



General Information for **INTERNATIONAL STUDENTS**

Academic Year 2014–2015

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The Corvinus University of Budapest defines itself as a research university with an educational orientation, where the scientific performance of the instructors can be measured on an international scale and students can obtain diplomas comparable with the diplomas of universities with similar profiles, acknowledged and competitive on the job markets of the European Union and on a global scale. In order to achieve this goal the University decided to go towards internationalisation. Every year the University has about 1500 international students who would like to get a degree or only gather credits for their studies at their home institution. The number of international staff is growing every year. The Hungarian and foreign students study in the same international classroom, that provides an ideal meeting point for those coming from different cultures.

The University is located in the capital of Hungary, the heart of the scientific and cultural life of the country, which makes the institution even more attractive. Most of the faculty buildings are located on one of the two campuses in Budapest, although there are facilities outside the city (such as experimental farms and botanical gardens). The infrastructure of the University improved immensely in 2007 when large-scale investments were completed (such as a new educational building and enlargement of educational facilities).

As a result of the integration, the Corvinus University of Budapest was established by integrating the Budapest University of Economic Sciences, the College of Public Administration and three faculties of the University of Horticultural Science and Food Science. Since 2003, the University has operated on three campuses with seven faculties: the Faculty of Business Administration, the Faculty of Economics, the Faculty of Social Sciences, the Faculty of Public Administration, the Faculty of Food Science, the Faculty of Horticultural Science and the Faculty of Landscape Architecture. The seven faculty university adopted the new name of 'Corvinus University of Budapest' (CUB) in 2004. The predecessors of the University were leading institutions of their scientific fields in Hungary. The goal of the University is to maintain its leading position in Hungary and enhance its international reputation.

In January 2012, the Faculty of Public Administration became part of the newly established National University of Public Service; therefore the Corvinus University operates with six faculties.

MAJOR GOALS OF THE UNIVERSITY ARE

- to deliver study programmes that meet international standards and satisfy European quality requirements; this is currently justified by our position in international rankings;
- to play a valuable role in international research and innovation projects in every discipline of science in which the University is involved, with active participation from doctoral schools which in turn ensures a leading role in national curriculum development;
- to strengthen the position of the University in the international arena and to develop modern infrastructure that allows quality education and research;
- to continue with the existing study programmes that are taught in a foreign language, to launch new ones, to provide joint degrees, to increase the proportion of foreign students and lecturers and to increase participation in international research programmes.

EDUCATIONAL PROFILE OF THE UNIVERSITY

The educational profile of the University is on a par with international standards and the University enjoys a market leader position in almost all segments of its profile. In other segments where the University is not a market leader it is still a major player. Demand for all of its study programmes is considerable. The study programme portfolio of the University, in line with its vision, covers each cycle, from undergraduate programmes through to doctoral programmes and, to these programmes, high quality human resources are allocated.

Graduate programmes occupy a special place in the vision of the University as they allow the possibility to fully exploit the strengths of the institution. The goal of the University in terms of numbers of undergraduates and graduates is to reach a 50–50 split. Most of the interdisciplinary programmes come from graduate programmes and graduate programmes attract more foreign students and lecturers. The aim of the University is to host a substantial proportion of foreign students and lecturers on graduate and on doctoral programmes.

Doctoral programmes have considerable importance since a professional and internationally-acknowledged doctoral programme may enhance interest in undergraduate and graduate programmes from prospective students and encourage interfaculty and multidisciplinary research groups to be established on the basis of doctoral schools. Doctoral schools may also be sources of quality lecturers.

Post-graduate degree and non-degree courses (MBA, executive, higher level vocational training) are developed in line with the need for lifelong learning and post-graduate programmes.

Internationalisation is continuous and is recognisable in programmes that are taught in a foreign language, in joint degrees and in lecturer and student mobility programmes.

One of the aims of the University is to become an **internationally-recognised research centre**. One way to achieve this goal is to utilise the synergy generated by the high level of interdisciplinarity and to combine teaching, research and professional consulting successfully. If these goals are achieved the University will gain a decisive position in the country.

