

In case of scholarship holders who, at the time this guide becomes effective, are already pursuing their studies at bachelor's, master's or one-tier master's programs but completed a professional preparatory semester or year - in their case, the institution, understandably, could not notify the Agency of the latter without delay - the scholarship holders will be responsible for requesting a scholarship certificate extended with the length of the preparatory term by submitting their request to the Agency. The higher education institutions will notify the students without delay if they need to take action in the above situation. The Agency will notify the host institution of the issuance of the scholarship certificate relating to the modified period.

III.3.2.2. Modification in the case of withdrawing from studies (inactive status)

After the inactive semester - which is verified by a student status certificate or an institutional report - the Agency will issue the scholarship certificate modified with the length of the inactive semester(s). This may take place when the institution has confirmed that the scholarship holder has registered for the next active semester. In the case of a withdrawal, the number of semesters supported with the scholarship program will not increase, only the expected end date of the training program will be modified to a later date than the original.

III.3.3. Changing between training programs and/or institutions

The scholarship holder, during their scholarship status, may request to change their scholarship-supported training and/or institution which may be done on one occasion at each level of training. The scholarship holder, during their studies, may change any of the above (in any combination) at the same time.

Institutions, courses can only be changed at the end of the semester, so that the scholarship holder can start the next semester in the new institution, in a new course. Institutions, courses can only be changed within a calendar year from the start of the scholarship period. The scholarship holder may submit a change request in their 2nd scholarship semester during which their student status is suspended.

The deadline for requests to be submitted to the Agency from 2019 is 1 December for the spring semester and 15 May for the autumn semester in every academic year. The requests - if applicable - must indicate the extension of the scholarship studies, too.

The deadline date of submission of requests to the Agency from 2019 is 1 December for the first semester, and 15 May for the second semester of each academic year. Requests shall – where relevant – include the extension of scholarship studies as well.

The scholarship holder must submit their request for a change of institution or training program, to the current host institution in an electronic form, who shall forward the request along with its mandatory attachments to the Agency.

The change of institution or training program may only take place after the positive decision of the Agency.

Institutions or training programs can be changed only within the same level of training.

With regard to the above, a change is permitted in the following cases:

- a) from a Bachelor's program: to a Bachelor's program and a one-tier Master's program,
- b) from a one-tier Master's program: to a one-tier Master's program, Bachelor's program and Master's program (to a Master's program only if the student has a Bachelor's degree, and the institution issues an official certificate, and sends it to the Agency, of the fact that it has seen evidence of this, and that the certificate is also suitable for the new training program of the student),
- c) from a Master's program: to a Master's program,
- d) from a doctoral training: to a doctoral training.

It is not permitted to change from a Bachelor's program to a Master's program, from a Master's program to a Bachelor's program and to a one-tier Master's program.

In cases, when a student changes to a new course whose training period is different from the original course, the number of remaining semesters and the end date of the scholarship period will be calculated as follows: in every case, the length of the new training program prevails, i.e., it should be considered as if the student had started their scholarship studies at the new training program. The number of active semesters (which were used up in the original course) will be deducted from this. If the student had an inactive semester in the original course, it will not be deducted from the semesters of the new training program, because they are not entitled to scholarship benefits during inactive semesters.

Examples:

- *If a student changes from a 3-semester course to a 4-semester course, the calculation should be made as if the student had originally started studies at a 4-semester course. If they have used up 2 (active) semesters in the original course, the number of the remaining semesters is 4 minus 2, i.e., they will have 2 semesters left in the new course.*
- *The same is true in the opposite situation: if a student changes from a 4-semester course to a 3-semester course, the calculation should be made as if the student had originally started studies at a 3-semester course. If they have used up 2 (active) semesters in the original course, the number of the remaining semesters is 3 minus 2, i.e., they will have 1 semester left in the new course.*

In the case of scholarship holders admitted to or transferred, by the institution, to a professional preparatory semester or year in technical or information technology fields, the preparatory course counts as part of the training program, therefore, the number of awarded scholarship semesters is the sum of the semesters of the preparatory course and the course following it. Changes cannot be made during preparatory courses, only after it has been completed successfully, thus the scholarship holder must submit their change request in the last semester of the professional preparatory course by the deadline, together with the certificate issued by the institution that proves that they are participating in a preparatory course. The request may be approved if the scholarship holder has completed the preparatory

course successfully and the institution certifies this fact. In the new course (since it has no preparatory course), the student will start with the first semester and they will be entitled to the scholarship for the entire duration of the training program (i.e., the professional preparatory semesters are not deducted from the length of the new training program).

