

‘Scholarship Programme for Christian Young People’

Operational Regulations

- provisional translation -

Effective from: 28 February 2020

**Accepted by:
Board of Trustees of Tempus Public
Foundation
Budapest, 30 January 2020**

**Approved by:
Minister of Prime Minister's Office
Budapest, 21 February 2020**

Operational Regulations of the Scholarship Programme for Christian Young People

Contents

I.	General introduction	4
I.1.	The objective and the scope of the regulations.....	4
I.2.	References	4
II.	Student applications and the order of selection	5
II.1.	The principles of student applications	5
II.2.	The order of the preparation and the announcement of the call for applications.....	6
II.3.	The order of the selection procedure	6
III.	Rules applying to scholarship holders.....	9
III.1.	The acceptance of the scholarship (online)	9
III.2.	Scholarship benefits	9
III.3.	The duration of the scholarship period and its extension.....	10
III.4.	The scholarship agreement and its modification	12
III.5.	Postponement of the enrolment	12
III.6.	Interrupting studies.....	13
III.7.	Changing host institutions, study programmes or/and language of studies.....	13
III.8.	Withdrawal from the scholarship	14
III.9.	Double financing and other scholarships	14
III.10.	Termination of scholarship status.....	15
III.11.	Employment.....	16
IV.	Rules applying to institutions	16
IV.1.	Reporting and data supplying obligations	16
IV.2.	The institutional agreement and its modification.....	17
IV.3.	Principles of scholarship disbursement.....	18
IV.4.	Principles of student services	18
IV.5.	Visa and residence permit	19
IV.6.	Insurance	19
IV.7.	Mentoring system	20
V.	Execution monitoring and reporting.....	20
V.1.	Student reports.....	20
V.2.	The institutions' professional report.....	21
V.3.	The institutions' financial report	21
V.4.	Monitoring.....	21

V.5. The obligations of Tempus Public Foundation	21
1. Annex 1 – Institutional selection process flowchart	23
2. Annex 2 – Application evaluation process.....	26

For the purpose of implementing the Scholarship Programme for Christian Young People, Tempus Public Foundation (hereunder: Public Foundation) has issued the following Operational Regulations (hereunder: Regulations) according to the authorisation granted by the Government Decree 120/2017 (1 June) on the Scholarship Programme for Christian Young People and on the amendment of the Government Decree 51/2007 (26 March) on the provisions paid to and certain fees to be paid by the students studying in higher education institutions (hereunder: Gov. Decree SCYP).

I. General introduction

The Scholarship for Christian Young People is a scholarship programme (hereunder: Scholarship Programme), founded by the Government of Hungary in the spirit of its solidarity policy towards persecuted Christian minorities. The Scholarship Programme was introduced by Government Decree 120/2017 (1 June) and is managed by the Minister responsible for the aid of persecuted christians and the implementation of the Hungary Helps programme (hereunder: Minister), whose Ministry implements the Scholarship Programme with the assistance of the Public Foundation.

The core mission of the Scholarship Programme is to provide opportunities to pursue higher education studies in Hungarian host institutions for Christian youth living in crisis regions of the world who are exposed to religious persecution, threats or restrictions on the exercise of free religion in their home country, in order to contribute to the social appreciation of professionals returning to their home countries.

I.1. The objective and the scope of the regulations

1. The objective of the Regulations is to define the operation of the programme - on the basis of the Gov. Decree SCYP - and the rules indispensable to the operation of the programme. The Regulations shall be approved by the Minister, subject to the agreement of the Minister for Education.
2. The Regulations and any amendments thereto shall enter into force on the date of publication.
3. The Regulations and the unofficial English translation shall be published on the official website of the Public Foundation immediately after approval.
4. In case of dispute, the Hungarian language version of the Regulations shall prevail.
5. The Regulations may be supplemented by an Implementation Guide to define procedural issues and other details. The Implementation Guide is approved by the Board of Trustees of the Public Foundation. Entry into force shall be governed by the provisions of the Regulations.
6. The approval and acceptance of the Regulations and the Implementation Guide under Section 5 shall be communicated to those concerned.

I.2. References

Concerning the areas not covered by the Regulations, the law, specifically the Act on National Higher Education CCIV of 2011 (hereunder: ANHE), Government Decree 51/2007 (26 March) on the provisions paid to and certain fees to be paid by the students studying in higher education institutions, Gov. Decree SCYP, as well as the Memorandum of Association, the Organizational and Operational Regulations, the other rules and the director's instructions of

the Public Foundation shall prevail. The latter are as follows: the ethical code, the records management rules, the data protection rules, the complaints handling rules, the director's instructions on handling exceptions, the audit manual, the order of providing information related to evaluation results and the obligation of publishing.

II. Student applications and the order of selection

II.1. The principles of student applications

II.1.1. Persons meeting the following eligibility criteria may apply:

- a) full-age citizens, who are at least 18 years old at the beginning of their scholarship studies; who reach the age of 18 by 31 August of the year of the specified application deadline, except for those who apply for dance art study programmes. In the case of applicants applying for dance art programmes, they need to submit parental declaration based on the relevant Hungarian regulation in order to act in the name of the minor;
- b) those who have the required language skills as a pre-requisite for the study programme applied for, and submit the supporting document by the deadline for submission of applications, but no later than 1 August of the year of the current application cycle;
- c) those who have an official recommendation from a church organisation specified in the Call for Applications.

II.1.2. Non-eligibility:

- a) stateless persons, persons granted refugee status, persons admitted for subsidiary protection, persons enjoying temporary protection, persons granted temporary protection, migrants and settlers residing in the territory of Hungary not covered by point a) of section (1) of paragraph 39 of the Act on National Higher Education;
- b) Hungarian citizens (including those with dual citizenships);
- c) applicants who, at the time of application, have a student status at a Hungarian higher education institution as self-financing students, excluding applicants with a SCYP scholarship status, who are applying for a higher level of education as described below.

