STIPENDIUM HUNGARICUM REGULATION
OF
HUNGARIAN DANCE ACADEMY

Budapest

2021.

Approved by Senate of Hungarian Dance Academy ….2021. (…) No.decision
I. PROVISIONS

Hungarian Dance Academy (in the following: HDA) according to institutional specialities, 285/2013. (VII.26.) Government Decree about Stipendium Hungaricum (in the following: Government Decree), Stipendium Hungaricum Program Operational Regulations (in the following: SH Operational Regulations) declared by Tempus Tempus (in the following: Tempus) and Stipendium Hungaricum Implementation Guide (in the following: SH Implementation Guide) creates Stipendium Hungaricum Regulation (in the following: Scholarship Program).

Purpose of Scholarship Program, in harmony with European Union and European Higher Education Area is to increase cultural diversity, and internationality of Hungarian Higher Education. It is emphasized to make Hungarian language and culture popular within the framework of Scholarship Program.

II. GENERAL POLICIES

1. §

(1) Scope of Regulation extends the students who take part in preparative- and bachelor education by Scholarship Program, furthermore the university professors being affected in organization and realization of Scholarship Program – including non civil servants, engaging in educational activities -, and other employees.

(2) HDA designates
   a) institutional coordinator,
   b) international student administrator,
   c) a person in charge of foreign language education
   d) other clerks.

   in order to achieve purposes of Scholarship Program.

III. ORGANIZATIONAL STRUCTURE AND SUBTASKS

University organizational system of Scholarship Program

2. §

(1) In Scholarship Program HDA takes part with its preparative and bachelor education for dance artists, bachelor education in English language, and dance artist, and dancer and couch bachelor educations.

(2) Preparation and give in of institutional competition of HDA to Tempus is coordinated by institutional coordinator. He / she coordinates
   a) the involved institute directors, and other responsible person concerned with courses,
   b) in case of successful tender proceedings, the cooperation of HDA and Tempus in order to make valid framework agreement (in the following: Framework Agreement).
(3) Required elements of Framework Agreement are included by SH Implementation Guide.

(4) Valid Framework Agreement between HDA and Tempus means basic conditions in receiving the scholarship students.

(5) After entering into forces of Framework Agreement, for HDA, in order to make program real, financial sources are provided by Ministry of Foreign Affairs and Trade (in the following: MFAT) considering legislations in force.

(6) The principles for determining and disbursing the support paid to HDA and the procedure for financial use and accounting are set out in the SH Implementation Guide.

Cooperating colleagues and their tasks in implementation process of Scholarship Program

3. §

(1) The Rector of HDA is primarily responsible for the implementation of the Scholarship Program at the university.

(2) The implementation of the tasks related to the implementation of the Scholarship Program at HDA is managed by the Head of the Registrar’s Office (hereinafter: RO) as the institutional coordinator.

(3) The main tasks of the institutional coordinator are:
   a) liaises between the HDA and the Tempus, the Education Office and the MFAT responsible for the program;
   b) monitor changes to the Scholarship Program and inform other staff involved in the implementation of the Scholarship Program of the changes;
   c) coordinates the timely preparation of the reports required by the SH Rules of Procedure, with the involvement of the international administrator (student affairs) and other relevant staff and organizational units;
   d) has a duty to inform the Tempus, the Rector, the Chancellor, the Head of the Department of Economic and Human Policy (hereinafter: DEHP) and, if necessary, the competent Director of the Institute in the following cases:
      1. the scholarship student does not establish a student legal relationship at the institution and / or does not apply for the completion of an active semester during the registration period of the given semester and does not take subjects;
      2. the scholarship student's request for passivation to the institution has been accepted by the institution;
      3. the scholarship student initiates the termination of his / her student status or his / her student status is terminated;
      4. the scholarship student does not continue his / her studies at HDA on a permanent basis;
      5. there is a change in the status of the institution or in the status of the trainings supported in the institutional application (eg termination, accreditation, non-starting training);
6. the scholarship student does not fulfill his / her study and other obligations, resp. there are behavioral problems with the fellow;

e) maintains constant contact with the international student administrator, the person in charge of foreign language education, the director of the institute responsible for the training, and the staff of the DEHP;