Example:

- *If a scholarship holder has gained entry to a 4-semester electrical engineer MSc course but spent the first 2 semesters in a preparatory course, they will be able to request a change in the 2nd semester of the preparatory course. Their request may be assessed only after they have completed the preparatory course successfully and the host institution has certified it. If the change request is approved by the Agency, e.g., to a 4-semester mechanical engineering modeling MSc course, the student will have 4 scholarship-supported semesters in the new course, because the 2 semesters of the preparatory course are not deducted. If a scholarship holder fails the preparatory semesters, their change requests will be rejected automatically.*

Requests for a change of institution will be assessed by the Agency based on the documents submitted, the work plans in effect and the available budgetary sources. Requests that are not conformant with the work plans in effect cannot be supported.

Documents to be submitted for a change of institution, or training program:

- a) a request signed by the scholarship holder,
- b) an official statement by the receiving institution with its seal,
- c) a statement by the transferring institution.

If the scholarship holder participated in (a) scholarship-supported professional preparatory semester(s), they must submit, together with their request, a certificate issued by the original host institution regarding the preparatory semester(s).

The student holding a scholarship is responsible for finding the new course/higher education institution and collecting the required documents. Any costs arising in the course of preparing, submitting a request for a change of institution and/or training program and during the process of changing the institution and/or training program (e.g., any administrative fee of the institution) will be borne exclusively by the scholarship holder.

Requests will be assessed based on the documents submitted and the available budgetary funds.

After a request for a change of institution and training program has been decided, no appeals can be submitted.

The new institution will issue a transfer certificate if the change is between identical fields of study, and a letter of acceptance in the case of different fields of study. In the case of a change the scholarship contract of the student will be amended.

In the case of those who change the institution after the spring semester, the scholarship contract of the transferring institution will be valid until 31 August.

Example:

- *If a student holding a scholarship requests a change of institutions during the spring semester, which is approved by the Agency, the employees of the Agency responsible for the Scholarship Programme will issue a permission effective as of 1 September for the scholarship holder, and therefore the contract of the scholarship holder will be valid until 31 August. Scholarship*

benefits will be provided by the original host institution until that deadline. After this, from September, the new institution will provide the benefits to the transferred student.

III.4. Termination and suspension of scholarship status

The scholarship contract is concluded between the higher education institution and the student for a fixed term. The duration of the scholarship period may change as detailed in Chapters III.3.1. and III.3.2. of the Implementation Guide. When the scholarship contract of the student terminates, their scholarship status will automatically terminate, too.

Scholarship status will also terminate if the student obtains a legal status identical to that of Hungarian students, i.e., obtains a Hungarian nationality (including dual nationality, too) or receives a refugee and/or protected individual status in Hungary.

The scholarship status will terminate if the scholarship holder fails to fulfill the requirements set forth regarding the minimum credit requirement (see Chapter III.2.3 of the Implementation Guide.)

The scholarship status will terminate if the student status is terminated for any reason (refer to the cases listed under point III.11. of the Operating Rules).

The scholarship status is a continuous legal relationship, even in the case of a change of institutions or in the summer period.

The scholarship status can be terminated upon a written request of the student (in an email). If the request is received by the institution, the institution has an obligation to notify the Agency.