These formal conditions must be met not only at the time of application, but also for the duration of the scholarship, i.e., if the applicant has obtained Hungarian citizenship in the meantime, they will lose their eligibility for the scholarship.

II.1.3. Applications may be made at the study levels listed in the call for applications and in the study fields and study programmes set out in the call for applications as defined by the Ministry responsible for the Aid of Persecuted Christians and the Implementation of the Hungary Helps Programme. In addition, it is possible to apply for foreign-language study programmes of any institution participating in the Stipendium Hungaricum Programme in the field of theology, if registered by the Hungarian Educational Authority.

II.1.4. Applicants can choose max. one-one study programme of two different institutions, or max. two study programmes of one institution, specifying the priorities of their applications. This order of preference and the details of the submitted application cannot be changed after the submission of the application.

II.1.5. According to the Gov. Decree SCYP, those applicants are entitled to receive a scholarship who - in accordance with the entry criteria set by the higher education institution - are admitted to the study programme participating in the scholarship programme and:

- a) for whom the following conditions are jointly fulfilled:
 - i. did not have a SCYP scholarship status at the given study level yet,
 - ii. have the necessary recommendation from the Churches, which was verified by the State Secretariat for the Aid of Persecuted Christians and for the Hungary Helps Programme (hereunder: State Secretariat),
 - iii. in case of nomination, the Church Partner working with the State Secretariat nominates them for the scholarship,
 - iv. undertake to enter into a scholarship agreement upon awarding the scholarship,
- b) they have been nominated by the Minister, with an individual consent, in accordance with the procedure laid down in this Regulations.

II.1.6. Missing application documents may be submitted beyond the deadline if the documents attesting the required qualifications or language proficiency are not available at the time of the application (e.g. the applicant to the bachelor programme has not yet graduated from secondary school or the applicant to the master programme has not yet received a bachelor degree). The deadline of submitting the missing documents is 1 August.

II.1.7. During the application process, the Public Foundation and the participating higher education institutions may not charge any fees to applicants.

II.1.8. The basic principle of the application process is to promote equal treatment, student diversity and excellence.

II.1.9. In the framework of the Scholarship Programme, studies can only be pursued through full-time study programmes.

II.2. The order of the preparation and the announcement of the call for applications

II.2.1. The call for student applications is prepared by the Study in Hungary Unit of the Public Foundation (hereunder: SiH). The language of the call for applications is English. The call includes the application conditions, the application deadline, the evaluation criteria, the current amount of the monthly stipend provided to students, the requirements for academic advancement, the study programmes that can be applied for, the partner church organizations, and the main obligations of the applicants who receive the scholarship. The SiH Unit sends the call for applications to the State Secretariat for consultation and, taking into account the opinions, the call for applications is discussed and accepted by the Board of Trustees of the Public Foundation. After acceptance by the Board of Trustees, the Minister shall approve the call by seeking the consent of the Minister for Education. The call for applications shall be published immediately after approval.

II.2.2. The SiH Unit sends the call for applications to the competent foreign authorities and to the higher education institutions participating in the Scholarship Programme.

II.3. The order of the selection procedure

II.3.1. Applicants shall submit their application materials, after registration, on the dedicated website online. The Public Foundation is responsible for the operation of the online

application system. Following the publication of the call for applications, the online application system will be opened by the Public Foundation.

II.3.2. The SiH Unit, after a technical check, forwards applications received by the deadline to the State Secretariat in order to verify the authenticity of the enclosed recommendations issued by Churches.

II.3.3. The State Secretariat prepares the verification of the recommendations by the given deadline and sends it back to the SiH Unit.

II.3.4. If the number of valid applications exceeds twice the number of admissible student capacity available, valid applications with certificates may be forwarded by the State Secretariat to the relevant partner churches for nomination.

II.3.5. The competent partner churches will prepare their candidate rankings by the deadline and send them back to the State Secretariat as a candidate list. Applicants who have not submitted a valid online application or who do not have a valid church recommendation should not be on the candidate list. The number of students who can be candidates per partner is determined by the Minister.

II.3.6. Candidate lists received after the deadline will only be forwarded by the SiH Unit to the higher education institutions if the time required to complete the admission procedures is available.

II.3.7. The SiH Unit contacts the higher education institutions concerned and forwards applications with approved church recommendation for the admission procedure, marking how the applicants ranked the institutions in their priority list. Only those 2nd place applications will be forwarded for admission procedure, which have not been accepted on the 1st place.

II.3.8. The institutions check the applications formally and conduct their admission procedures until the specified deadline according to the ANHE and their own internal regulations. The final result and evaluation of the procedure are sent to the SiH Unit by the specified deadline, converted to a hundred-point scale. The final result of the procedure can be "accepted", "conditionally accepted", "formally rejected" or "rejected". Only those applicants can be accepted conditionally who cannot present the documents proving their qualifications or language proficiency during the procedure due to other ongoing procedures. Only applicants who have successfully completed a minimum of 56 points out of a maximum of 100 points during the admission procedure will be eligible to receive an accepted or conditionally accepted final result in the admission procedure. In the case of an admission score of less than 56 points, the applicant's admission score will be considered rejected and no scholarship will be awarded.

II.3.9. The SiH Unit will allocate the accepted and conditionally accepted applicants taking into consideration the following aspects:

II.3.9.1. In the case of applicants who can be supported, the capacity of the programme must be taken into account on the basis of the institution's previous statement (minimum and maximum capacity).

- a) Derogation is allowed from the minimum and maximum capacity specified in the institution's application according to the institution's indication.

- b) During the capacity examination, candidates with the higher ranking must be given priority and the admission exam scores will be decisive in case of equal ranking.
- c) After the capacity examination, the applicants will be divided into a category of students recommended for support and another category of students to be regrouped due to capacity shortage.

II.3.9.2. Applicants who are to be regrouped due to a capacity shortage must be regrouped to the programmes specified as the second preferences of their applications, if the applicant was admitted there and there is free capacity in that programme.

