

UNIVERSITY OF NYÍREGYHÁZA
NYÍREGYHÁZA



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**THE OPERATIONAL REGULATIONS OF THE
STIPENDIUM HUNGARICUM SCHOLARSHIP
PROGRAMME
OF UNIVERSITY OF NYÍREGYHÁZA**

Accepted:

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The University of Nyíregyháza (hereinafter referred to as: the University), in accordance with Government Decree No. 285/2013 (VII. 26.) on the Stipendium Hungaricum (hereinafter referred to as: Government Decree), the Operational Regulations of the Stipendium Hungaricum Programme issued by the Tempus Public Foundation (hereinafter referred to as: TKA), and the Stipendium Hungaricum Implementation Guide (hereinafter referred to as: SH VHÚ) – in line with the University of Nyíregyháza’s institutional development strategic objectives – hereby establishes the Stipendium Hungaricum regulations (hereinafter referred to as: the regulations).

I. GENERAL PROVISIONS

Purpose of the Regulations

1. §

The purpose of the regulations is to regulate the implementation of the SH programme at the University, to ensure transparency for all students involved in the Stipendium Hungaricum programme (hereinafter referred to as the SH programme) and for all persons involved in its implementation.

Scope of the Regulations

2. §

The scope of the Regulations extends to natural persons applying to the University within the framework of the SH Programme, to University departments involved in the SH Programme, and individuals affiliated with the University as students, employees, or in any other work-related capacity involved in the SH Programme.

II. THE APPLICATION AND ADMISSION PROCEDURE

The Application and Admission Procedure

3. §

(1) The procedure shall involve:

- a) Applicants,
- b) TKA,
- c) the sending organization of the partner country
- d) (These institutions/organizations are typically ministries of education, embassies, or other international educational organizations. Without their support, applicants cannot enter the programme. A list of these institutions is available on the TKA’s website.)
- e) President, Rector, Vice-President for Education, Vice-President for International Relations and Innovation
- f) International Relations Office (hereinafter referred to as: NKI), Head of the Finance Directorate (hereinafter referred to as: GI), Head of the Student Services and Alumni Center (hereinafter referred to as: HSZK)
- g) Institutional SH coordinator, student coordinator, academic administrator, financial administrators

(2) For students applying to foreign language programmes, the procedure is as follows:

- a) The applicant uploads their application materials to DreamApply (hereinafter referred to as: DA) – which is the application platform for the Scholarship Programme – indicating, in order of preference, the study programme(s) of the Hungarian higher education institution(s) (a maximum of two programmes) where they wish to pursue their studies. After the technical check of the applicants’ materials by TKA, the applications are forwarded to the sending organization of the partner country.
 - b) The sending organization selects from the applicants those students it nominates for the scholarship and prepares its own ranking list, then sends it back to TKA as a nomination list. If a different agreement is in effect between TKA and the sending country, the parties involved proceed according to that agreement.
- (3) TKA forwards the list of nominated applicants to the university via DA. Since TKA only verifies the technical correctness of applications,
- (4) the university assesses language skills, academic background, and other necessary documents based on its admission regulations. The institute starting the English language programme carries out the admission process, coordinated by NKI in collaboration with the institutes.
- (5) Information about the courses announced in the SH programme and the admission requirements shall be published on University of Nyíregyháza’s English language website. The NKI is responsible for the publication based on the information received from the institutes and the course supervisors by the given deadline.
- (6) The responsibilities of NKI include:
- a) publishing and updating information on training courses in the DA system based on the information received from institutions and course supervisors,
 - b) monitoring and summarising applications, maintaining communication with applicants,
 - c) keeping interested parties and applicants for training courses informed,
 - d) preparation of admission assessment forms, coordination of admission procedures (coordination with applicants and institutes),
 - e) preparing admission decisions, uploading them to the DA online application platform.
- (7) Tasks of the admission examination boards:
- a) organise and conduct admission interviews (online) and possible practical tests (online) based on the data provided by the NKI,
 - b) compiling a question and task bank for the relevant course in the context of the admission procedure, compiling and submitting the written admission test/online professional exam based on the oral professional admission requirements and the institute’s decision to the NKI, and assessing the exam,
 - c) checking the documents submitted by the applicant via the DA online application platform,
 - d) filling in an evaluation form, signed by the course supervisor, containing the applicant’s language assessment and the admission result, and sending the evaluation form paper based to the NKI.
- (8) The admission examination board consist of three members, and its composition is the competence and responsibility of the institute that started the training programme. The assessment of the applicant’s language skills and motivation to study is part of the entry exam but may be carried out separately from the professional entry exam.
- (9) The NKI initiates the admission procedure towards the institute that started the programme in question by sending a list of applicants, based on the nomination lists of applicants from

the sending countries. Organising and administrating the entrance exams is continuous during the admission period according to the timetable set by the Tempus Public Foundation, and the NKI propose the date of the entry exam, which is finalised based on the feedback from the institutes. The exam is carried out by the institute.