Research priorities derive from the overall aim of the University. Achieving this aim calls for more material and human resources. Preconditions are favourable, as international innovation and applied research programmes are currently underway. However, the traditions, positions and capabilities of each faculty are distinctly different.

Priorities are given to interfaculty research programmes and those where collaboration with external organisations is required. Since this would help to strengthen the internal integration of the University on the one hand, and would allow the approaching of research problems from different angles and consideration of their complexity on the other, a competitive advantage may be gained here.

A common subject of many research and innovation programmes is the **improvement of quality of life**. Research programmes in economic policy, human resource management, environmental management, social crisis management, subjective quality of life, equal treatment, food quality and safety, horticulture and produce quality, organic farming, environmentally-friendly technology, quality of the environment, open space and landscape design, landscape protection, public places design and safety all support the establishment of better living conditions through improved social, economic and environmental conditions. Thus in research and innovation the common aim of the University and its faculties is **to create a better world to live in**. Research and development activities aimed at achieving this goal have to be extended and coordinated. The contribution of faculties to research programmes comes from the professional knowledge they have accumulated in their discipline of science.

NUMBER OF STUDENTS AND STAFF: GOOD RATIOS

The number of students was 14,302 in the 2013/2014 academic year. The ratio of full time/part time students has not changed much during the past few years: the proportion of full time students has increased to some extent whereas the proportion of part time students has decreased (the ratio of full and part time students is about 80/20). The ratios of state-funded and fee-paying students are nearly 60–40%. Many Corvinus graduates occupy leading posts in the respective elite of the society. The faculties are constantly “refreshed” through the involvement of the most talented PhD students both in teaching and in research activities, thus ensuring that young teachers and researchers of outstanding capabilities are kept in the academic sphere, further enhancing and constantly improving the quality and relevance of the knowledge imparted to Corvinus students.

In 2013 the total number of the staff was 1430 (53% academic staff). The proportion of academic staff members with scientific degrees is 72 per cent of the total – a good level for Hungarian higher education. The University’s academic staff is involved in both teaching and research. They have scored notable academic successes and their articles appear in leading journals and other professional publications in Hungary, Europe and the US. The publication of specialised books of an international level has increased significantly. The teaching structure, the prerequisites for each level and the content of the degree programmes are continuously updated to meet the actual market requirements.

INTERNATIONAL PROGRAMMES

DEGREE PROGRAMMES

Bachelor programmes

A bachelor programme is generally a three-year (six semesters) study programme leading to a bachelor’s degree, which in most cases, includes a 12-week mandatory internship. Students with a fully completed secondary education allowing them access to higher educational institutions can apply for this programme. Having successfully completed the programme, students can either continue their studies at master level or enter the job market.

Master programmes

The Corvinus University of Budapest offers two-year master programmes. The minimum entry requirement is a Bachelor’s degree in a relevant field. Having successfully completed the programme, the students can obtain a Master’s degree.

PhD programmes

These programmes are designed for students who wish to carry out research work and get a PhD degree in her/his study field. Students are attached to a research supervisor from the beginning of the programme. It is the task of the supervisor to advise the PhD candidate during the course work and the research period. The degree-acquiring process includes three elements: to pass the doctoral rigorosum, to write and defend the thesis-proposal and to write and defend the final dissertation (the final dissertation must be submitted in two languages). The dissertation has to be submitted not later than the end of the fifth year from the beginning of the programme.

NON-DEGREE PROGRAMMES

Short programmes

These programmes are designed for students who are studying at other universities and would like to learn more about the country, the people and the Hungarian educational system. Students can choose from a wide variety of lectures, field trips and other social programmes. They are welcome in groups of 10-15 accompanied by a professor(s) from their home university for a period of minimum 5 days.

Preparatory programmes

Students with insufficient knowledge in Hungarian or in English and/or Mathematics can take part in a preparatory programme which will prepare them for admission to the degree programmes of Corvinus.

Partial training

The University offers an outstanding opportunity for students who are coming to Corvinus in order to achieve academic credits or simply to have a study abroad experience. These students can take part in partial training in the framework of different exchange programmes or on a fee-paying basis. The tuition fee is waived for exchange students.

Special training programmes

Special training programmes are designed for people who have a basic knowledge of the certain study field or they are already working in that area. These programmes give more detailed and latest results of the research.