II.3.9.3. If the applicant who is to be regrouped does not even get into the category recommended for support as the second preference, the SiH Unit forwards the application with the admission exam results of the given programme to another similar programme at an institution funded by the Scholarship Programme, if there is free capacity there.

II.3.9.4. The application must be rejected, if the applicant who is to be regrouped cannot be given a free place in any of these programmes. This applicant must be replaced by the next nominee in the ranking from the group of applicants who originally applied beyond the capacities. In this case, the procedures described under Sections II.3.9.2-4 must be followed.

II.3.9.5. In order to apply for doctoral studies, the applicant must be supported in writing by a researcher teaching at a doctoral school accredited in Hungary. The recommendation must be uploaded to the application system by the deadline specified in the call for applications.

II.3.10. If the available funds are insufficient, the list of applicants belonging to the category recommended for support may be narrowed based on the nominations of the partner churches and the admission results.

II.3.11. The SiH Unit will draw up a list of eligible applicants based on the results of the application and submit it to the Board of Trustees of the Public Foundation. The Board of Trustees will submit the list to the Minister, on the basis of which the Minister will prepare a proposal for scholarship grant and forward it to the Minister for Education for decision.

II.3.12. The SiH Unit will inform applicants and host institutions of the decision of the Minister for Education. The list of scholarship holders is sent by the SiH Unit to the immigration authority specified by Act XXXIV of 1994 on Police (hereunder: competent immigration authority), the Consular Department of the Ministry of Foreign Affairs and Trade and the relevant embassies in order to facilitate their entry to Hungary.

II.3.13. Scholarship holders can begin their studies at the study programme which they have been admitted to and which ranks higher in their application. After the decision on the allocation of scholarship holders is made, the study programme of the applicant can only be changed in justified cases (e.g. the programme is not launched), considering the order of preference of the study programmes selected by applicants, the capacity of the programmes and the available funds. If the order of preference cannot be taken into consideration, the original host institution of the scholarship holder may forward the applicant to one of its other study programmes participating in the scholarship programme with the consent of the applicant. Reallocation of applicants requires a decision from the SiH Unit of the Public Foundation.

III. Rules applying to scholarship holders

III.1. The acceptance of the scholarship (online)

III.1.1. Scholarship candidates indicate in the online system, whether they accept the scholarship offer and whether they provide further documents as their possible obligation under point II.1.6. Applicants who do not accept their scholarship offer by the deadline are qualified as withdrawn from the scholarship. Those applicants under 18 should upload a parental authorization document addressed to the coordinator of the chosen host institution in order to act and represent the minor when signing scholarship holder agreement, opening a bank account, getting visa or any kind of medical issues.

III.1.2. The applicant who was awarded the scholarship is entitled to start their studies in the semester which they were admitted to as a result of the admission procedure, except if the scholarship holder's request for postponement according to III.5.1 is approved.

III.1.3. A scholarship holder who fails to enrol by the deadline set by their host institution or by 30 September at the latest in the autumn semester, and 28 February in the spring semester will lose the scholarship.

III.1.4. In a justified case, the scholarship holder is entitled to request the postponement of their studies until the deadline specified under III.1.3 with up to one year.

III.1.5. The scholarship holder must inform the coordinator of the Hungarian higher education institution of the estimated date of arrival at least 15 days in advance via email.

III.2. Scholarship benefits

III.2.1. The scholarship contributes to one person's costs of living and it does not provide either visa or additional benefits or administration services for the persons and family members who accompany the scholarship holder. The legal subject of the scholarship agreement is only the scholarship holder.

III.2.2. Allowances provided for the scholarship holder:

- a) exemption from paying tuition fees;
- b) scholarships as follows:

The scholarship holders receive the scholarship during the full duration of their study programme, for 12 months annually, but in the last year of completing the degree only until the last day of the final examination period following the last semester of their study period. The scholarship is transferred by the higher education institution to the scholarship holder. The monthly amount of the scholarship is HUF 166 600/person for scholarship holders in bachelor and master programmes. In doctoral programmes it is HUF 140,000/person/month in the first two years (during the training-research period) and HUF 180,000/person/month during the second two years after the complex exam (the research-dissertation period). After passing the complex exam, the scholarship holder is entitled to receive the higher amount of scholarship from the beginning of the next semester, until then the amount of scholarship will be the same as the scholarship for the training-research period. Doctoral students who successfully defend their thesis will receive a one-time support of HUF 400,000 classified as a scholarship.

- c) the scholarship holders are entitled to have HUF 200,000 as reimbursement of their travel costs once a year, which is transferred by the host higher education institution (after their arrival);
- d) dormitory room/bed depending on the capacity of the higher education institution or HUF 40,000/month accommodation allowance for 12 months of the year during the whole period of full-time programmes;
- e) health care services specified in point i) of section (1) of paragraph 16 of the Act LXXX of 1997 on the Eligibility for Social Security Benefits and Private Pensions and the Funding for These Services;
- f) reimbursement of certified costs incurred (e.g., interpretation) in the case of using supplementary or foreign-language healthcare services, or supplementary health insurance for foreign language health care services up to a maximum of HUF 65,000 per year;
- g) the visa administration and the extension of the residence permit is free of charge for scholarship holders. (Individuals who have the right to free movement and residence, as well as citizens of third countries who study in Hungary with a Hungarian government scholarship or with a regular study allowance from the minister responsible for education are exempt from paying administration service charges according to point 2) c) of paragraph 5 of the Decree 28/2007 (31 May) of the Ministry of Justice and Law Enforcement on the charges of administration related to the entry and residence of individuals who have the right to free movement and residence, as well as the citizens of third countries).
- h) services specified in Section 81 of the ANHE;
- i) in case of severe threat further allowance may be given to the scholarship holder by the minister of (higher) education in consideration of the circumstances, by principles of extraordinary equity. This requires that the scholarship holder submit a request to the Public Foundation describing the reasons and circumstances of the severe threat, justifying the need for the complementary allowance and indicating its exact amount. The request is forwarded by the Public Foundation to the Minister for Education, who makes a decision on awarding the allowance within 30 days.