- (10) In the case of applications for bachelor, master and preparatory programme, the applicant's performance shall be assessed by an admission score calculated as follows:
- a) In the admission procedure, applicants may obtain a total of 100 points. The establishment of a specific scoring system for admission is the responsibility of the institute, and the assessment form based on this is sent to the NKI by the course supervisor.
 - b) Only applicants who have attained the minimum threshold of 56 points in the entry exam will be admitted to the courses.
 - c) No additional points can be calculated.
- (11) In the case of student applications, supplementary document submission is only possible if the required qualification or language proficiency documents are not yet available at the time of application (e.g., an applicant for a bachelor's programme has not yet completed high school, or an applicant for a master's programme has not yet obtained their bachelor's degree). The deadline for uploading the missing documents to the DA is specified in the SH application call for the given period.
- (12) The University makes the admission decision based on the result of entry exam and the documents submitted. In making the admission decision, the Rector has the power of opinion and, with the agreement of the President, the power of decision, considering the strategic goals of the institution and prior consultation with the Head of the institute and the course supervisor.
- (13) The result of the admission procedure is aggregated and recorded by the NKI in the DA system, according to which the applicant is notified of the acceptable, conditionally acceptable or rejected decision in the DA platform. The applicant may be conditionally accepted if the necessary documents are not available at the time of application, as the relevant document or official document certifying the result of the exam taken will be issued later in the country concerned.
- (14) According to the SH Regulations of the TKA, the University is not allowed to charge application fee for the admission procedure for SH applicants.
- (15) The NKI International Coordinator is responsible for recording the result of the admission procedure in the DA (score and decision).
- (16) Following the completion of the admission procedure, the Board of Trustees of the TKA finalises the list of students who have been awarded the SH scholarship and publish it in the DA. In the light of this, the SH Coordinator prepares the unified university official admission decisions (Annex 1 - Letter of Acceptance - LoA) and uploads them to the DA.
- (17) The TKA sends the applicant (hereinafter referred to as the scholarship holder) the Letter of Award in English via the DA. The document contains all the benefits and discounts that the international student is entitled to. The scholarship holder is entitled to the following benefits provided by the Hungarian government under the programme:
- a) exemption from reimbursement of the cost of education,
 - b) a monthly living allowance for the whole calendar year,

- c) health care services and supplementary health insurance as defined in Act LXXX of 1997 Section 16, paragraph (1), point i) on the right to social security benefits and private pensions and on the coverage of these services,
 - d) student ID card,
 - e) exemption from the payment of visa-related and entry fees for foreign nationals,
 - f) housing allowance or dormitory placement.
- (18) Scholarship holders who have been admitted to the University shall apply for a study visa at one of Hungary's consulates with their admission decision and scholarship certificate.
- (19) All SH scholarship holders conclude a bilateral scholarship agreement with the University upon enrolment. This scholarship contract is drawn up by the institutional SH coordinator, who ensures that it is signed by the students and the University and that copies are distributed.

Tasks related to student accommodation

4. §

- (1) The procedure shall involve:
- a) SH scholarship holder,
 - b) institutional SH coordinator
 - c) institutional student coordinator
 - d) Head of dormitory team
- Following the awarding of SH scholarships by the Board of Trustees of the TKA, the institutional SH coordinator, in cooperation with the institutional student coordinator, informs the Head of the dormitory team about the number of scholarship holders and the necessary data.
- (2) If the capacity of the institution allows it, the University provides the scholarship holder with accommodation in the dormitory free of charge, the fees for the dormitory funded by the institution from the housing allowance.
- (3) The Head of dormitory team informs the scholarship holder about the university dormitory regulations and important deadlines.
- Accommodation in the dormitory can be provided under a contract for the semester or until the end of the academic year. If the scholarship holder gives written notice of their intention to move out from the dormitory, they will be entitled to a housing allowance after moving out, subject to the cancellation conditions set out in the dormitory contract. The monthly housing allowance will be transferred to the scholarship holder's bank account together with the monthly living allowance.
- (4) The scholarship holder is obliged to register their accommodation in Hungary through the Enter Hungary electronic platform operated by the National Directorate-General for Alien Policing (hereinafter referred to as OIF). In the case of scholarship holders receiving accommodation in a dormitory, the Head of dormitory team assists them in the verification of the accommodation declaration form as accommodation provider.