Corvinus Summer School

A wide variety of courses are offered in the fields taught at the university during the summer. Participants are awarded credits after successful completing of the programme.

Degree students of the University are the regular students who entered the university in order to obtain a degree. Students may be admitted to such programmes not only on the basis of the normal admission procedure but also by transfer from other universities.

Non-degree students are regular students at other higher education institution who, for a certain period of time, generally for 1 or 2 terms, come to Corvinus to study for credits. They do not obtain a degree from the University, but the credits gained here are recognised by their home institution. Exchange students and the participants of the certificate programmes are typical non-degree students.

CUB IN INTERNATIONAL RANKING LISTS

Corvinus University of Budapest defines itself as a research university focusing on education. As a result Corvinus University puts emphasis on those ranking lists which do not focus solely on research activities, but evaluate educational excellence as well. Therefore our main priorities are QS World University Ranking, Times Higher Education Ranking, Financial Times Rankings, QS TOP MBA and Eduniversal.

World University Rankings:

- One of the most well-known ranking is the **QS World University Ranking**. In addition to research excellence, this ranking list takes into consideration internationalisation as well as institutional reputation among academics and employers. We were invited first time to provide data in 2011. In that year Corvinus University appeared on the 601-650 band. One year later the position of Corvinus was improved, and it was ranked at the **551-600** band¹, that is, Corvinus University is in the top 3% of higher education institutions in the world.

Rankings in the field of social sciences, business and economics:

- In the **QS World University Ranking** Corvinus University was ranked at the **384th** (in 2011) and **340th** (in 2012) among universities being active on the field of social sciences and management, which is also an excellent result.
- Corvinus University has been appearing on the **Financial Times rankings** since 2005. Corvinus University participates in the **CEMS**, The Global Alliance in Management Education, Master's in International Management, **MIM** programme, and our joint degree programme is among the world's top-ranked MIM programmes. In this ranking our programme of MSc in Management and Leadership and was ranked at 68th in 2013².

ranking our programme of MSc in General Management and was ranked at **67th** in 2012².

- The **QS TOP MBA** provides regional lists of business schools. In the European list, Corvinus University of Budapest was put in the category of emerging global business schools (second best category), as it was ranked **24th** (2012) and **23rd** (2011) among business schools. In 2012 Corvinus University belonged to the same category as Cranfield Business School (UK), Cass Business School (UK), Mannheim Business School (GER) and Warwick Business School (UK).³
- **Eduniversal** also provides rankings of business schools. According to the ranking in 2012, the Faculty of Business Administration at the Corvinus University of Budapest was considered as a „**four palms**“ institution, that is, top business school with international recognition (maximum five palms can be achieved). Maastricht School of Management (GER), Stockholm University School of Business (SWE), Babson College (USA) and University of Amsterdam (NED) – just to name a few – also play in the four palms league⁴.
- Most of the master programmes offered by the Faculty of Business Administration and the Faculty of Economics are also ranked by **Eduniversal**. 7 programmes are recognized with **four palms** (the highest score in programme ranking), while 10 other master programmes of Corvinus have 3 palms.⁵
- Faculties teaching economics were ranked in 2010 by **Centrum für Hochschulentwicklung** (CHE). (This excellence ranking is a one-time ranking, and it is not repeated in every year.) After a preselection phase (focusing on research), 71 European institutions were invited to provide data on teaching, research and infrastructure. Participants were awarded stars for each excellent result. Corvinus University of Budapest was awarded 3 stars in the preselection phase (mainly for research) and 1 star for excellent results in student surveys (altogether 4 stars). (For comparison: London School of Economics achieved 3 stars altogether, University of Oxford achieved 6 stars.)⁶

¹ <http://www.topuniversities.com/university-rankings/world-university-rankings/2012>

² <http://rankings.ft.com/businessschoolrankings/masters-in-management-2013>

³ <http://www.topmba.com/qs-global-200-business-schools-report-201213>

⁴ <http://www.eduniversal-ranking.com/business-school-university-ranking-4palms.html>