f) in cooperation with the person responsible for foreign language education, ensure the operation of the HDA mentoring system in accordance with Annex 1, which facilitates the integration of students participating in the Scholarship Program;

g) ensures the verification of the eligibility of scholarship students for the payment of scholarships and initiates the payment of student scholarships to be paid on a monthly basis in the Neptun Unified Study System (hereinafter: Neptun). He / she is obliged to initiate the payment of the scholarship and housing allowance for the first month to the student by the 10th day after the arrival of the scholarship student at the HDA, if the student provided HDA with all the data necessary for its initiative. The amount of the scholarship per student is determined by the SH Rules of Procedure;

h) sends the data of the HDA scholarship students to the National Health Insurance Fund Manager (hereinafter: NEAK) for the issuance of the TAJ card entitling to health care in the given semester through the Higher Education Information System (hereinafter: FIR);

i) coordinates, at the end of the scholarship period, the activities related to the HDA SH Alumni system in accordance with Annex I;

j) coordinates the preparation and sending to the Tempus by the specified deadline of the list of scholarship students registered for the completion of the active semester at the beginning of each semester.

(4) Duties of the international student administrator:

a) provides information on the Scholarship Program to those interested;

b) organizes and carries out the recruitment procedure together with the institutes by a specified deadline;

c) in cooperation with the staff member responsible for foreign language training in the Scholarship Program, organizes orientation, intercultural events and Hungarian language programs at the beginning of the scholarship student’s studies;

d) provides scholarship opportunities for personal counseling and consultation during their studies;

e) before entering and during the scholarship period, provide the scholarship holder with full information on studies, housing, visas, social security, requesting a tax identification number, opening a bank account number, other matters;

f) assists the fellows in the administration of the student card application;

g) prepares the bilingual admission decision for the students accepted for the scholarship in the online system for signing by the Rector of HDA, and after sending it to the scholarship holders via the online system;
h) prepares the student scholarship agreements according to the model contract provided by the Tempus and uploads the signed (signatories: rector, chancellor and student) contracts to the DreamApply system;
i) contributes to the provision of supplementary health insurance in a foreign language for the students;
j) provide support at the request of the scholarship student during the administration of the TAJ card,
k) supports the social integration and institutional integration of the scholarship student, actively cooperates with all HDA staff dealing with the affairs of foreign students and with the students helping the integration of foreign students;
l) participates, provides support at the request of the scholarship student in resolving the student's housing issues;
m) informs students about the necessary administrative tasks at the beginning of the school year,
n) provide information on scholarship students to the lecturers of the relevant fields,
o) maintains contact with the staff of the Tempus in operational matters;
p) contributes to the publication of the regulations for students in English on the HDA website in English.

(5) The international student administrator shall notify the National Directorate General of Aliens (hereinafter: OIF) of:
a) the interruption or completion of the student's studies;
b) the student's non-registration;
c) the termination of the student's legal relationship;
d) must notify the commencement or suspension (passivation) of studies within 8 days, because in these cases the student is not entitled to a residence permit for study purposes;
e) sends the list of accepted foreign students to the local branch of the OIF.

Duties of the institute director according to the training of the scholarship student

4.§

(1) He / she proposes to the Rector the person in charge of foreign language education.
(2) He / she ensures, with the assistance of the person in charge of foreign language education, that the sample curricula of the field by his / her competence are published in English in a way accessible to the scholarship student on the English language website (http://HDA.eu/en/training-program/);
(3) He / she participates in the admission procedure according to the Student Requirements System (hereinafter: HKR).
(4) He / she determines, in accordance with Section 53 (3) (b) of the Implementing Decree of the Act on National Higher Education (hereinafter: Vhr.) with the participation of the person in charge of foreign language education for the given academic year, subjects that can be advertised for each grade covered by the Scholarship Program.

(5) With the participation of the person in charge of foreign language courses, he / she provides information on the order of teaching, lecturers, subjects, the system of requirements and the expectations of the students within the framework of the orientation day, HDA website.

(6) Provides assistance in other professional matters concerning foreign students.

Responsibilities of the person in charge for foreign language education

5. §

(1) Participates in the preparation of the professional report of the Scholarship Program.

(2) He / she keeps in touch with the director of the competent institute (s) involved in the Scholarship Program, the institutional coordinator, and the international student administrator.