SH mentor scheme (before and after the student's arrival)

5. §

- (1) The procedure shall involve:
 - a) SH scholarship holder,
 - b) the institutional SH coordinator,
 - c) the institutional student coordinator,
 - d) SH mentor students assigned by the University.
- (2) According to the SH Rules of the TKA, the University shall ensure the operation of a mentoring system to support the integration of incoming scholarship holders.
- (3) The list of scholarship holders is forwarded by the institutional student coordinator to the SH mentor students assigned by the University. The mentor students establish contact with the senior SH students and work closely with them. Whenever possible, pairs/groups are formed based on similar fields of study.
- (4) In the mentor scheme, first-year scholarship holders who arrive at the University are assisted in their integration by senior Hungarian or international mentors. Recognition of the work of SH mentors by means of credits/financial recognition is managed by the NKI.
- (5) The tasks of SH mentors according to the SH Rules of TKA:
 - a) Support and accompany the scholarship holder in adapting to the new cultural environment,
 - b) Assisting in the contact and communication building between Hungarian and SH students,
 - c) organising recreational programmes/events for the scholarship holder,
 - d) to help the scholarship holder with any difficulties they may have with the Hungarian language and to help them communicate,
 - e) assisting the scholarship holder in finding accommodation, if necessary,
 - f) advising and assisting the scholarship holder in obtaining the necessary documents related to the legal status (e.g. residence permit, social security card, tax card and student card, bank and immigration administration, support and assistance in matters related to health care), the mentor will consult the institutional student coordinator on the tasks to be performed.

III. THE REGISTRATION OF THE SCHOLARSHIP HOLDER, PROCEDURES FOR ADMINISTRATIVE MANAGEMENT

Pre-arrival registration of the scholarship holder in the study system

6. §

- (1) The procedure shall involve:
 - a) SH scholarship holder,
 - b) the institutional SH coordinator,
 - c) the institutional academic administrator.
- (2) The institutional coordinator provides the scholarship holders' personal data to the relevant study administrator at the Student Services and Alumni Center. This data is extracted from the DA online application platform and supplemented with scholarship certificates issued

by TKA (Letter of Award). Any missing personal data must be provided by the scholarship holder at the latest at the time of enrolment, which is verified, recorded in the Neptun system, and corrected by the study administrator if necessary.

Residence Permit Application

7. §

- (1) The procedure shall involve:
 - a) the institutional SH coordinator,
 - b) the institutional student coordinator,
 - c) SH scholarship holder,
 - d) SH mentor student
- (1/A) Based on the Letter of Acceptance issued by the University and uploaded into the DA system, the scholarship holder initiates the visa application process, which follows the procedures in the sending country and includes the application for a study-related residence permit and the issuance of an accommodation certificate, if applicable.
- (1/B) According to the current OIF procedures, the scholarship holder can receive his/her residence permit after the arrival in Hungary and enrolment. The residence permit is sent by post to the University's address and can be collected from the NKI staff after enrolment and upon presentation of the student status certificate.
- (2) If the scholarship holder arrives from a visa-exempt country or their residence permit, applied for in the sending country, has not arrived at the University's address, they must initiate the residence permit application process via the OIF electronic platform within 30 days of arrival in Hungary. The scholarship holder must personally visit the North Great Plain Regional Directorate of OIF according to the instructions received from OIF. The SH mentor student is obliged to assist the scholarship holder in the residence permit application, accommodation registration, and immigration-related administration.
- (3) The following documents are required for the procedure:
 - a) passport,
 - b) 1 passport-size photo,
 - c) Letter of Award issued by the TKA,
 - d) Letter of Acceptance issued by the University,
 - e) Certificate of Student Status issued by the University,
 - f) valid accommodation certificate.
- (4) It is the responsibility and obligation of the scholarship holder to monitor the expiry date of the residence permit and, if necessary, to submit the application for the extension of the residence permit in time via the Enter Hungary electronic platform, and to obtain and request the necessary supporting documents for the application.
- (5) The student can receive their residence permit in accordance with the current OIF procedures.

Social Security Number (TAJ Card) Application

8. §

- (1) The application of the social security number is carried out after the receiving the residence permit.
- (2) The procedure shall involve:
 - a) SH scholarship holder,
 - b) the institutional SH coordinator,
 - c) SH mentor student,
 - d) HSZK staff member.
- (3) The assigned SH mentor student will collect the necessary documents from the newly arrived scholarship holders to apply for the social security card and forward them to the institutional SH coordinator.
- (4) The institutional SH coordinator submits the application for the scholarship holder's social security number to the administrative employee of the Health Insurance Department of the Szabolcs-Szatmár-Bereg County Government Office via email. Once the University receives confirmation of the generated TAJ numbers, the SH institutional coordinator forwards them to the HSZK staff member.
- (5) The social security numbers are recorded in the Neptun system by the HSZK staff member, afterwards they become active.