⁵ <http://www.best-masters.com/>

⁶ <http://www.excellenceranking.org/eusid/EUSID>; <http://www.che-ranking.de/cms/?getObject=2&getLang=de>

Rankings in the field of agriculture and forestry:

- Non-business fields are rarely ranked in specialized rankings. Global rankings, however, usually provide focused subjects rankings by narrowing their global ranking to fields and disciplines. According the **QS subject rankings, Corvinus University of Budapest** is in the first 200 universities in the world in the field of **agriculture and forestry** in 2013, as it was placed in the band of **151-200**.⁷

AWARDS

Top Network University Ranking, 2011 and 2012

In 2010 and 2011 the Corvinus University of Budapest offered the largest number of placements possibilities in Hungary.

Higher Education Quality Award 2010

The award was given by the Hungarian Ministry of Education and Culture. The aim of the award is to acknowledge high quality work in using methods of improving quality at Higher Educational Institutions and their units.

International Cooperation Prize, 2009

In 2009 the Corvinus University of Budapest was awarded with the International Cooperation Prize for the high quality institutional coordination of the Erasmus Project within the Life Long Learning Programme. The prize was given by the Hungarian LLP National Agency, the Tempus Public Foundation and the Hungarian Ministry of Education and Culture.

Coordinators' Award, 2007

The Erasmus Coordinator of Corvinus University was awarded as one of the 10 best Erasmus coordinators in Hungary in 2007.

Academic Excellence Award, 2006

Amity International Business School (India) decided to honour the Corvinus University of Budapest as a leading institution of management education having contributed significantly to making the management profession globally competitive.

E-Quality Label, 2005

European Quality Label for the high quality of the University's activity related to the Erasmus mobility programme of the EU.

⁷ <http://www.topuniversities.com/university-rankings/university-subject-rankings/2013/agriculture-forestry>

INTERNATIONAL ACTIVITIES

With its prestigious academic background, the Corvinus University of Budapest is becoming more and more an international university. The University considers it important to maintain and strengthen its existing international relations while developing new ones as well. It has agreements with more than 300 partner universities all over the world today.

The University participates in several international exchange programmes. The one with the largest mobility at Corvinus University is the **ERASMUS** programme, set up by the European Commission to enhance cooperation between higher education institutions. Through the years, it has become increasingly popular amongst students and academic staff at Corvinus University. Nowadays, the University exchanges students with nearly all member states and more than 250 universities within the European Union. In the 2013/2014 academic year there were 498 outgoing and 714 incoming ERASMUS students. All regular degree students studying at Corvinus have the possibility to apply for the ERASMUS study programme which provides a 400-600 EUR monthly scholarship and for the ERASMUS internship programme with the same amount of monthly scholarship for most successful candidates.

The Central European Exchange Programme for University Studies (**CEEPUS**) is a further exchange programme the University participates in. The CEEPUS programme promotes academic mobility in Central and Eastern Europe. The members include Albania, Austria, Bosnia-Herzegovina, Bulgaria, Croatia, the Czech Republic, Hungary, Kosovo, Macedonia, Moldova, Montenegro, Poland, Romania, Serbia, Slovakia and Slovenia. This programme is also available for international students, although applicants cannot travel to their own native countries. All selected students are provided with a scholarship for the study period.

In addition to these exchange programmes, the Corvinus University is also proud of its numerous **bilateral agreements** with highly acknowledged universities from the United States of America, Canada, Latin America, Europe, Asia, Australia, New Zealand and South Africa. In the academic year 2013/2014 there were 52 outgoing and 111 incoming "bilateral exchange" students. The overseas and other inter-university programmes are a unique possibility for those international students who are going to spend a semester outside the European Union, though no scholarship is provided for the study period.

Within the **CEMS** (The Global Alliance in Management Education) programme 40–45 students a year are given the opportunity to spend a semester at one of the most prestigious partner universities and besides their Hungarian diploma they can also obtain the highly-valued CEMS Master's Degree in International Management.

The Partnership in International Management (**PIM**) is a programme of cooperation among an international consortium of higher education institutions outstanding in their field, leaders in their region, which deliver a graduate-equivalent degree in management.