III.2.3. The scholarship holder must register in person at the international office of the host institution at the beginning of each semester. When a scholarship holder suspends their student status, no scholarship or accommodation allowance can be disbursed to them during the period of interrupting studies.

III.2.4. The higher education institution may grant other, performance and/or social-based allowance to the scholarship holders at their own costs, as specified in its regulations.

III.2.5. The scholarship holder is entitled to obtain a national higher education scholarship pursuant to Section 24 of Government Decree 51/2007 (26 March).

III.3. The duration of the scholarship period and its extension

III.3.1. The duration of the scholarship period is determined by the programme completion and exit requirements.

III.3.2. The scholarship holder is obliged to reside habitually in Hungary as follows:

- a) The scholarship holders' continuous private stay outside Hungary may not exceed a maximum of 10 working days per study period.

- b) If the intended stay abroad for private purposes exceeds 10 working days but is less than 30 working days in a semester, it is the host institution's responsibility to authorise the absence.
- c) The stay abroad for private purposes referred to in points a) and b) shall not entail withdrawal of the support.
- d) Stays abroad of more than 30 days during one study period are subject to institutional authorisation, in accordance with point c) of section (2) of paragraph 45 of the ANHE, may only be allowed in cases of childbirth, or in the event of an accident, illness or other unexpected reason, other than the fault of the scholarship holder.
- e) In the case of paragraph d), no student benefit shall be granted from the date of the decision in respect of the study period concerned.
- f) During the study period, the scholarship holder is allowed to attend foreign conferences, internships or other study visits related to shorter research, studies (not exceeding 10 working days).
- g) If the intended stay is for the purpose of paragraph f) but for a period of 11 to 30 days, it may take place once in the semester, and it belongs to the competence of the institution to allow it, in which case the support should not be withdrawn.
- h) Stay abroad for the purpose of paragraph f) but for more than 30 days shall also be permitted only once per semester, in which case the scholarship and accommodation costs shall not be paid to the scholarship holder for the study period concerned, and the institution receives the cost for the semester only if the stay is in the sending country, and in case of a non-sending country the institution can receive only a flat-rate organisation cost.

III.3.3. A scholarship holder may apply for an extension of their scholarship status during the scholarship period as follows:

- a) The scholarship holder can extend their scholarship period by a total of no more than two semesters in Hungarian bachelor's, master's and one-tier master's programmes.
- b) Request for extension of scholarship status must be submitted to the host institution.
- c) A signed request from the scholarship holder must be submitted, with an explanation of the extension. The request for extension of the scholarship holder should be submitted electronically to the institution during the final semester of the scholarship status. The request for extension must arrive at least one month before the end of the last semester covered by the scholarship. The scholarship holder must submit the request and gather the required documents on their own. The costs of the preparation and the submission of the request for extension and the process of extension (e.g. administration fees of the institution) are exclusively incurred by the scholarship holder.
- d) The institution summarises the requests and sends the list of those proposed for support to the Public Foundation.
- e) The Public Foundation shall decide on the basis of a proposal from the institution and the available funds.
- f) There is no possibility to file an appeal after the decision is made on the request for extension.
- g) Doctoral, preparatory and specialisation programmes may not be extended.
- h) In bachelor's, master's and one-tier master's programmes the scholarship may be extended on no more than two occasions, extended by one semester.

- i) The scholarship status of the scholarship holder completing preparatory semester or year will be automatically extended by the length of the preparatory period, at the immediate notice of the institution.

III.4. The scholarship agreement and its modification

III.4.1. The scholarship holder signs an agreement with the host institution according to the sample agreement in Annex 4 of the regulations.

III.4.2. The scholarship agreement must contain:

- a) the study period specified in the programme completion and exit requirements for the particular study programme and the duration of the preparatory studies referred to in point d) of section (2) of paragraph 80 of the ANHE;
- b) the monthly amount of the scholarship specified in the Regulations and the date and method of payment thereof;
- c) the procedure for changing to another study programme at the host institution or to another higher education institution;
- d) consent to data processing;
- e) the condition that the scholarship agreement shall enter into force on the date when the scholarship holder's student status begins;
- f) the order of interruption (passivation) and termination of higher education studies;
- g) the order of termination of the scholarship status.

III.4.3. The scholarship status is terminated – with the exception of the case in point a) of section 1) of paragraph 59 of the ANHE – if the scholarship holder's student status is terminated.

III.4.4. The scholarship agreement can be modified with the consent of the parties, following the decision of the Public Foundation. The agreement must be modified in all cases when its content is changed, e.g. change of major, extension or change of the study period.

III.4.5. The scholarship holder is obliged to establish and maintain a student status with the higher education institution indicated in the decision of admission during the period when the scholarship is disbursed according to the conditions of the scholarship agreement.

III.4.6. When the scholarship holder's student status is terminated or interrupted, scholarship benefits defined under III.2.2 cannot be disbursed to the scholarship holder.

III.5. Postponement of the enrolment

III.5.1. Applicants who have been awarded a scholarship and who cannot travel to Hungary for unexpected reasons beyond their own fault may postpone the start of their scholarship status: they can request to start their a scholarship status in a later semester. The postponement shall be requested in writing at the SiH Unit of the Public Foundation.

The request shall include

- a) detailed reasoning
- b) the number of semesters requested to be postponed (maximum two semesters)
- c) medical or other certification
- d) a declaration of approval by the host institution.

The request must be accompanied with the necessary annexes and sent by e-mail to the Public Foundation by the deadline for enrolment determined by the host institution concerning the year in which the scholarship is awarded, but no later than 30 September.

III.5.2. The requests for postponement are decided on by the SiH Unit on a case-by-case basis.