Opening a Bank Account

9. §

- (1) To be eligible to receive the monthly living allowance, the scholarship holder must have a bank account with a Hungarian financial institution (HUF currency).
- (2) The procedure shall involve:
 - a) SH scholarship holder,
 - b) the SH mentor student assigned to the task,
 - c) HSZK administrator.
- (3) Scholarship holders must bring the following documents with them:
 - a) residence permit,
 - b) passport,
 - c) student status certificate,
 - d) accommodation certificate.
- (4) The Hungarian bank account number will be recorded in the Neptun system by the HSZK administrator.
- (5) Once the bank account number has been registered, the GI will transfer the monthly living allowance (and housing allowance, if applicable) to the scholarship holder within 30 days.

Tax Identification Number Application

10. §

- (1) The procedure shall involve:
 - a) SH scholarship holder,
 - b) SH mentor student assigned to carry out the task,

- c) HSZK administrator.
- (2) The scholarship holder must bring the following documents with them:
 - a) passport,
 - b) student status certificate,
 - c) accommodation certificate.
- (3) The HSZK administrator records the tax identification number in the Neptun system.

Student ID Card Application

11. §

- (1) The procedure shall involve:
 - a) SH scholarship holder,
 - b) Assigned SH mentor student,
 - c) HSZK administrator.
- (2) The scholarship holder, with the assistance of the SH mentor student, obtains the National Unified Card System (NEK) data sheet required for the student ID application at the Government Office (Kormányablak).
- (3) Required documents:
 - a) passport,
 - b) student status certificate,
 - c) scholarship certificate issued by TKA (Letter of Award).
- (4) The scholarship holder enters the NEK identifier from the document received at the Government Office into the Neptun system during the application procedure.
- (5) After registration, the scholarship holder can request a temporary certificate from the HSZK administrator, which entitles them to travel discounts.
- (6) Once the student card has been issued, the scholarship holder can collect it from the HSZK administrator.

IV. OBLIGATIONS AND RIGHTS OF THE SCHOLARSHIP HOLDER

Enrolment (Establishment of Student Status) and Postponement of Scholarship Status

12. §

- (1) Applicants who are awarded a scholarship must arrive by the deadline set by the University, but not later than 30 September. In exceptional cases, subject to paragraph (2), arrival after 30 September is possible, subject to the approval of a written application addressed to the Rector of the University and submitted by 30 September of the academic year in question.
- (2) Enrolment is possible until the date of the autumn data provision of the Higher Education Information System.
- (3) Postponement of the start of the scholarship period is possible under the conditions specified in point II.7.6 of the SH VHÚ. The application for postponement, together with the necessary supporting documents, must be submitted based on one of the reasons specified in the SH Rules and Regulations. The written application must be submitted by the scholarship holder to the TKA via e-mail not later than 30 September of the year in which the scholarship is awarded. If the TKA, the University and the sending partner

approve the postponement, the scholarship holder may start their studies in a later semester designated by the management of the training programme. The conditions for subsequent enrolment will be set out in a new admission decision issued by the University based on the admission results for the given year.

- (4) Once the scholarship holder has arrived in Hungary and enrolled, they cannot apply for a postponement.
- (5) If the scholarship holder does not travel to Hungary, does not start their studies, or does not indicate the intention of postponement by the deadline stated in point II.6. of the SH VHÚ, or if the request for postponement is approved but does not start their studies in Hungary on the revised, later date and does not notify this by the date indicated in paragraph SH VHÚ II.6, will forfeit the scholarship and will not be eligible for SH scholarships for the next three application years.

Preparation of the Student Report

13. §

- (1) At the end of each academic year (or at the end of the scholarship period for part-time students), scholarship holders prepare a report providing feedback on their experience of the programme. The report has to be submitted electronically to the TKA by the given deadline.
- (2) In case of failure to submit the report, the monthly scholarship allowance cannot not be paid to the scholarship holder due from September onwards.
- (3) The TKA monitors the completion of the reports and informs the University's SH coordinator about scholarship holders who fail to submit the report.
- (4) If the scholarship holder does not fulfill their reporting obligation by October 10, their scholarship status will be terminated by TKA. However, if they fulfill the obligation, the monthly scholarship payments can be issued due from September onwards.