(3) Contributes to student counseling services provided to scholarship students in accordance with Annex. No.1.

Tasks of DEHP Scholarship students related to economic administration

6. §

(1) Ensures the payment of benefits related to the Scholarship Program for students who have been admitted, enrolled (established as a student) and registered for an active semester.

(2) Prepares the financial report of the HDA Scholarship Program.

Tasks of the respective administrators of Registrar’s Office in relation to scholarship students

7. §

(1) Ensures the registration of the admitted student in the NEPTUN system, the recording and management of his / her data.

(2) Provides for the issuance of supporting documents belonging to the student in Hungarian and English (for example, extract from the main form, temporary student card, certificate of student status).
Tasks of HDA related to the housing scholarship students

8. §

(1) HDA provides assistance in the placement of students participating in the Scholarship Program, if the student so requests.

(2) HDA does not have an independent higher education college, so it does not provide housing for students participating in the Scholarship Program, therefore students are entitled to the housing allowance that can be paid in the Scholarship Program.

(3) Depending on the availability of free places and the successful application procedure, the scholarship student can provided by dormitory accommodation in the public education dormitory of the Ferenc Nádasi Grammar School and Dormitory of HDA. In the case of placement in a public education dormitory, the dormitory concludes a housing contract with the student every academic year, which contains the rules of staying in the dormitory, the student's obligations, especially the obligations to compensate in case of omission or damage.

(4) HDA is not obliged to provide accommodation for the relatives of students who have received an SH Scholarship.

Other student services at HDA that are available for students participating in the Scholarship Program

9. §

(1) Scholarship students may use the following student services in the same way as students supported by the Hungarian state scholarship:

a) student services of the Vályi Rózsi Library, Archives and Dance Research Center,

b) additional health services of the Health Development Center,

c) costume library services,

d) audiovisual studio services.
IV. RECRUITMENT PROCEDURE

Submission of a scholarship application

10.§

(1) The call for applications for prospective students is published once a year on the website www.stipendiumhungaricum.hu. Student applications can be submitted directly to the Tempus on the online interface included in the call for proposals.

(2) The register on the website www.stipendiumhungaricum.hu contains an up-to-date list of the countries and territories whose (state) citizens can submit applications.

(3) It is possible to apply only for full-time trainings supported by the institutional application at the HDA in the given application year.

Admission procedure for scholarship applicants

11.§

(1) The HDA shall carry out the Nftv. and its recruitment procedure in accordance with its internal rules.

(2) The admission procedure, including institutional examinations (aptitude and practical examination and oral (professional) motivational interviews) is free of charge for scholarship applicants.

(3) For the scholarship program, HDA conducts its own institutional entrance examinations according to the HKR.

(4) The working language of the recruitment procedure is the language of the advertised vocational training.

(5) The received student applications are presented by the international student administrator is a table. This is to be sent to the directors of the institute competent to the field, the person in charge of foreign language and the head of Registrar’s Office. They set the date of auditions.

(6) The international student administrator shall notify the applicant of the deadlines related to the institutional audition procedure and shall ensure the convening of the admission committee in cooperation with the TO administrator competent in the field.

(7) The members of the audition committee are delegated by the director of the institute who is competent in the field.

(8) In the case of an entrance examination conducted in person, the applicant is obliged to appear at the HDA in attire in accordance with the examination description and with aids (eg on a data carrier prescribed for practice together with music recordings) on the notified examination day (s).

(9) For the online entrance examination, the auditioning student is obliged to provide the materials prepared in the requested manner and format to the HDA entrance examination committee by the deadline specified in the notification.
A report shall be drawn up on the entrance examination suspectively on the examination material sent online. Based on its contents, the admissions committee decides on the language skills, professional skills, and motivational and psychological skills of the applicant.

The international student administrator shall upload the final result and evaluation of the procedure to the online (DreamApply) system, converted into hundred-point scales, by the deadline specified by the Tempus. The end result of the procedure can be:

a) admitted,
b) rejected,

(c) conditional. Conditionally, only students who are unable to present documents proving their education or language skills or a valid passport and medical certificate during the procedure will be admitted.