The suspension of studies – in line with Section 45. Point 1. of Act CCIV of year 2011 on national higher education – is only permitted for 2 training semesters. Requests for the suspension of studies will have to be submitted by the student to the higher education institution by the deadline determined in the regulations of the institution, but not later than until 14 October or 14 March of the given semester. The list of students suspending their studies shall be sent in writing by the institution (e-mail) to the Agency. Finance-related information in connection with the suspension of studies are included in chapter II.2.4.4.2. of the Implementation Guide. It is regarded as a suspended scholarship status if a student has passed the absolutory in doctoral training but has not obtained a doctoral degree. Unless the doctoral degree is obtained, the scholarship status will terminate after 1 year.

IV. ADDITIONAL RULES RELATED TO INSTITUTIONS

IV.1. Reporting and data submission requirements

The institutions participating in the program are obligated to communicate, through the appointed coordinator of the institution, with:

- a) the Agency,
- b) the National Directorate-General for Alien Policing,
- c) the ministry responsible for managing the program,
- d) the Education Authority.

Institutions receiving scholarship holders within the framework of the program will prepare a professional report and a financial settlement at the end of each support period, in accordance with the requirements of the support document effective from time to time. They are obligated to send data submissions (Excel spreadsheets) and text-based reports (a scanned, PDF document with the signature of the official representative attached) in an electronic form and by post to the Agency, until the deadline set out in the support document effective from time to time.

The forms necessary for submitting the reports will be sent to the institutions by the employees of the Agency at least 30 days prior to the reporting deadline.

The content of data submissions (reports and forecasts) and text-based reports:

- a) In the reporting data submission, the institution will submit data regarding the reporting period on the academic progress of scholarship holders (number of credits taken up/acquired, academic average), and in the financial settlement (Summary of Invoices) the institution shall settle the support amount disbursed to the institution, in accordance with the requirements set out by the Agency.
- b) In the data submission forecasts, the institution will inform the Agency on the status of the scholarship holders in the semester following the reporting period.
- c) In the text-based report, the institutions will record on a reporting form their experiences obtained during the reporting period in connection with the implementation of the program, indicate problems and may make recommendation on how to increase the efficiency of the processes.

The Agency reserves the right to modify or abandon institutional data submission if the data is also available from other public registers.

The higher education institution will inform the Agency in a data submission and/or text-based report of the following cases:

- a) the scholarship holder, at the beginning of their studies, fails to enroll in the institution and/or fails to take up courses at the beginning of the given semester,
- b) the scholarship holder will need to extend the training period due to educational or other reasons,
- c) the scholarship holder's request to withdraw from their studies submitted to the institution has been accepted by the institution,
- d) the scholarship holder initiated the termination of their student status, or it is terminated for another reason,
- e) the scholarship holder does not pursue their studies in the institution for a prolonged period,

- f) there is a change in the status of the institution or in the status of the training programs supported in the institutional application (e.g., termination, program not launched).
- g) the scholarship holder fails to fulfill their study obligations, or there are serious disciplinary issues in connection with the scholarship holder (e.g., disciplinary action, police matters, etc.).
- h) the scholarship holder has obtained a Hungarian citizenship.

The employees of the Agency responsible for the Scholarship Programme will check the reporting and forecasting data submission and the text-based report of the first semester, and, if necessary, they request supplementary submissions and initiate discussions with the institution. The institutional feedback will be used by the Agency to improve the program.

The criteria for assessing the annual text-based report:

- a) managing the application process (providing information, changes in admissions, application process, regulations),
- b) support to scholarship holders (disbursement of monthly stipends, administration, healthcare services, mentoring system, assistance in changing institutions or courses, reasons for change, representation of interests, finding a place for professional practice),
- c) in-campus accommodation and support in finding accommodation,
- d) organizational and institutional development (institutional acceptance, development, institutional strategy, commitment, role of mobility strategy, development of international relations of the institution),
- e) teaching arrangements (tracking academic progress in the institution, development of courses and teaching materials, teaching competences),
- f) promotional activities (promotion and recruiting, participation at student fairs and institutional exhibitions, alumni),
- g) feedback (students' reports, students' assessment, other institutional reports).

The Agency will communicate the fact of acceptance or rejection of the reports following the verification of documents submitted for sample verification in connection with the financial reports.

