



**MISKOLCI**  
EGYETEM

DIRECTORATE FOR SCIENTIFIC AFFAIRS AND INTERNATIONAL  
RELATIONS

**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

YES

NO

NO

.....  
current SH faculty coordinator's signature, date

.....  
new SH faculty coordinator's signature, date

.....  
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 2<sup>nd</sup> 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](mailto: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