Taking a Break from Studies

14. §

- (1) The scholarship shall be suspended during the period for which the compulsory medical examination establishes temporary unfitness.
- (2) If the scholarship holder takes a break from their studies during the period of training as defined in the SH VHÚ, the semester of the scholarship holder's studies is considered a passive semester. In a passive semester, the scholarship holder is not entitled to the scholarship and scholarship benefits. In all matters relating to passivation, the applicable Hungarian legislation in force and the provisions of the SH VHÚ apply.
- (3) The scholarship holder may initiate a break from their studies by submitting a written request to the Rector of the University not later than 14 October or 14 March of the semester in question. The SH coordinator must also be notified of the passivation.
- (4) The SH coordinator informs the study administrator of the passive status and then notifies TKA and the OIF.
- (5) The scholarship holder may take a break from studies for a maximum of two consecutive semesters. A student may take more than one interruption, but the continuous passive period may not exceed two semesters. If they fail to register after two consecutive passive semesters, their scholarship status will be terminated.

Changing study programme, institution and/or language

15. §

- (1) During the scholarship period, the scholarship holder may apply to change the scholarship holder's study programme and/or institution and/or language of study, which can be done by submitting an electronic application to the TKA up to once per training level, for the same training level, as described in point III.4.3. of the SH VHÚ. The deadlines for submitting applications to the TKA are 1 December (for the spring semester) and 15 May (for the autumn semester) of each academic year.
- (1/A) The scholarship holders of University of Nyíregyháza can apply for a change of institution, study programme and language in a written application addressed to the Rector of the University at least 30 days before the deadline set by the TKA. Based on the institutional decision, the University will issue a decision granting or refusing the transfer request not later than 15 days before the date set by the TKA as the deadline for submission.
- (2) The scholarship holder may change institution, study programme and language only within one calendar year from the start of studies for a higher education degree, and until the deadline specified in paragraph (1), so the scholarship holder can start the next semester in the new institution, course or language. The language of study programme can be primarily changed from a foreign language to Hungarian. The application of a scholarship holder wishing to change the language of the course from Hungarian to a foreign language may be accepted only if the conditions set out in point III.4.3. of the SH VHÚ are met. Scholarship holders attending Hungarian language preparatory course cannot change the language of study, it is only possible if they attend to a higher level of course in Hungarian in justified cases.

In the case of a change of institution, the new institution issues a transfer decision for the same field of study, or an admission decision for different fields of study. In the case of a change of institution, the student's scholarship contract must be amended.
- (3) Documents to be submitted to the TKA for changing of institution, training and language:
 - a) a written request from the scholarship holder indicating the reasons of study,
 - b) an official, stamped letter of acceptance from the receiving institution for the following semester,
 - c) the transferring higher education institution's official resolution authorising a request for a transfer supplemented by the student's status (active or passive) of the previous semesters and information on whether the scholarship holder has fulfilled their obligations concerning the study of Hungarian as a foreign language, as soon as the data are available.
- (4) The student's application for change of institution, study programme and language and its mandatory annexes must be submitted electronically to the TKA. The admission decision taken at the time of admission to the programme and the allocation decision for a student following preparatory training cannot be changed by a student's request for change of institution, study programme and language.
- (5) The TKA evaluates requests for changing institution, study programme, and language based on the submitted documents, the applicable work plans, and the available budgetary resources. A request that does not comply with the current work plan or is not supported by the sending party cannot be approved, except in cases where the sending party is

unreachable. Upon approval of a change of study programme or institution, the TKA issues a new scholarship certificate.

- (6) It is the responsibility of the scholarship holder to find the new study programme/academic institution, collect the requested documents, prepare and submit the application for the change of institution, study programme and/or language. Any financial costs incurred during this process (e.g. institutional administration fees) are the sole responsibility of the scholarship holder.

Withdrawal from the scholarship

16. §

- (1) If the scholarship holder withdraws from the scholarship during the application process or after the scholarship has been awarded or resigns from the scholarship before the end of the training period, they shall immediately inform the sending party, the TKA and the institutional SH coordinator in writing.
- (2) The University department which becomes aware of the withdrawal of the scholarship shall notify the institutional SH coordinator, who informs the OIF and the TKA in writing, sending the relevant documents available to the University.

Prohibition of Parallel Scholarships

17. §

- (1) In the case of other parallel scholarships from Hungarian budgetary sources, the applicant may not be awarded an SH scholarship in accordance with the SH Rules of the TKA. If the scholarship holder has been awarded several scholarships for training or part-time training outside Hungary for a period of more than 30 days, they must choose one of the scholarships and withdraw the other one(s).
- (2) Participation of scholarship holders in study-related professional programmes abroad (conferences, study visits, etc.) of a maximum duration of 30 days may also be supported under other scholarship programmes (e.g. Erasmus+, CEEPUS), with the exceptions provided for in the SH VHÚ.
- (3) Scholarship holders are not eligible under the provisions of point III.1.11. of the SH Rules:
 - a) Student loans,
 - b) financial support towards the fees for the first successful language examination and the first high school leaving exam in a foreign language at advanced level,
 - c) financial support towards the fees for the highway code theory and traffic exams.