Failure to fulfill the reporting or data submission obligation may result in the withdrawal of institutional support, the termination of the support document and the termination of the master agreement. In such cases, accountable costs will not be supported, therefore, any expenses related to the scholarship holders will be borne by the institution that it will need to cover from its own revenues.

IV.2. Cooperation in obtaining a visa and a residence permit

The institution is obligated to assist scholarship holders in their obtaining a visa and a residence permit according to the following:

Higher education institutions will schedule their admissions procedure in a manner that does not endanger the scholarship winners' opportunity to travel to Hungary in time.

The institution facilitates the initiation of the visa application by issuing its Letter of Acceptance as soon as possible, as the scholarship holder will need this document to submit their visa and residence permit applications. The institution can speed up this process significantly by preparing a sample of this document.

Obtaining a visa and a residence permit may be further facilitated by the following means:

- the institution, as soon as possible after its decision, will notify scholarship winning applicants on the process of obtaining a visa and a residence permit, and the possibilities of electronic administration,
- to minimize any communication barriers in arranging official matters, students, who file applications, will be escorted by their mentors to the office,
- the institution cooperates with the National Directorate-General for Alien Policing (hereinafter as OIF), the office will set up a unit in the institution and administration will take place there (OIF will determine a minimum staff headcount for this task and this is a possibility mainly in institutions receiving more than ten new scholarship holders a year).

IV.3. Supporting social security and healthcare services

According to Act CXXII of 2019 on the Eligibility for and Funding of Social Security Benefits (Social Security Act), pursuant to Section 21, any persons - in addition to persons insured under this law and persons entitled to emergency medical services pursuant to Section 3 - who are a) students and scholars of schools and educational institutions, institutions of higher education and students receiving apprentice training in a vocational institution, not including foreign nationals, shall be entitled to emergency medical services, and, pursuant to Section 22 (1), any persons - in addition to persons insured under this law and persons entitled to emergency medical services pursuant to Section 3 - who fulfill any of the criteria in point i) shall be entitled to emergency medical services:

id) foreign nationals who have a student status established on the basis of an international treaty or a scholarship monthly stipend by the minister responsible for higher education and foreign policy.

In the meaning of clause IV.6.2. of the Operating Rules, the institution will support the scholarship holder in obtaining the social security benefits they are entitled to.

Obtaining social security benefits consists of two main elements:

- Creating a social security number (TAJ-number)
- Requesting a social security card (TAJ card).

IV.3.1. Creating a social security number (TAJ number)

In the case of foreign students, the institution will apply for a social security number on behalf of the students.

The application will be signed by a person in the higher education institution with signatory rights.

The application will be submitted to the department of the district office responsible for health insurance at the government office of the county seat where the institution's registered seat is located.

After the application filled out with the data included in the student's public documents has been submitted, the district office will generate a social security number and notify the institution of this fact within 8 days.

Based on the notice, the registrar's office of the institution will record the data in its electronic education information system (with the data included in the student's public documents) and forward them to the Higher Education Information System (FIR).

The Education Authority will automatically fulfill its obligation to report the legal status based on the data received in FIR.

Automatic reporting will only take place if the institution has registered in FIR all the relevant data required for reporting the legal status. If any of the data is not provided, the legal status of the student will not be filed.

IV.3.2. Requesting a social security card (TAJ card)

After a social security number has been generated, the social security card will need to be requested by the students themselves, on a so-called 'social security number request form', at the customer service of the department responsible for health insurance in the district office of the government office.

The social security card can be requested in person, in writing or through an authorized representative.

A valid social security card can only be obtained if the Education Authority has submitted the report on the student's legal status.

Documents required for requesting a social security card for third country nationals:

- residence permit,
- foreign passport,
- reported accommodation,
- a scholarship certificate awarded based on an international agreement or by the minister responsible for higher education, or a Letter of Award in the case of scholarship holders,
- scholarship contract,
- student status certificate.