III.5.3. If postponement is granted, the institution will issue a new Letter of Acceptance on the basis of the admission results for that year, taking into account the later date of enrolment, on the basis of which the Public Foundation will also issue a new Letter of Award.

III.5.4. Those scholarship holders who have already arrived in Hungary and enrolled in a higher education institution are not entitled to request any postponement. A postponement can be requested only once and only for one school year as a maximum. The scholarship holder automatically loses the scholarship if they do not arrive to Hungary by the given deadline and do not indicate their intention of postponement by the enrolment deadline set by the host institution, but no later than 30 September.

III.6. Interrupting studies

III.6.1. If the scholarship holder interrupts their studies during the study period according to the conditions specified by the study and examination regulations of the higher education institution, that semester is qualified as a passive semester and they are not entitled to receive the monthly stipend and other scholarship benefits for that semester. The Public Foundation and the host higher education institution have no obligation concerning the support of the scholarship holder during this period.

III.6.2. Every issue related to the process of interrupting studies must be handled according to the provisions of the relevant Hungarian law in effect, as well as the study and examination regulations of the higher education institution.

III.6.3. The Hungarian higher education institution notifies the competent immigration authority and the Public Foundation on the passive status of the scholarship holder within the time limit specified in the applicable legal provisions.

III.7. Changing host institutions, study programmes or/and language of studies

III.7.1. The host institution, the study programme within the institution and the language of studies can be changed only once after submitting a special request by the scholarship holder. The deadline for submitting the requests to the Public Foundation is December 1, in each academic year (for the spring semester) and 15 May (for the autumn semester) from 2019. The scholarship holder may change any of these options above (in any kind of combination) at the same time, but only once during the scholarship period.

III.7.2. Institutions, study programmes and/ or languages can be changed only at the end of the semester, so that the scholarship holder could start the next semester in the new institution, new study programme and/ or language.

III.7.3. Institutions, study programmes and/or languages can be changed only within one calendar year after beginning the scholarship period. The request—if it is relevant—must also include the indication of the extension of the scholarship period. The allocation decision regarding the scholarship holder at their entry to the programme cannot be altered by the scholarship holder's request to change institutions, or language except for Section III.3.14. Changing host institution or study programme is allowed only on the same study level.

Participants in preparatory programme can change their major only upon the successful completion of the preparatory programme.

III.7.4. Documents to be submitted for changing the institution, study programme and language:

- a) a request signed by the scholarship holder;
- b) the institution's declaration on the support of the change, in case of changing the institution, declaration of both transferring and receiving institution.

The scholarship holder must submit the request for changing institution, study programme and/or language with the compulsory annexes to the SiH Unit online.

The current host institution of the scholarship holder, from which they request to leave, shall send its position in writing to the SiH Unit regarding the scholarship holder's request for changing the institution.

III.7.5. The requests for changing institution, study programme and/or language are judged by the SiH Unit based on the submitted documents and the available funds from the central budget.

III.7.6. It is the responsibility of the scholarship holder to seek a new study programme or higher education institution and gather the required documents on their own. The costs of the preparation and the submission of the request for changing institution, study programme, and/or language and the process of changing institution, study programme, and/or language (e.g. administration fees of the institution) are exclusively incurred by the scholarship holder.

III.7.7. There is no possibility to appeal after the decision is made on the request for changing institution, study programme and/or language.

III.7.8. Pursuant to Section 52 of Government Decree 87/2015 (9 April), host institution, study programme and/or language may be changed from the end of the preceding term-time until 15 September for the autumn semester, and until 15 February for the spring semester.

III.7.9. When as a result of the change of institution, the scholarship holder will continue their studies in a new institution from the autumn semester, their scholarship agreement will be extended for the summer months (July, August).

III.8. Withdrawal from the scholarship

III.8.1. If the scholarship holder withdraws from the scholarship during the application process or after being awarded the scholarship or renounces from the scholarship before the completion of the studies, they must immediately inform the SiH Unit of the Public Foundation and the Hungarian higher education institution in writing.

III.8.2. The competent immigration authority is informed by the higher education institution about the withdrawal.

III.9. Double financing and other scholarships

III.9.1. The applicant is not eligible to receive the SCYP scholarship in case they have another concurrent scholarship status financed from the Hungarian central budget. If the scholarship holder was simultaneously awarded more than one scholarship, they have to choose one of the scholarships and renounce the other one.

III.9.2. Regarding the fact that the SCYP scholarship is intended to cover studies in Hungary, the scholarship holder is not entitled to use financial support for doing programmes or partial studies outside Hungary, e.g. Erasmus + and CEEPUS, Campus Mundi, except for a short stay (not longer than 10 working days), participation at a conference related to research or studies, which does not affect the habitual residency in Hungary during the study period.

III.10. Termination of scholarship status

III.10.1. The scholarship status is terminated or not established if:

- a) the student status is terminated,
- b) the scholarship holder renounces the scholarship in writing,
- c) on the last day of the semester in which the student obtained the final (pre-degree) certificate,
- d) the scholarship holder has used the number of semesters of the awarded scholarship and does not request the extension of studies, or it is no longer possible to submit this kind of request, or submits the request to the Public Foundation incompletely,
- e) the scholarship holder does not reside habitually in Hungary during the study period, except in the cases specified in section III.3.2.,
- f) the applicant does not arrive by the deadline for enrolment set by the institution or by no later than 30 September and does not request the postponement of studies,
- g) the applicant fails to submit the missing documents until the deadline set by the institution,
- h) the applicant or scholarship holder is a stateless person, refugee, protected individual, asylum-seeker, admitted individual, migrant, settler who does not fall within the scope of point a) of section (1) of paragraph 39 of the ANHE.

