



UNIVERSITY OF PANNONIA

**ADMISSION PROCEDURE TO THE
STIPENDIUM HUNGARICUM SCHOLARSHIP
PROGRAMME FOR DOCTORAL SCHOOLS**

Approved by the University Doctoral and Habilitation Council (UDHC): 03 February 2022.

Resolution number: 20/2022. (03 February)

Entry into force: 03 February 2022.

Responsible for the maintenance of the rules: Chair of UDHC

PREAMBLE

The Study in Hungary (SiH) Board (hereinafter referred to as the Managing Board) publishes a call for applications for students to join the Stipendium Hungaricum Programme (hereinafter referred to as SHP) in every November. The call for applications for students is prepared by the SiH Directorate in close cooperation with the Ministry of Foreign Affairs and Trade (hereinafter referred to as the Sponsor) as the ministry responsible for the operation of the programme. The call for applications in English will be published on the following websites

- <https://tka.hu/>
- <https://studyinhungary.hu/>
- <https://stipendiumhungaricum.hu/>

after approval by the Board of Trustees of the Tempus Public Foundation.

The PhD studies of the successful applicants are governed by the current Doctoral Rules of the University of Pannonia and the Rules of Procedure of the relevant doctoral school. The rules for participation in the SHP, which are not laid down in this Procedure, are set out in the "Stipendium Hungaricum Programme Operational Regulations", adopted by the Tempus Public Foundation and approved by the Sponsor.

I. GENERAL PROVISIONS

1. § Scope of Rules

(1) The scope of these Rules of Procedure shall apply to doctoral students, lecturers, researchers and employees of the University of Pannonia (hereinafter referred to as the University) who submit applications under the SHP or participate in the professional and operational tasks related to the application. The scope of the procedure also extends to all persons who are not yet affiliated with the institution but who have designated the University as their host institution in connection with the Stipendium Hungaricum application.

2. § Persons responsible for the institutional management

(1) The institutional implementation of the SHP doctoral programme shall be supervised by the Chair of the UDHC.

(2) The doctoral administrator of the Education Directorate shall be responsible for the administration of the academic progress of doctoral students, and the International Mobility Office of the Education Directorate shall be responsible for the administration of all other matters.

(3) The quality of the students' research work is regularly monitored by the heads of the doctoral schools. The secretary of the doctoral schools and/or the faculty doctoral administrator is responsible for the organisation of complex examinations and defence.

3. § Submission of applications

(1) After the official call for the SHP, the university shall publish the call, the application documents and the institutional information on its website at the following address: <https://eng.uni-pannon.hu/stipendium-hungaricum/about-the-programme>. The Education Directorate shall ensure the publication and updating of the institutional information.

(2) The secretaries of the doctoral schools shall assist applicants as an institutional information service during the application period.

(3) Acceptation forms for the submission of applications shall be issued by the doctoral school concerned, subject to the approval of the candidate supervisor.

(4) Eligible applicants:

- a. The SHP is based on bilateral education agreements concluded by the Hungarian Government, i.e. only (state) citizens of countries/territories that have concluded a bilateral agreement with the Government of Hungary and if this agreement is in force in the year of the call for applications. The register on the scholarshiphungaricum.hu website contains an up-to-date list of countries and territories whose (nationals) citizens are eligible to apply.
- b. Only those who will be 18 years of age or older by 31 August of the current application cycle may apply.
- c. Only those who meet the entry requirements for the doctoral programme may apply. Documents proving that the requirements have been met (school-leaving certificate, copy of diploma, copy of language examination certificate, medical certificate) must be submitted, if necessary, as a supplementary application no later than 1 August of the relevant application cycle.
- d. Students with Hungarian citizenship (dual citizens) may not submit a valid application, as well as stateless, refugee, protected, asylum-seeking, admitted, immigrated, settled students living in Hungary who are not covered by paragraph (1) a) of Article 39 of the National Higher Education (hereinafter referred to as NFT). This clause applies not only to applicants but also to those who are granted citizenship, refugee status, etc. as scholarship holders, in which case they will lose their scholarships. The fulfilment of the statutory condition is also checked by the university and the Tempus Public Foundation.
- e. Scholarship holders who have accepted a scholarship in the previous three application cycles but have not travelled to Hungary and started their studies in Hungary and have not declared this fact by 30 September following the date of acceptance of the scholarship may not submit a valid application. Also, that scholarship holder whose application for postponement of his/her scholarship was accepted but who did not travel to Hungary at the later, amended date and did not report this fact at the beginning of the amended period by 30 January in the case of a one semester postponement and by 31 August in the case of two semesters postponement. An applicant who is in the process of postponement and has not cancelled his/her postponed scholarship by the deadline for submission of the application will be disqualified from applying for a new scholarship, but may start his/her postponed scholarship at the beginning of the modified period.
- f. Students who are continuing their studies in the SHP at the time of the call for applications and do not complete their studies before the beginning of the academic year for which they are applying may not apply. A student who has already

participated in the programme cannot apply for the same level of training, regardless of whether he/she has successfully completed his/her studies as a scholarship holder. An exception is made for students who have previously participated in the programme only as part-time students. Such students may only be awarded a scholarship for the part of the full course of study for which they have applied, less the duration of the previously finished part-time course.