The Board of Trustees of the Tempus shall, on behalf of the Minister responsible for foreign policy, decide on the institutional recruitment of the applicant, against which there is no appeal. The Tempus notifies the Ministry of Innovation and Technology, the scholarship candidates, the competent foreign authorities and the host institutions of the decision of the Board of Trustees.

The members of the audition board consisting of at least 3 persons:

(a) at least two members of the professional audition committee are to be delegated by the competent director of the institute in order to assess the student's professional competence;

b) an instructor suitable for assessing the student's language skills.

Rules for the admission of preparatory training fellows, other than those set out in paragraphs 1 to 4:

a) Scholarship students who have successfully completed the preparatory training to higher education may indicate the training corresponding to the specialization of the preparatory training, by a given deadline.

b) Scholarship students may continue their studies in the training for which they have been admitted and are placed higher in their application ranking, as well as in the change of specialization. The scholarship status of the students who have been admitted is continuous, it does not require a separate decision of the board of trustees, but the Tempus informs the institutions about the allocation following the admission procedure.

c) If the scholarship student does not gain admission to the training indicated at the HDA after the preparatory training, his / her scholarship will be terminated at the HDA.

V. RIGHTS AND OBLIGATIONS OF STUDENT PARTICIPANTS IN THE SCHOLARSHIP PROGRAM

Scholarship obligations at the beginning of their studies - enrollment, first registration
(1) If the scholarship holder is unable to arrive in Hungary on time (due to visa problems, family or other reasons), he / she may apply to start his / her studies in a later semester. You must send your written application to the Tempus by September 30th. If the HDA and the sending partner approve the postponement, the student can start his / her studies in the later semester designated by the HDA. In this case, the Tempus decides on the deferral requests.

(2) A scholarship holder who does not register by the 30th day after the beginning of the semester or by the deadline set by HDA (does not establish a student status) shall forfeit the scholarship. An exception to this is a student who has a deferral request accepted by the Tempus and HDA.

(3) The scholarship holder is obliged to inform the international student administrator about the expected date of his / her arrival. The deadline for arrival is 15 October in the autumn semester and 15 March in the spring semester.

(4) The fellow is obliged to open a forint-based bank account by the first day of the month following his / her arrival. Within 2 working days after the opening of the bank account, he / she is obliged to report his / her bank account to HDA via the Neptun system.

(5) A scholarship holder who has not yet reached the age of 18 and arrives in Hungary without a parent / guardian / legal representative may not open a bank account in Hungary independently, therefore he / she must apply to the Chancellor to receive his / her benefits in cash at the HDA DEHP fund.

(6) Within 15 days of the arrival of the foreign student, he / she, with the help of the international student administrator, is obliged to obtain the following documents and forward their copies to the RO:

a) a copy of the passport,

b) a copy of the residence permit (within 3 days of receiving the card);

c) tax identifier;

(d) a copy of the residence permit;

e) a power of authorization from the student to the international student administrator (also on the NEAK form).

The data of foreign students required to apply for health insurance (TAJ number) is forwarded to the NEAK by the international student administrator. To apply, the student obtain the following documents and send a copy to the RO within 15 days of the foreign student's arrival, with the assistance of the international student administrator:

a) individual TAJ number application form,

b) proof of residence (lease agreement);

c) Stipendium Hungaricum scholarship certificate;

d) TAJ application form issued by HDA.
(8) The list of TAJ numbers sent by NEAK for international student scholarship students will be provided by TAJ numbers to the study administrator responsible for the student's field of study for recording in the Neptun system. New data entered into the Neptun system is reported to the FIR, which communicates the data to NEAK. This will activate the student's new TAJ number.

(9) For supplementary health insurance for foreign language care, the scholarship student shall send the necessary documents to the international student administrator.

Obligations of the scholarship student during his / her studies

13. §

(1) During the studies, the scholarship holder is subject to the relevant Hungarian legislation in force, the Operating Rules of the SH Program, the SH Implementation Guidelines and the provisions of the HKR.

(2) Extracts of the HKR concerning student rights, obligations, the procedure of legal remedies, study and examination regulations, and student allowances and reimbursements are available in English on the HDA English website under the menu item “For students”.

(3) The scholarship student is obliged to notify the international student administrator and the person in charge of foreign language courses in written form in advance if he / she wishes to leave Hungary for a period longer than 10 days during his/her active academic year (travel home, long weekends abroad, etc.). In the case of a scholarship student’s stay outside Hungary, the provisions of the SH Implementation Guide apply to the payment of scholarship benefits.

