



Ref. No.:

Stipendium Hungaricum Scholarship Programme

REQUEST FOR MAJOR CHANGE WITHIN THE INSTITUTION

PERSONAL DATA: (to be completed by the student):

SH ID:

SURNAME:

FIRST NAME:

DATE AND PLACE OF BIRTH:

CURRENT STUDY PROGRAMME INFORMATION: (to be completed by the student):

FACULTY:

STUDY PROGRAMME:

NUMBER OF COMPLETED SEMESTERS:

START DATE OF STUDIES:

CHANGE TO: (to be completed by the student):

FACULTY:

STUDY PROGRAMME:

START DATE OF STUDIES:

DO YOU NEED EXTENSION?

IF YES, HOW MANY SEMESTERS?

.....
Student's signature, date

The request is approved by the Faculty:

☐ YES

☐ NO

☐ YES

☐ NO

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current SH faculty coordinator's signature, date

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new SH faculty coordinator's signature, date

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SH institutional coordinator's signature, date



REASON FOR MAJOR CHANGE (to be completed by the student):

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OPINION OF THE CURRENT FACULTY (to be completed by the Faculty Coordinator):

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GUIDE TO REQUEST MAJOR CHANGE WITHIN THE INSTITUTION

1. **Students submit** the present document (REQUEST FOR MAJOR CHANGE WITHIN THE INSTITUTION) completed, approved and signed by the faculty coordinators to the Directorate for International Relations (DIR) (Building A/4, Room 114) for signature and final processing. */In the 2nd semester of the 2019/20 academic year electronic submission is possible./*
Deadline: **25 November** (for Spring Semester) and **10 May** (for Fall Semester).
2. **DIR forwards via e-mail** the fully signed document to the student in 3 working days following its receipt.
3. **Students submit** the following documents **directly** to Tempus Public Foundation (TPF) to stipendiumhungaricum@tpf.hu.
 - the request letter for major change written by the student addressed to TPF,
 - the present, fully signed document,
 - the approval of the sending partner.Deadline: **1 December** (for Spring Semester) and **15 May** (for Fall Semester).

Important:

1. Major change can be requested maximum once per study level, within one year from the start date of the scholarship status.
2. The request – if relevant – should refer to the extension of the scholarship.
3. Major change can be requested in case of the same study level only.
4. **For details of major change** see Stipendium Hungaricum Programme Operational Regulation