III.10.2. The institution shall terminate the scholarship status by a unilateral declaration in the following cases:

- a) the scholarship holder has provably participated in the application process in bad faith and/or on the basis of false eligibility,
- b) if the student's status of the scholarship holder is terminated based on section 59 of the ANHE,
- c) as a result of institutional disciplinary proceeding or criminal proceeding against the scholarship holder, the scholarship holder is prohibited from continuing their studies as a disciplinary sanction, even if the disqualification does not result in the final termination of the student status,
- d) the scholarship holder does not reside habitually in Hungary during the study period, except in the cases specified in section III.3.2.,
- e) the scholarship holder does not fulfil their obligations regarding the academic progress declared in the study and examination regulation or in the curriculum,
- f) unless the institutional regulation contains stricter provisions, the scholarship holder does not obtain at least eighteen (i.e. in total 36 during the two semesters) credits (minimum credit requirement) in the average of the last two semesters where the student status was not interrupted.

The credit minimum requirement applies to those commencing their tertiary education studies in or after the 2018/2019 academic year. The minimum credit requirement does not apply to students of doctoral schools and preparatory courses.

- At the end of each academic year, the institution is required to verify that scholarship holders have achieved an average of 18 credits (i.e. in total of 36 in the two semesters).
- g) the scholarship holder fails to comply with the student reporting obligation to the Public Foundation as specified in section V.1. of the Regulations.

III.11. Employment

Pursuant to the legal provisions in effect, on the date of introducing these regulations: Pursuant to Section 20 (5) of Act II of 2007 on the Admission and Residence of Third Country Nationals, third-country nationals with residence permits for study purposes can pursue income earning activities in full time for no more than 24 hours a week during term-time and for no more than ninety days or sixty six working days a year outside term-time.

IV. Rules applying to institutions

IV.1. Reporting and data supplying obligations

IV.1.1. The institution keeps contact with the bodies responsible for implementing the programme, in particular with:

- a) the Public Foundation,
- b) the competent immigration authority,
- c) the Ministry(ies) responsible for managing the programme,
- d) the body managing the register of higher education institutions (the Educational Authority).

IV.1.2. The institution is obliged to send the data of SCYP scholarship holders studying in that semester at the institution to the competent immigration authority and to the National Health Insurance Fund through the Educational Authority in order to prepare their social security cards.

IV.1.3. The institution immediately informs the Public Foundation in the following cases:

- a) the scholarship holder does not enrol in the institution at the beginning of their studies and/or they do not take up courses at the beginning of the semester;
- b) the study period of the scholarship holder has to be extended for academic or other reasons;
- c) the request for interrupting studies submitted to the host institution has been approved by the institution;
- d) the scholarship holder initiates the termination of their student status or it is terminated;
- e) the scholarship holder does not continue their studies at the institution permanently;
- f) the status of the institution or the status of the study programmes funded in the institutional application are changed (e.g. termination, accreditation or a cancelled programme);
- g) the scholarships holder does not fulfil the study obligations or behavioral problems arise relating to the scholarship holder.

IV.1.4. The higher education institution must also fulfil its obligation to supply data related to the scholarship according to point 1/h) of chapter I/B of Annex 3 of the ANHE through the higher education information system. In case of failure to submit the data within the limitation

period, the institution cannot claim any costs for the particular semester, but must continue to pay the scholarship and other allowances to the scholarship holder.

IV.2. The institutional agreement and its modification

IV.2.1. The institution and the Public Foundation sign a framework agreement on receiving scholarship holders. Scholarship holders can be received by state-maintained, or state-recognised Church Universities operating in Hungary, which also take part in the Stipendium Hungaricum programme and those, who has accepted the participation requirements of the programme when signing the framework agreement.

IV.2.2. The institution must have a valid institutional framework agreement with the Public Foundation in order to receive scholarship holders.

IV.2.3. Mandatory elements of a framework agreement with the institutions:

- a) programme title
- b) details of the contracting parties (registered office, representative, tax number of the institutions, identification number)
- c) purpose of the agreement
- d) amount and elements of the support and provisions for payment of the support
- e) obligations of the institution regarding participation in the programme
- f) monitoring the implementation of the programme
- g) amendment of the agreement, right of termination of the Public Foundation
- h) jurisdiction of the courts
- i) indemnification, liability
- j) data protection
- k) other provisions
- l) contact details of the parties
- m) entry into force, duration, number of copies of the agreement
- n) attachments (list of courses, Operational Regulations of the programme, specimen signatures of the institutions, operating license for non-budgetary institutions, privacy notice)
- o) date, signature, stamp.

IV.2.4. The Public Foundation sends the institutional framework agreement to the institutions before the beginning of the next academic year.

IV.2.5. The institutional framework agreement is signed by the official representative of the institution and the official representative of the Public Foundation.

IV.2.6. Following the entry into force of the institutional framework agreement, the Prime Minister's Office sends a reclassified appropriation to the higher education institutions that are parties to the framework agreement for the particular semester in compliance with the effective legislation.

IV.2.7 The funding of the institutions consists of the amount of scholarship awarded by scholarship holders, the scholarship allowances, the costs of the study programmes of the scholarship holders at the institutions, and the organizational flat rate allowance of HUF 150 000/person/year from the 2017/18 academic year, which is received by the institutions in addition to the costs of their study programmes.

IV.3. Principles of scholarship disbursement

IV.3.1. The amount of the scholarship for the scholarship holders is regulated by the scholarship agreement based on the amounts in III.2.2.

IV.3.2. The institution is responsible for paying the scholarship to the scholarship holder.

IV.3.3. The scholarship must be paid monthly to the scholarship holder. The first instalment of the scholarship must be paid within 30 days after the enrolment of the scholarship holder if the scholarship holder has provided all the data required for the transfer (tax number, bank account number).

IV.3.4. The scholarship cannot be paid in advance to the scholarship holder.

IV.3.5. The institutions must pay the scholarships in Hungarian forints.

IV.3.6. The scholarship holder is entitled to receive the scholarship every month during the scholarship period when the scholarship holder has an active student status.

IV.3.7. The scholarship holder is entitled to receive accommodation in a dormitory depending on the capacity of the institution or HUF 40,000 accommodation allowance for 12 months of the year and in the last semester until the completion of studies. The institution pays the accommodation allowance monthly together with the scholarship in Hungarian forints.