- g. Applicants who have been awarded a scholarship in the previous year but have requested a deferral and do not renounce their previous scholarship by the deadline for the current application may not apply.
- h. Applicants who do not have a letter of acceptance from the doctoral school indicated in their application may not apply.

(5) An applicant may submit only one application, in which he/she may nominate a maximum of two courses, in order of priority; if more than two courses are selected, the application will be invalid.

(6) Applications must meet all the content criteria set out in the call for proposals, including all the documents required and must be submitted by the deadline specified in the call for proposals, which shall be final. The application must contain only real information. Applicants who provide false information will be immediately disqualified. If an applicant's application is rejected because of false information, the university will immediately notify the Tempus Public Foundation.

(7) Applications may only be submitted electronically via the online application system (<https://apply.stipendiumhungaricum.hu/>).

4. § Technical assessment and marking of applicants

(1) After the deadline for applications, the SiH Directorate shall carry out a technical check of the applications. During the technical check, the SiH Directorate shall verify that the submitted applications comply with the basic eligibility criteria. The results of the technical check are sent to the partner organisations by the SiH Directorate. Applicants whose applications fail the technical check will be notified via the application system of the rejection of their application and the reasons for the rejection.

(2) After the technical evaluation of the applications, the partner organisations will make the nominations. For an application to be valid, the applicant must be nominated for the scholarship by the competent authority/organisation in his/her home country. Only applicants nominated by partner organisations shall be subject to admission procedure.

5. § Admission procedure

(1) The International Mobility Office of the university shall inform the doctoral schools concerned of the start of the admission procedure and the deadlines related to the admission process after the notification of the SiH Directorate. The secretary of the doctoral school will access the application documents of nominated candidates in the SHP DreamApply application system and will carry out a preliminary check of existing documents and verify compliance with the entry requirements for the course (relevant qualifications, language exams).

(2) In the event of non-completion of the necessary documents, which cannot be replaced, or failure to meet the entry requirements, the doctoral school will formally reject the application.

(3) Doctoral school will organise an online admission interview, contact the candidates, arrange an appointment and conduct the admission test for applicants with formally satisfactory applications. A record of the interview is kept.

(4) An admissions committee of at least three persons shall be appointed by the head of the doctoral school concerned. It shall be chaired by a member of the doctoral school council.

(5) In the report of the interview shall record the score obtained by the candidate on a scale of 0 to 100 points. The following criteria shall be taken into account when scoring each candidate:

- language skills, communication skills;
- professional knowledge;
- achievements to date relevant to the research work.

The weighting of the criteria can be decided by the doctoral schools themselves, or additional criteria can be added to the above list. The criteria must be published on the website of the doctoral school.

(6) The final result of the admission procedure may be acceptable, conditionally acceptable, formally rejected and rejected. The institutions shall send the final results and evaluation of the admission procedure to the SiH Directorate, and for both admission rounds, the institutions shall record the results in the application system by the deadlines set by the SiH Directorate. The International Mobility Office of the university may set internal deadlines in relation to the deadlines set by the SiH Directorate and will inform the doctoral schools of these deadlines.

(7) In the application interface, institutions can classify the applications into the following categories:

- a. HEI: Acceptable - Positive admission result, no need to fill in gaps.
- b. HEI: Conditionally Acceptable - Conditionally admissible, the institution would admit the student if the student successfully submits the documents that are required to be completed by the deadline for completion.
- c. HEI: Formally Failed - The applicant is rejected by the university for formal reasons on the basis of the call for applications and/or input requirements. The notification must state the exact reason for the rejection.
- d. HEI: Failed - The university rejects the applicant for professional reasons or the applicant was not admitted because he/she was unavailable. The notification must state the exact reason for the rejection.

(8) In addition the final admission result, university must also record the admission score. The admission score shall not exceed 100 points. Only those candidates who successfully obtain at least 56 points out of the maximum 100 points available during the admission procedure may be awarded an HEI: Acceptable or HEI: Conditionally Acceptable result. If the score is below 56%, the candidate will be considered as having been rejected and will not be awarded a scholarship.

(9) The doctoral school may not specify any additional requirements for admission other than those published in the online system at the time of publication of the call for applications.

(10) Only applicants who, due to pending procedures, are unable to present documents proving their qualifications or language skills, medical certificates as well as copy of their passports, will be admitted on a conditional basis.

(11) The admissions committee shall send the completed and signed admission reports provided by the International Mobility Office to the SHP coordinator of the International Mobility Office. The admission results and the categories indicated in the admission report shall be recorded in the admission system by the SHP coordinator after verification.

(12) If the final results and evaluation of the admission procedure are not recorded in the online application system by the given deadlines, the SH Directorate may consider the admission result as rejected.

II. Closing and transitional provisions

These rules of procedure are accepted at the meeting of the University Doctoral and Habilitation Council of University of Pannonia by the decision no. 20/2022 (03 February). The rules come into effect on 3 February 2022.

Veszprém, 03 February 2022.

Dr. Judit Padisák
chair of UDHC