The **double degree programmes** enable the students to get the diploma of each participating universities. The Corvinus University of Budapest has a double degree programme with the following universities: Universität Passau (Germany), CAH Dronten (The Netherlands), University of Groningen (the Netherlands), University of Bamberg (Germany), European Business School (Germany), ITESM (Mexico), University of Salerno (Italy), etc. **Joint degrees** give another possibility for the students to get outstanding career opportunities throughout Europe. Although all participating universities are

involved in the curriculum development, the students are obliged to study at two different universities during their master studies.

Interested students can apply for any of the international programmes through the online Mobility System of the International Office during a given period of time in the fall or the spring semester. All applicants must fulfil the requirements of the programmes. For further information please visit the International Office.

The International Office, headed by Ms. Erzsébet VERES, facilitates the internationalisation of the University and coordinates and supervises the exchange (e.g. ERASMUS, CEEPUS and inter-university) programmes.

Address: International Office, room 205, Main Building, Fővám tér 8, 1093 Budapest.

E-mail address: intoffice@uni-corvinus.hu.

Each international programme at the University is coordinated, promoted and supported by a programme director. The programme coordinators are responsible for the administration and keep direct contact with the international students.

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EDUCATIONAL PROFILE

The Faculty of Business Administration is acknowledged to be the most prominent centre for education and research in financial management, management and organization, business, information management, business ethics, environmental management and management practice in Hungary. The high quality of education offered by the Faculty is guaranteed by the fact that each subject is taught by lecturers who are specialists in the given science or discipline, equipped with the necessary academic and practical knowledge. Teaching is carried out using the most state-of-the-art textbooks, and is based on international experience, providing an appropriate balance of theoretical and practical knowledge. The Faculty offers a number of programmes and/or courses in English, German and French to the international students who are just visiting for one or two semesters or who have successfully joined one of the degree programmes. Many of the courses taught in English and/or German are taught by foreign guest professors, who are mostly native speakers of the given language. The large number of foreign exchange students and the international student body of the Faculty's English language programmes ensures a truly international atmosphere for the students. A sign of the international recognition of our educational and research activity was the fact that in November 1996 the University became a member of the CEMS (The Global Alliance in Management Education). We are the only educational institution in Hungary and the first in the Central and East European region to become a member of this organization. Today, CEMS is the global league of leaders on the pre-experience Master's market and it cannot be equalled in terms of reputation of its members: 28 world-class academic institutions collaborate together with more than 70 corporate partners and 4 social partners to offer international, postgraduate students a unique blend of high quality education and professional experience. 40-45 students a year are given the opportunity to spend a semester at one of the most prestigious partner universities and besides their Hungarian diploma they can also obtain the highly-valued CEMS Master's Degree in International Management. The Faculty of Business Administration is also a member of PIM, EDAMBA, EFMD and CEEMAN.

In May, 2009 the Executive MBA programme and the BA in Business Administration and Management was accredited by the International Accreditation Committee of EPAS (European Program Accreditation System) for three years and for five years respectively. In May, 2012 the accreditation of the Executive MBA programme was renewed for an additional three years. That means a big step to achieve the University's international objectives.

The Faculty of Business Administration of the Corvinus University of Budapest is the first in Hungary being accredited within the EFMD (European Foundation for Management Development) programme accreditation.

Currently, FBA offers the following degree programmes in English:

- BA in Business and Management
- BA in International Business
- CEMS MIM (Master in International Management)
- a bachelor double degree programme jointly with the European Business School (Germany)
- a bachelor double degree programme jointly with ITESM (Instituto Tecnológico y de Estudios Superiores de Monterrey, Mexico)

- a master double degree programme jointly with Dronnten Professional Agricultural University (the Netherlands)
- a bachelor double degree programme with EBS University (Germany)
- a master double degree programme with ESSCA-Angers (France)
- European Master in Sustainable Regional Health Systems (jointly with the University of Deusto, University of Vilnius and the University of Verona)
- European Master in Agricultural, Food and Environmental Policy Analysis (jointly with the Swedish University of Agricultural Sciences, the Rheinische-Friedrich-Wilhelms Universität, the Université Catholique de Louvain and the Universitat Politècnica de Catalunya)
- Master of Business Administration
- Executive MBA

The Faculty has bilateral agreements with a number of well-known American universities and educational organisations (e. g. University of New Hampshire, DePaul University, Michigan State University, Indiana University, CIEE, API, AIFS), European (e.g. International School of Management Dortmund, Belgian Economische Hogeschool Sint-Aloysius) and Central American (ITESM – Instituto Tecnológico y de Estudios Superiores de Monterrey) universities.