IV.3.8. Scholarship holders may receive scholarship and accommodation allowance if they have an active student status and register in person at the international office of the host institution at the beginning of each semester, i.e., by 30 September for the autumn semester and 28 February for the spring semester.

IV.3.9. Based on equity considerations, the institution may still accept scholarship holders arriving later than the deadline stated in section III.5.4. of the Regulations due to any reason (natural disaster, diplomatic crises, war events or force majeure) on condition that it shall arrange for the catching up of such students.

IV.4. Principles of student services

IV.4.1. In addition to providing high quality education for the scholarship holders, the institution also

- a) provides information regarding the study programmes (e.g. curriculum, description of subjects, educational materials) translated to the foreign language of the programme on the website of the institution;
- b) conducts the admission procedure and produces the decisions of admission;
- c) signs the scholarship agreement according to the sample agreement provided by the Public Foundation, modifies it if needed and pays the scholarships according to the scholarship agreement;
- d) helps the social integration of the scholarship holders and supports their integration in the life of the institution;
- e) assists the administration related to the application for the scholarship holder's student card;
- f) assists the administration related to the scholarship holder's accommodation, student hostel room/bed;

- g) if necessary, arranges for and pay the cost of a compulsory medical examination for the scholarship holder;
- h) provides for establishing a mentoring system in order to facilitate the scholarship holder's integration;
- i) provides full information to the scholarship holder before their arrival to Hungary in issues and changes related to the studies, accommodation, visa, social security, student card and mentoring;
- j) provides full information to the Public Foundation at the end of the scholarship period about the alumni network of the Scholarship Programme and cooperates in the alumni activities relating to the Scholarship Programme.

IV.4.2. The institution provides the following services for the scholarship holder in order to assist the scholarship holder's integration and studies,

- a) organises intercultural events of orientation and programmes in Hungarian at the beginning of the studies;
- b) provides personal and online counselling and consultation during the scholarship holder's studies;
- c) makes the regulations regarding students available in the foreign language of the given study programme;
- d) provides access to the same student services for the participants of the scholarship programme as those offered for self-financed Hungarian students, for example free use of the library, the use of computer work stations.

IV.4.3. The ANHE and the internal regulations of the institution must be observed concerning the services, free of charge or for payment available to SCYP scholarship holders.

IV.5. Visa and residence permit

IV.5.1. The institution is obliged to issue an official decision of admission for the scholarship holder's administrative process of visa and residence permit in the language of the study programme, in Hungarian and in English, when required.

IV.5.2. The institution and the SiH Unit of the Public Foundation provide full information to the scholarship holder about the conditions and the duties related to getting and extending a visa and residence permit and assist the scholarship holder's visa administrative process.

IV.5.3. The institution with the support of Public Foundation takes care that the scholarship holder's registration should happen in time and according to the regulations at the competent immigration authority.

IV.5.4. The visa administration and extension of the residence permit are free of charge for the scholarship holders pursuant to point c) section (2) of paragraph 5 of Decree of the Minister of Justice and Law Enforcement 20/2007 (31 May) IRM.

IV.5.5. The institution informs the competent immigration authority about the changes in the status of scholarship holders within 8 days.

IV.6. Insurance

IV.6.1. The institution and the SiH Unit of the Public Foundation provide full information to the scholarship holder about the conditions and the duties regarding the social security

system and assist the scholarship holder's administrative process related to social security and insurance.

IV.6.2. The institution is responsible for initiating the process of applying for a social security card.

IV.6.3. The scholarship holder is entitled to enjoy health care services according to point i) of section (1) of paragraph of 16 the Act LXXX of 1997 on the Eligibility for Social Security Benefits and Private Pensions and the Funding for These Services. The scholarship holder is entitled to have a social security card.

IV.6.4. The institution must take out an insurance policy for scholarship holders who do not have a valid social security card for the given period.

IV.6.5. The institution must reimburse the costs incurred and verified in the case of using health care services in a foreign language (e.g. interpreting) and take out a supplementary insurance policy for health care services in a foreign language and manage the accounting of the costs up to the value of HUF 65,000/person per year.

IV.7. Mentoring system

IV.7.1. The institution provides for mentoring in order to support the integration of the scholarship holders.

IV.7.2. The mentoring system must be capable of

- a) supporting the scholarship holder in the new cultural environment;
- b) deepening the relationship between the Hungarian and the SCYP students;
- c) organising freetime activities/events for the scholarship holder;
- d) managing the scholarship holder's potential difficulties with the Hungarian language;
- e) advising the scholarship holder, if needed in issues related to banking, travel organisation, visa administration and health care.

IV.7.3. The Public Foundation cooperates with the institution in the organisation of trainings in order to support the mentoring system.

IV.7.4. The mentoring system can be funded from the tuition fees of the scholarship holders who are admitted to the study programmes.

V. Execution monitoring and reporting

In order to be able to measure the success of implementing the Scholarship Programme and to have a method for managing the problems occurring in the meantime, it is necessary to get feedback from the participants of the Scholarship Programme from time to time. The following reports are used for this purpose:

V.1. Student reports

V.1.1. Scholarship holders must write a report by 30 July of every academic year giving feedback on their experience of the programme and their academic progress as specified below:

- a) students fill in an online form that is submitted to the Public Foundation exclusively in electronic form;

- b) the form should be opened on 1 July each year and communicated on that day to the coordinators of the institutions, who will inform the students;
- c) the Public Foundation sends a reminder email to the scholarship holders two weeks before the deadline of submitting the report.
- d) in the case of failure to submit the report by the due date, the monthly scholarships due from August may not be paid to the scholarship holder until they complete the report;
- e) the Public Foundation informs the institutions of the results of the student report by 31 December each year.

V.2. The institutions' professional report

V.2.1. At the end of each semester, the institutions which host scholarship holders prepare a professional report.