If an application is sent by post, identification of the client will not be possible unless a copy of the above-listed documents necessary for identification and administration are attached to the signed and completed application form, which is required in the case of applications sent by post. The requester must sign the copies of the documents before they are posted.

IV.3.3. Recommendations on how institutions may facilitate administration

If there is a problem with the social security status of a student, it can usually be traced back to providing inaccurate data, and therefore it is recommended to check the data of the student again in the education information system and in FIR. If the data are in order, the institution will need to contact the relevant department of the Education Authority to identify the problem.

It helps social security card administration if the completed application forms with the appropriate documents attached are sent by the institution to the district office of the government office at the same time for all of its students involved.

Administration is faster if the institution provides personal advice and consultation to scholarship holders regarding the conciliation of the data (e.g., with the inclusion of mentoring students) to avoid problems originating from potential cultural differences (language barriers, difficult interpretation of certain identification data, e.g., mother's maiden name).

IV.4. Mentoring system and alumni

The higher education institution shall provide a high-quality mentoring system to facilitate the social integration and stay of the scholarship holders.

The operation of the mentoring system affects the following areas and tasks:

- a) supporting scholarship holders in a new cultural context,
- b) facilitating networking and communication between Hungarian and foreign students,
- c) organizing recreational programs/events for scholarship holder,
- d) managing any difficulties the scholarship holder may have in connection with the Hungarian language,
- e) supporting the scholarship holder in finding rented accommodation, if necessary,
- f) upon request, providing advice and support to the scholarship holder in obtaining the documents necessary for the scholarship status, e.g., application for a residence permit, social security card, tax card and student ID, supporting and assistance in matters related to banking or travel arrangements, visa administration and healthcare services.

International students can also be involved in mentoring tasks. The Agency will cooperate with the institution and support the mentoring system by holding training courses. The mentoring system can be financially supported from the cost received for the training program and from the flat-rate organizational allowance.

The institution will accept foreign students in its alumni system, too, and will coordinate its alumni activities with the alumni activities of the Agency.

The institution must make its best efforts to establish an alumni system as soon as possible, or, when one is in place, to ensure that scholarship holders are registered in the alumni system. If an alumni system is available in Hungarian, the institution will ensure that scholarship holders can also register.

The institution will cooperate in supporting the alumni activities coordinated by the Agency.

V. EQUITY

The Agency is entitled to exercise equity in matters of scholarship status in exceptionally justified cases (e.g., force majeure, or other extraordinary, reasonable cases). This right does not extend to decisions adopted within the competence of the institution. Applications must be submitted to the Agency in writing (by electronic means or by post), and shall be decided upon by the chief executive officer of the Agency in accordance with point II.3.3.6. of the Implementation Guide.

VI. COMPLAINT

The decisions of the Agency cannot be appealed. If the applicant assumes a procedural or administrative error, they may appeal against the decision. Complaints must be submitted to the Agency in writing (by electronic means or by post). In accordance with the privacy policy of the Agency, the complaint will be investigated, and the Agency will return its written response to the applicant in 30 days.

VII. FORCE MAJEURE

In force majeure cases, the Agency - based on guidance from the ministry exercising professional oversight - may determine rules that differ from the ones included in the Implementation Guide for a certain period regarding the operation of the Scholarship Programme in respect of institutions and scholarship holders.

If any of the institutions is faced with a force majeure event while implementing the Scholarship Programme, it must officially notify the Agency without delay by indicating the nature of the situation or the event, its expected duration and foreseeable impacts. The affected parties must take the necessary steps to mitigate the damage resulting from force majeure. They must make their best efforts to continue the implementation of the activity as soon as possible.

VIII. TRANSITIONAL PROVISIONS

VIII.1. In a state of epidemic or state of danger, if a student chooses the online education provided as result of the state of epidemic or state of danger, the student will not be entitled to student allowances, with the exception of the travel allowance amount, if the student is able to utilize the amount during the given academic year, and is able to provide acceptable proof of such utilization. In every other case, the student must participate in full time curricular education.

ANNEXES:

1. annex: Institutional master agreement
2. annex: Student agreement sample