Employment of Scholarship Holders

18. §

- (1) In relation to the rights of scholarship holders to work, Act XC of 2023 Section 54, paragraph (8) on the General Rules for the Entry and Residence of Third-Country Nationals apply, according to which a third-country national holding a residence permit for study purposes may work up to thirty hours per week during the academic term and up to ninety days per year outside the academic term on a full-time basis.
- (2) Additional regulations are detailed in the SH VHÚ

Hungarian as a foreign language and culture course

19. §

- (1) Starting from the academic year 2020/2021, scholarship holders participating in non-Hungarian language courses shall participate in the Hungarian as a Foreign Language and Culture course (hereinafter referred to as: MID) in the first and second semester of their studies in Hungary (except for scholarship holders who meet the requirements of paragraph III.2.1.)
- (2) Language learning in the MID course is compulsory, failure to comply with this requirement result in financial sanctions in terms of the living allowance, which is detailed in the paragraph of the SH VHÚ “Rate of reduction of the living allowance and the circumstances and criteria determining it”.

Services available free of charge to the student

20. §

- (1) According to Section 81 (1) of the Nftv., the services that scholarship holders may receive free of charge are the following:
 - a) First time registration of lectures, seminars, consultations, practical sessions, field trips required to fulfil educational and academic requirements and obtain a degree. One-time repetition of reports, project exercises, exams and failed reports or exams; taking the final exam, and the degree award procedure during the period of student status.
 - b) vocational college sessions,
 - c) use of the facilities of the higher education institution – library and basic library services, laboratory, IT, sports and leisure facilities – in connection with free services,
 - d) (d) personal protective equipment (protective clothing) and toiletries for certain courses,
 - e) student counselling,
 - f) first time issue of all documents relating to the training (unless a more favourable condition is laid down for the student by law or government decree).
 - g) unless otherwise provided by law, the institution of higher education shall not charge a fee for administrative services (e.g. enrolment fee) (Section 81(2) of the Nftv.).

V. TERMINATION AND DISCONTINUATION OF SCHOLARSHIP STATUS

Termination of the scholarship

21. §

The scholarship may be terminated automatically or by unilateral declaration. The cases of termination and suspension are set out in the section(s) of the SH VHÚ on termination and suspension of the scholarship relationship in force at the time, and in sections III.1.8, III.3.5, III.3.14, III.3.15 and III.3.16 and section III.5 of the SH Rules of Procedure.

- (1) The Scholarship Agreement terminates – except when the scholarship holder is transferred to another institution with the consent of the Tempus Public Foundation – if the scholarship status is terminated automatically upon the expiration of the student’s Scholarship

- Agreement. (2) if the scholarship holder's student status is terminated for any reason, with the exception of the case referred to in SH VHÚ II.4.4 a),
- (3) the scholarship holder formally renounces their scholarship in writing,
 - (4) on the last day of the first final examination period following the end of the first training cycle in which the degree is awarded at the appropriate level,
 - (5) has used up the number of semesters of the scholarship awarded and does not apply for or no longer has the opportunity to extend the scholarship,
 - (6) the scholarship holder cannot prove that they are residing in Hungary on a regular basis (Further provisions on residence outside Hungary are set out in the SH VHÚ),
 - (7) fails to arrive by the deadline set by the University and does not declare their scholarship,
 - (8) fails to provide the required documents by the deadline set by the University,
 - (9) fails to attend the compulsory medical examination and fails to fulfill the obligations set out in the medical protocol,
 - (10) in the case of an unfit qualification established by the medical screening test, or a temporary unfit qualification for a total period of more than two semesters, or in a case of fit only online qualification,
 - (11) as a result of university disciplinary or criminal proceedings against the scholarship holder during the scholarship period, if the scholarship holder is disciplined and the TKA requests termination from the university,
 - (12) the scholarship holder becomes a Hungarian student by acquiring Hungarian citizenship or obtaining a status not covered by Section 39 (1) (a) of the Nftv, such as stateless person, refugee, protected person, asylum seeker, admitted person, immigrant, or settled person living in Hungary,
 - (13) the scholarship holder stays outside Hungary for 10-30 days in a semester for private purposes without the University's consent,
 - (14) the scholarship holder fails to register after 2 consecutive passive semesters. If the scholarship holder has a Rector's excuse (e.g. illness, accident, etc.) for taking a semester off, it is not counted towards the two occasions.

Continuity of the scholarship status

22. §

- (1) The scholarship status shall be continuous
 - a) in case of change of institution, also during the summer period,
 - b) if the scholarship holder obtains a degree under the programme and is awarded a scholarship at a higher level of education in the new application procedure in the given year, the scholarship status is continuous during the summer period,
 - c) if the scholarship holder is attending Hungarian language preparatory course and begins their studies in the following academic year (excluding students awarded scholarships for specialized training). The scholarship allowances for these months are provided by the institution issuing the degree at the lower educational level.