The professional report must describe the experience acquired during the implementation of the Scholarship Programme, indicate problems, make suggestions for improving certain procedures and supply data on the scholarship holders' academic progress (number of acquired credits and grade point average).

V.2.2. The report officially signed by the head of the institution must be sent to the Public Foundation and to the Prime Minister's Office electronically by 15 March and 30 October each year.

In case of failure to submit the report within the mandatory time-limit, the institution cannot claim any costs for the particular semester, but must continue to pay the scholarship and other allowances to the scholarship holder.

V.3. The institutions' financial report

V.3.1. Higher education institutions hosting scholarship holders also prepare a financial report along with their professional report.

V.3.2. The formal criteria for the preparation of the financial report are determined by the Ministry responsible for education and are forwarded to the Ministry for Innovation and Technology, to the designated administrator.

V.4. Monitoring

The Public Foundation, the Prime Minister's Office, the Ministry responsible for education or any person assigned in writing by them are entitled to verify at anytime and anywhere the spending of the funds from the start date for 10 years after receiving the last instalment or the repayment of the unused amount.

V.5. The obligations of Tempus Public Foundation

V.5.1. The Public Foundation continuously cooperates with the competent (responsible for international affairs, higher education, and for the aid of persecuted Christians) departments of the Prime Minister's Office in connection with the Scholarship Programme (e.g.: the content and the scheduling of the calls for application and other professional duties).

V.5.2. The Public Foundation is obliged to supply the data of the admitted scholarship holders to the Prime Minister's Office.

V.5.3. The Public Foundation files a half-yearly report (30th November, 15th April) on the operation of the Scholarship Programme to the Minister for Education and to the Prime Minister's Office. The report must cover the main findings concerning the Scholarship Programme from the reporting period (successes and problems) and the following data: host institution, study level, study programme, length of studies, scholarship type, number of scholarship holders, funding requirements and country of origin.

V.5.4. The Public Foundation supplies data and background materials about the Scholarship Programme to the competent units of the Prime Minister's Office (responsible for international affairs, higher education and persecuted Christians) upon request.

V.5.5. In addition to the Prime Minister's Office, the Public Foundation continuously informs other participants in the Scholarship Programme;

- a) in relation to the host institution, the Public Foundation
 - i. gives information about the actual call for applications pursuant to the decision of the Board of Trustees;
 - ii. gives information about the study programmes listed in the call for applications – by checking the application database;
 - iii. gives information about the applicants on the electronic interface (by generating reports);
 - iv. sends the applicants' files to the higher education institution and also sends the data in a spreadsheet on the electronic interface (by generating reports) after the acceptance of the church recommendations and the nomination of the church partner;
 - v. informs the host institution about the scholarship holders following the ministerial decision, provides the institution with the necessary data for Neptun import via an electronic interface (by generating reports).
- b) in relation to the competent immigration authority and the Consular and Citizenship Department of the Ministry of Foreign Affairs and Trade, the Public Foundation
 - i. gives information on the final list of scholarship holders after the decision;
 - ii. gives information regularly about scholarship holders withdrawing the scholarship or postponing it.
- c) in relation to the local consulate of the Ministry of Foreign Affairs and Trade (partner country or equivalent), the Public Foundation
 - i. gives information on the final list of scholarship holders after the decision;
 - ii. gives information regularly about scholarship holders withdrawing the scholarship or postponing it.

1. Annex 1 – Institutional selection process flowchart

	SiH	Prime Minister's Office (PMO)/ Minister for Education	Board of Trustees	Higher Education Institution	Announcing Organisation / State Secretariat for the Aid of Persecuted Christians + Churches	Remarks
Elaboration of text and schedule of call for applications	X					
Approval of call for applications		PMO	X			
Publication of the call for applications on the website					X	
Promotion of the call for applications		PMO			X	
Collection of applications	X					
Preparation and verification of recommendations					X	
Checking the authenticity of the recommendations		PMO				
Requests for the nominated applications		PMO				
Verification of nominated applications	X	PMO				
Notification of rejected applicants	X					
Forwarding nominated applications to admission procedure	X					
Admission procedure (formal and professional)				X		

	SiH	Prime Minister's Office (PMO)/ Minister for Education	Board of Trustees	Higher Education Institution	Announcing Organisation / State Secretariat for the Aid of Persecuted Christians + Churches	Remarks
Collecting and summarising admission results	X					
Harmonising results with institutional capacities	X					Regrouping if necessary
Harmonising results with available funding	X					
Submission of proposal with ranking	X					
Draft resolution for the ministerial decision			X			
Decision on scholarships		Minister for Education				
Notification to applicants, HEIs on the supporting decision	X					
Signing agreements with the scholarship holders				X		use of template contract
Approval of request for modification of agreement or rejection with justification	X		X			if necessary (change of major, institution)
Summary of scholarship holders reports	X					

	SiH	Prime Minister's Office (PMO)/ Minister for Education	Board of Trustees	Higher Education Institution	Announcing Organisation / State Secretariat for the Aid of Persecuted Christians + Churches	Remarks
Completion of scholarship period	X					Notification to Board of Trustees about results and modifications

2. Annex 2 – Application evaluation process

	Required documents			Decision-making on the request
	Individual application	Opinion of host institution	Opinion of sending institution	
Postponement of enrolment	✓	✓		Head of SiH Unit
Extension of scholarship period	✓	✓		Head of SiH Unit It can be extended with up to two semesters according to the law. Condition: it is supported by both parties.
Postponement of scholarship period	✓	✓		changing host institution
Changing of institution (transfer to another institution)	✓	✓	✓	Head of SiH Unit condition: funding is available
Changing major	✓	✓		Head of SiH Unit condition: cooperation programme permits, funding is available
Changing the scholarship holder allocation decision		✓		Head of SiH Unit condition: nomination order of applications, capacity, funding available (scholarship holder status already awarded, tuition fees of the programmes funded)