(4) The scholarship student has to submit his / her application for the suspension of studies, in case of suspension for extraordinary reasons, to the RO with the help of the international student administrator. In the event of a suspension of the scholarship student's studies, the SH Implementation Guidelines and the HKR must be followed in accordance with the resolutions.

(5) If the legal relationship of the scholarship student is terminated, the scholarship may no longer be paid to him / her.

Obligations related to learning Hungarian as a foreign language and culture

14. §

(1) In the first year of his / her studies within the Scholarship Program, for the scholarship student studying in a foreign language undergraduate program is obliged to participate in
the Hungarian as a Foreign Language and Culture (hereinafter: MID) course provided by the institution.

(2) If the scholarship student does not fulfill his obligation under paragraph (l), the amount of his scholarship shall be reduced. The cases and extent of the scholarship reduction are detailed in the SH Implementation Guide.

(3) The detailed rules concerning the teaching of the MID, in particular the scope of the persons concerned, the procedure to be followed in the event of non-compliance by the scholarship students through no fault of their own and breaches of the institutions' training obligations, are set out in the SH Implementation Guide.

Scholarship agreement
15. §

(1) The scholarship student contracts a scholarship agreement with HDA within 30 days of his / her arrival, which must include:

   a) the training time specified in the training and output requirement for the given course, as well as based on the Nftv. 80.§ the duration of the preparatory studies referred to in paragraph 2 (d) (maximum 2 semesters as a student);

   b) the monthly amount of the scholarship specified by law and the date and method of its payment;

   c) the procedure for admission to another higher education institution;

   d) consent to data processing;

   e) the condition that the fellowship contract enters into force on the date on which the fellowship establishes a student status;

   f) arrangements for the suspension of higher education studies.

(2) The scholarship contract is terminated if the scholarship student's legal relationship is terminated, unless the student has been taken over by another higher education institution.

(3) The scholarship contract may be amended with the consent of the contracting parties and on the basis of the decision of the Tempus. Amendments to the contract must be initiated in all cases where there is a change in its content, e.g. change of profession, extension, change of study period.

Institutional, professional change and training language change
16. §
(1) A change of host institution and / or a change of program within an institution may take place on the basis of the submission and acceptance of a separate student application, at most once, at the latest at the end of the second semester of the scholarship. Applications must be submitted to the Tempus, the deadline for which is December 1 in the autumn semester and May 15 in the spring semester.

(2) It is possible to change institutions, program and languages only at the end of the semester, so that the scholarship student can start the next semester in the new institution, major or language.

(3) Upon entering the program and after the preparatory training, the allocation decision concerning the student may not be changed by a student's application for a change of profession or institution.

(4) The language of education may be changed from a foreign language to Hungarian, if the scholarship student has an appropriate level of knowledge of Hungarian. Changing from Hungarian to a foreign language is only possible in justified cases, as set out in the SH Implementation Guide.

(5) Documents to be submitted for changing institutes programs: written application of the student addressed to the Tempus, acceptance declaration of the receiving institution, written approval of the current institution and the sending party. The student must electronically submit the application for a change of program and / or institution and its obligatory annexes to the Tempus.

(6) The change of institution or program shall be assessed by the Tempus on the basis of the submitted documents, the valid work plans and the available budgetary resources. An application that is not supported by the sending party will not be supported unless the sending party is unreachable.

(7) The task of the scholarship student is to find a new training / higher education institution, to collect the requested documents. Any material costs (eg institutional administration fees) incurred in the process of preparing, submitting and submitting a student application and changing programs or institutions will be borne solely by the student.

(8) After the examination of the application for a change of program or institution, a student appeal may not be submitted.

(9) In the case of undergraduate students, the declaration of the change of institution and program shall be signed by the director of the institution competent according to the degree of the scholarship student.

(10) By signing the dismissal declaration issued at the student's own request, the student's legal relationship is terminated.

**Payments to scholarship students**

17.§

(1) The amount of scholarships due to scholarship student and other scholarship benefits are determined by the SH Rules of Procedure. The amount of the individual scholarship is
included in the scholarship agreement concluded between HDA and the scholarship student in accordance with the relevant legislation.

