

1.GUIDE ON POSTPONEMENT OF ENROLMENT

The Request on Postponement of Enrolment must be signed by the Faculty Coordinator.

2.GUIDE ON INTERRUPTING OF STUDIES

1.	Students complete the REQUEST FOR INTERRUPTING STUDIES form and forward it to the Faculty Coordinator for approval (completion, signature).
2.	The document is submitted to the IRO. Deadline: given by the Faculty
3.	IRO forwards the scanned copy of their REQUEST FOR INTERRUPTING STUDIES to each student.
4.	Students forward their completed REQUEST FOR INTERRUPTING STUDIES to the TPF for approval.
	IMPORTANT: Please be informed that the required documents are: <ul style="list-style-type: none">- the completed and signed REQUEST FOR INTERRUPTING STUDIES- written approval of the sending partner

3.GUIDE ON EXTENSION

1.	Students complete the REQUEST FOR EXTENSION form and forward it to the Faculty Coordinator for approval (completion, signature).
2.	The document is submitted to the IRO. Deadline: 4 May / 20 November
3.	IRO forwards the list of approved requests to TPF, then the scanned copy of their REQUEST FOR EXTENSION to each student. Deadline: 15 May / 1 December .
4.	TPF forwards the list of approved requests for evaluation to the sending partners, then collects the approval / disapproval of sending partners, make a decision, then informs the students, the sending partners and the university about the decision.
5.	The IRO prepares the new contracts with the students.
	IMPORTANT: Please be informed that <ul style="list-style-type: none">- the scholarship can be extended with a maximum of 2 semesters.- only students in their final semester and those, who show progress in their studies can apply for extension.

4.GUIDE ON CHANGE OF MAJOR

1.	Students complete the REQUEST FOR MAJOR CHANGE WITHIN THE INSTITUTION form and forward it to the Faculty Coordinator for approval (completion, signature).
2.	The document is submitted to the IRO. Deadline: 10 May / 25 November
3.	IRO forwards the scanned copy of their REQUEST FOR MAJOR CHANGE WITHIN THE INSTITUTION to each student. Deadline: 12 May / 27 November
4.	Students forward their completed REQUEST FOR MAJOR CHANGE WITHIN THE INSTITUTION to the TPF for approval. Deadline: 15 May / 1 December .
	IMPORTANT: Please be informed that the required documents are: <ul style="list-style-type: none">- the completed and signed REQUEST FOR MAJOR CHANGE WITHIN THE INSTITUTION- the request letter for major change written by the student, addressed to TPF- written approval of the sending partner

	<ul style="list-style-type: none"> - Major change can be requested maximum once per study level, within one year from the start date of the scholarship status. - The request – if relevant – should refer to the extension of the scholarship. - Major change can be requested in case of the same study level only.
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5.GUIDE ON CHANGE OF INSTITUTION

1.	Students complete the REQUEST FOR INSTITUTION CHANGE form and forward it to the Faculty Coordinator for approval (completion, signature). They also complete the Questionnaire regarding Institution Change and submit it to the IRO.
2.	The document is submitted to the IRO. Deadline: 10 May / 25 November
3.	IRO forwards the scanned copy of REQUEST FOR INSTITUTION CHANGE to each student, then forwards approved institution change requests to TPF. Deadline: 12 May / 27 November
4.	Students forward their completed REQUEST FOR INSTITUTION CHANGE, the Letter of Acceptance of the new host institution, and the approval of the sending partner to the TPF for approval. Deadline: 15 May / 1 December .
	<p>IMPORTANT: Please be informed that the required documents for interrupting studies are:</p> <ul style="list-style-type: none"> - the completed and signed REQUEST FOR INSTITUTION CHANGE - the Letter of Acceptance of the new host institution - the written approval of the sending partner - The relevant part of the SH Regulations must be studied before submitting the Request.

6.GUIDE ON CHANGE OF LANGUAGE

1.	Students complete the REQUEST FOR CHANGING THE LANGUAGE OF STUDY form and forward it to the Faculty Coordinator for approval (completion, signature).
2.	The document is submitted to the IRO. Deadline: 4 May / 4 December
3.	IRO forwards the scanned copy of their REQUEST FOR CHANGING THE LANGUAGE OF STUDY to each student. Deadline: 12 May / 12 December
4.	Students forward their completed REQUEST FOR CHANGING THE LANGUAGE OF STUDY to the TPF for approval. Deadline: 15 May / 15 December .
	<p>IMPORTANT: Please be informed that the required documents for interrupting studies are:</p> <ul style="list-style-type: none"> - the completed and signed REQUEST FOR CHANGING THE LANGUAGE OF STUDY - written approval of the sending partner - Language of studies can be changed only once during the scholarship period, after completing the 1st or the 2nd semester leading to a university degree. - The language of the study programme may be changed primarily from a foreign language to Hungarian, only in exceptional cases from Hungarian to a foreign language.