Termination of the scholarship status

23. §

- (1) The University terminates the Scholarship Agreement and immediately informs the TKA in the following cases:
 - a) if it terminates the scholarship student status under Section 59 of the Nftv,
 - b) if the scholarship holder fails to enrol for the third semester after two consecutive passive semesters, resulting in the termination of their scholarship status through a unilateral declaration. The VHÚ specifies the case of equity;
 - c) if the scholarship holder fails to fulfill their obligations regarding progress in studies as defined in the Study and Exam Regulations or the curriculum; does not meet the requirements of the SH Scholarship Programme regarding the credit minimum (see SH VHÚ Section III.3.3),
 - d) if the scholarship holder is unreachable, does not respond to the University's written (e-mail and/or Neptun message) inquiries and requests (for 2-3 weeks), and it is likely that they are not staying in Hungary. In this case, the University notifies the OIF and the TKA – initiating the termination of the scholarship holder's status.
- (2) Before terminating the scholarship status through a unilateral declaration, the University is required to:
 - a) inform the scholarship holder and the Tempus Public Foundation of the non-compliance with the above points,
 - b) inform the scholarship holder that if, based on the data provided by the Student Services and Alumni Center, they do not meet the required minimum credit number in the next semester, they will lose their scholarship.
- (3) The scholarship holder's status is terminated if the scholarship holder fails to comply with their obligations under the scholarship agreement or the applicable legislation, the internal rules of the host institution and the rules of the scholarship programme for reasons attributable to them, in particular, but not exclusively, if
 - a) The scholarship holder fails to fulfill reporting and data provision obligations within the specified deadline,
 - b) if it is proven beyond doubt that the scholarship holder provided false or misleading information that substantially influenced the scholarship decision when submitting the application,
 - c) If the scholarship holder does not fulfill their academic obligations or comply with the regulations and requirements stated in the agreement and relevant laws. In this case, living and housing allowance will not be provided to the student.

VI. ADDITIONAL RULES APPLICABLE TO THE UNIVERSITY

Academic administration and management

24. §

- (1) The NKI is responsible for maintaining the records of Stipendium Hungaricum scholarship applicants at the University of Nyíregyháza until the completion of the admission process and their arrival in the country.

- (2) The provision of data concerning Stipendium Hungaricum scholarship applicants and scholarship holders to the competent national security authorities is the responsibility of the NKI.
- (3) The complete academic administration, case management, and record-keeping of scholarship holders in the NEPTUN system is the responsibility of the HSZK.

Alumni System

25. §

- (1) The institutional SH coordinator is responsible for keeping the records of the scholarship holders. The establishment of the Alumni System shall be the joint responsibility of the Student Service and Alumni Centre and the staff members involved in the professional implementation of the SH programme.

Preparation of Professional Report

26. §

- (1) The procedure shall involve:
 - a) institutional SH coordinator,
 - b) the Head of the NKI,
 - c) the relevant institutes and departments of the University.
- (2) The University's professional report for the first and second semester of the academic year in question must be submitted to the TKA via the online application platform by the deadline specified by the TKA. The report must summarise the progress made during the previous months by elaborating the questions sent by the TKA, reflect on the commitments and indicators set in the licence application, make suggestions to solve the problems encountered and to make certain processes more efficient. The report must inform the TKA about the scholarship holders' academic progress (average academic performance and number of credits earned). The TKA provides the templates (word, excel) for the report.
- (3) The institutional SH coordinator prepares the written report based on the information agreed with the institutes and the University departments involved, and then presents and discusses the contents with the managers concerned. The final version, established during the content discussion of the professional report, is signed by the representative(s) designated in the University's declaration submitted to TKA. The institutional SH coordinator uploads and submits the report via TKA's online application platform.

Preparation of Financial Report

27. §

- (1) The procedure shall involve:
 - a) institutional SH coordinator,
 - b) a GI staff member.
- (2) The formal criteria for the financial report is determined by the Ministry of Foreign Affairs and Trade (hereinafter referred to as KKM) and the report must be submitted to the contact person designated by KKM by the deadline specified by KKM.

- (3) According to the TKA SH Programme Regulations, the use of the grant can be audited by TKA, KKM, or any person authorized by them in writing at any time from the start of utilization until five years after receiving the last instalment of the support or the repayment of any unused amount.
- (4) The preparation of the Financial Report requires the collection of costs specified in the application submitted by the University and actually incurred, as well as the amount of scholarships and housing allowances paid to students, on a per-student basis.
- (5) The financial statement is prepared by the institutional SH coordinator in consultation with the GI.
- (6) The financial report, after being signed by the representative(s) designated in the University's declaration submitted to TKA, is sent to KKM by the institutional SH coordinator.