(2) The student receives the scholarship for the entire duration of the training, in case of full training for 12 months each year, or in the last academic year until the completion of the studies. He / she is entitled to housing allowance or dormitory accommodation throughout the scholarship period. In the case of a part-time scholarship, a scholarship and housing allowance may be paid during the part-time period.

(3) During the term of the scholarship, the scholarship student is entitled to the scholarship in each month in which the scholarship student has an active student status.

(4) The payment of the student's scholarship is the responsibility of the HDA, the payment of which is initiated by the head of the RO through the Neptun system by the Chancellor with the assistance of the DEHP by the 10th day of each month, except for the beginning month of the semester.

(5) Student benefits are paid in Hungarian forints.

(6) SH scholarships cannot be paid in advance: the scholarship is due to the student from the time of enrollment, if he / she resides in Hungary as a way of life and has an active student status, and continuously fulfills his / her student obligations.

(7) Depending on the dormitory capacity of the Ferenc Nádasi Grammar School and Dormitory of HDA, the scholarship student will receive a housing allowance or a housing allowance of HUF 40,000 per month for 12 months a year or during the part-time training. The institution pays the housing allowance in HUF together with the scholarship, with a monthly schedule.

**Extension of the scholarship period**

18.§

(1) If the fellow is unable to complete his / her studies within the training period, he / she may submit an application for an extension to the Institutional Coordinator (30 November in the autumn semester and 30 April in the spring semester), as well as to the sending partner. The institutional coordinator summarizes the applications and sends the list of proposed grants to the Tempus (by 1 December in the autumn semester and by 15 May in the spring semester).

(2) During the bachelor and master's training in Hungary, the scholarship student has the opportunity to extend his / her scholarship period in accordance with the provisions of the relevant Hungarian legislation in force. Preparatory specialization, of training following bachelor and master degree program and part-time students may not be extended.

(3) Documents to be submitted: a “Request form” signed by the fellow, explaining why it is necessary to extend it; an extract from the student's main certificate or an approval signed by the dean of the competent faculty.

(4) The Tempus shall decide on the applications for extension depending on the available funds.
Withdrawal from the scholarship

19.§

(1) If the scholarship student withdraws from the scholarship after the application process or the scholarship or renounces his / her scholarship before the end of the training period, he / she must immediately notify the sending party, the Tempus and the HDA in writing.

(2) The OIF will be notified of the withdrawal by the HDA.

VI. VISA, RESIDENCE PERMIT

Visa administration

20.§

(1) Third-country nationals shall be subject to a visa requirement which must be applied for before entry. Visa administration requires the admission decision issued by the HDA and the certificate of the scholarship issued by the Tempus.

(2) The international student administrator shall issue an admission decision to the successful students on the list sent by the Tempus after the acceptance of the scholarship and upload it to the online system for the administration of the visa and residence permit.

(3) The international student administrator shall provide the scholarship student with full information on the information and tasks related to visa administration and obtaining and extending the residence permit, as well as assist the scholarship administrator in the administration of the scholarship holder - in case of student request.

(4) The HDA, with the support of the Tempus, ensures that the scholarship student is registered by the OIF in an orderly and timely manner.

(5) The HDA shall inform the OIF within 8 days of any changes in the status of the scholarship holders.

Administration of the residence permit

21.§

(1) The data of the scholarship holders are collected by the international administrator (student affairs) and handed over to the RO administrator responsible for the RO, who records the data of the scholarship holders in the Neptun system.

(2) The student is obliged to notify the OIF of the fact of the change of the student's accommodation within 3 days. Failure to report may result in expulsion!
3. Data change

22. §

(1) In the event of loss of the travel document, residence permit, identity or registration, or other documents, as well as in the event of a change in data, the fellow must notify the competent authority of the loss, theft or destruction of the document. At the request of the scholarship student, the international student administrator may provide assistance in the administration related to the application.

(2) In all cases, changes in personal and residence data must be immediately notified to the RO-competent administrator, who will also transfer the changes to the Neptun system.

These Regulations shall enter into force on the day following their adoption.

Budapest, 28th of January in 2021.

Dr. Bolvári-Takács Gábor
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Dr. Kóczán-Győri Judit
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(translated by: Dr. Aszalós Péter)