In addition to encouraging students to participate in semester-abroad programmes, the Faculty of Business Administration is also well prepared to host students for one or two semesters from other universities. Regular students with good academic standing can pursue part-time studies within or outside the frame of the Erasmus programme at any of the Faculty's over to 140 partner universities.

Students graduating from the Faculty are highly valued in today's job markets, equipped as they are not only with high-quality, internationally accepted academic knowledge and personal experience in living and working in a truly multicultural environment, but also with the special advantage of an in-depth understanding of the processes going on in Hungary, Central Europe and the European Union.

STUDY PROGRAMMES FOR INTERNATIONAL STUDENTS

CEMS MIM – THE GLOBAL ALLIANCE IN MANAGEMENT EDUCATION – MASTER'S IN INTERNATIONAL MANAGEMENT

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ACADEMIC MEMBERS OF CEMS

- Aalto University School of Economics (AALTO)
- Copenhagen Business School (CBS)
- Corvinus University of Budapest (CUB)
- ESADE (ESADE)
- Faculdade de Economia da Universidade Nova de Lisboa (NOVA)
- Fundação Getulio Vargas – EAESP (FGV-EAESP)
- Graduate School of Management, St Petersburg State University (GSOM) – HEC Paris (HEC)
- HKUST Business School (HKUST)
- Indian Institute of Management Calcutta (IIMC)
- Koç University (Koç)
- Keio University (KEIO)
- London School of Economics (LSE)
- Louvain School of Management (LSM)
- National University of Singapore (NUS)
- Norwegian School of Economics & Business Administration (NHH)
- Richard Ivey School of Business (Ivey)
- Rotterdam School of Management, Erasmus University (RSM)
- Stockholm School of Economics (SSE)
- UCD Michael Smurfit Graduate Business School (UCD)
- Università Commerciale Luigi Bocconi (UB)
- University of Cologne (UoC)
- University of Economics, Prague (VSE)
- University of St. Gallen (HSG)
- University of Sydney (USYD)
- Universidad Adolfo Ibáñez (UAI)
- Vienna University of Economics & Business (WU)
- Warsaw School of Economics (SGH)
- Tsinghua University School of Economics and Management (TSEM)

The purpose of CEMS MIM is to provide its students with a management education programme that sets a Pan-European standard of excellence. Therefore to those who meet all the academic requirements of the programme, including completion of the special one-year programme, a semester abroad at one of the partner universities, an internship abroad – assistance provided by over 70 Corporate Partners – and proficiency in at least three European languages, the **CEMS Master's Degree in International Management** (CEMS MIM) will be awarded, in addition to the degree of the home institution. This degree programme is an opportunity for the students to bridge university education and internationally active corporations. It provides an arena where tomorrow's leaders will develop and learn the dynamism of business life.

CEMS MIM ELIGIBILITY

CEMS MIM students are admitted from the following Corvinus Master programmes:

From the Faculty of Business Administration:

- All MSc and MA Programme (full time)

From the Faculty of Economics:

- MSc in Finance
- MSc in International Economics and Management

This means that CEMS MIM degree is only awarded upon completion of one of above Master programmes.

THE CEMS MIM ONE-YEAR PROGRAMME

Ongoing Language Training and Skill Seminars

CEMS week-long blocked seminars: an academic and culturally intensive experience is an ideal starter into the programme. Seminars are managed by interdisciplinary, inter-university teacher teams and provide an opportunity to debate and discuss innovative management topics from different cultural standpoints.

CEMS courses: Co-designed by professors and professionals, the courses focus on both theoretical knowledge and business related aptitudes indispensable to excel in business. Students are expected to take core and elective CEMS Courses.

Skill Seminars provide training in the practical skills essential to kick-start an effective professional career and fundamental to adjust easily to an international management environment.