Types of Institutional SH Grant and Rules for Its Use

28. §

- (1) Institutional SH grant provided to institutions, excluding student allowances, consists of the following items:
 - a) training expenses (varies by each course and application year),
 - b) organizational cost support,
 - c) MID organizational cost support,
 - d) Hungarian language training support,
 - e) special-purpose, one-time supplementary support, where the professional conditions for use and accountability are determined individually.
- (2) According to the SH VHÚ, organizational cost support may be used for:
 - a) Operating the SH programme,
 - b) covering expenses related to organizing and implementing program-related activities (e.g., wages, promotions, financing admission procedures, language training for students, lecturers, and administrative staff), and
 - c) any other activities related to the implementation of the programme, including healthcare expenses (cannot be used for utility-type costs).
- (3) From the 2020/2021 academic year onwards, institutions are eligible for MID organizational cost support based on the number of students required to study Hungarian as a foreign language and culture. The support can be used to cover costs associated with teaching Hungarian as a foreign language and culture courses (teacher fees, purchase of textbooks needed for scholarship holders, additional expenses related to organizing classes, etc.). Scholarship holders cannot be obliged to purchase MID textbooks.

VII. FINAL AND ENACTING PROVISIONS

29. §

- (1) The institutes and other organizational units of the University are obliged to inform the institutional SH coordinator and other relevant organizations about any changes related to the SH programme that come to their knowledge and affect the provisions of this procedural order.

- (2) For matters not regulated in this procedural order, the relevant and applicable Hungarian legislation and the provisions set out in the Operational Regulations and Implementation Guide of the TKA Stipendium Hungaricum Programme shall apply.
- (3) This regulation was adopted by the Senate of the University of Nyíregyháza by Resolution No. IHK/44-156/2023. (August 29). The Operational Regulations of the Stipendium Hungaricum Scholarship Programme of the University of Nyíregyháza enters into force on August 31, 2023, thereby repealing the Operational Regulations of the Stipendium Hungaricum Scholarship Programme of the University of Nyíregyháza adopted by the Senate of the University of Nyíregyháza by Resolution No. IHK/25-90/2021. (July 20).
- (4) The present regulation was amended by the Senate of the University of Nyíregyháza with effect from 1 March 2025 by Resolution No. JII/14-27/2025. (February 25).

Nyíregyháza, 25 February 2025.

On behalf of the Senate:

Dr. György Szabó
Rector

Appendix No. 1: Unified bilingual admission decision

Reg. Nr:
NKI/...../20

....

Administrator:

For:

Subject: Letter of Acceptance, Admission Decision

I, the undersigned, Rector of the University of Nyíregyháza have made the following **DECISION** regarding:

Name (applicant):

Date and place of birth:

Passport number:

The expiry date of the passport: is

Mother's maiden name:

Nationality:

Permanent address (in home country):

Email:

Stipendium Hungaricum ID number:

On the basis of the results of the entrance examination, has been **ACCEPTED** as a full-time scholarship student for the study programme within the framework of the Stipendium Hungaricum Scholarship programme at the University of Nyíregyháza.

The programme takes place in Nyíregyháza.

The place of registration is the University of Nyíregyháza, H-4400 Nyíregyháza, Sóstói út 31/B.

Building "A", ground floor, room A028.

The duration of the study programme is **semesters** according to the curriculum (the total number of credits is**credits**), therefore the student is expected to stay in Hungary until **20....** The official language of the programme is

Accommodation certificate:

We officially certify that we provide basic dormitory accommodation for the student in the **CAMPUS** Dormitory or in the Sandra Youth Hostel of the University of Nyíregyháza for the duration of the study programme.

The address of the accommodation is H-4400 Nyíregyháza, Sóstói út 31/B.

This certificate is issued for the purpose of processing your visa application.

After the enrolment, the student has the right to request to be provided with the appropriate health insurance (TAJ card) during the study period.

Based on the present admission decision, the start date of studies is In order to establish the student status and begin the studies, the applicant will be required to establish student status upon enrolment. The deadline for enrolment is Please note that if the applicant fails to establish the student status, and/or fails to register for the semester during the registration period, the applicant will not be eligible to attend the University or proceed with his/her studies.

Original documents will be presented at the time of enrolment. If false information is provided, this admission decision will be canceled. The document of acceptance has been issued to support the visa application for entry to Hungary.

Dr. György Szabó
Rector
University of Nyíregyháza

Recipients:

1. Addressee
2. Archives