Business Projects: Based on consultancy-like project work students will be part of a team of international students to solve a real business problem. The project is overseen and tutored by a company and a professor in parallel. In 2010 Business Projects were offered by Budapest Bank, HILTI Corporation, Nokia Corporation, Procter & Gamble and Roland Berger Strategy Consultant.

Language Training: Speaking the relevant foreign language is essential if managers are to work effectively abroad. The CEMS MIM is thus rigorous in its testing the language abilities.

Corvinus provides a CEMS accredited language course in English, and a special CEMS preparatory language course in German language.

DEUTSCHSPRACHIGER STUDIENGANG IN BETRIEBSWIRTSCHAFTSLEHRE – DOPPELMASTERPROGRAMM (GERMAN SPEAKING BUSINESS PROGRAMS)

(in Zusammenarbeit mit der Fakultät für Wirtschaftswissenschaften der Universität Passau)		
Wissenschaftliche Direktoren	Prof. Judit SIMON	judit.simon@uni-corvinus.hu
	Prof. Niklas WAGNER	niklas.wagner@uni-passau.de
	SPRECHSTUNDE	Dienstag: 13.00 – 15.00
	Büro	3. Stock, Zimmer 313
Programmkoordinatorin	Frau Eszter VADÁSZ	dsg@uni-corvinus.hu eszter.vadasz@uni-corvinus.hu Tel.: +36-1-482-5150
	ÖFFNUNGSZEIT	Montag – Donnerstag: 9.00 – 12.00 und 13.00 – 16.00 Freitag: 9.00-12.00
	Büro	3. Stock, Zimmer 318.

Der DSG ist Ergebnis der langjährigen Kooperation zwischen der Corvinus Universität Budapest und der Universität Passau. Seit 1993 wird er maßgeblich vom Auswärtigen Amt der Bundesrepublik Deutschland über den Deutschen Akademischen Austauschdienst (DAAD) gefördert. Das Programm ist ein fester Bestandteil des Lehrangebots an der Corvinus Universität Budapest. Ziel ist es, ungarischen Studierenden neben ihrem regulären Studium die Möglichkeit zu bieten, ihre betriebswirtschaftlichen Kenntnisse in deutscher Sprache zu vertiefen. Aufgrund des hohen Anklangs, den der DSG bei ungarischen und deutschen Unternehmen gefunden hat, können die Studierenden durch die Teilnahme am DSG zudem eine praxisrelevante Zusatzqualifikation erwerben. Der DSG richtet sich vorwiegend an Studierende der Corvinus Universität Budapest, es besteht aber die Möglichkeit auch für Austauschstudenten Fächer zu wählen und an den Lehrveranstaltungen teilzunehmen.

Die Lehrveranstaltungen finden ausschließlich in deutscher Sprache statt. Sie werden von Budapester und Passauer Dozenten gehalten.

Programm für Bachelor-Studierende: der Studiengang bietet ein Programm für Bachelor Studenten an, das Programm umfasst die Pflichtfächer Allgemeine Betriebswirtschaftslehre, Allgemeine Volkswirtschaftslehre, Grundlagen von Marketing, Organization und Investition und Finanzierung, sowie die Pflicht-Wahlfächer Betriebswirtschaftliche Entscheidungstheorie, Steuerlehre, Marktforschung, Kostenrechnung und Bilanzierung und Wirtschaftsinformatik. Nach Abschluss des Bachelor Studiengangs erhalten die Absolventen ein Zertifikat über die erfolgreiche Teilnahme am DSG sowie ein von allen beteiligten Lehrstühlen gemeinsam ausgestelltes Zeugnis über die erbrachten Leistungen.

Programm für Master-Studierende: der Studiengang bietet Master-Kurse in deutscher Sprache an, die wichtigen Gebiete der Betriebswirtschaftslehre umfassen: Management Control System, Marketing

Management und Forschung, Strategisches Human Ressourcen Management, Internationale Rechnungslegung, Lieferkettenmanagement, Management Multinationaler Unternehmen, Investition und Finanzierung für Fortgeschrittene, Strategisches Denken. Die Kurse können von Studierenden von allen Master-Programmen anstatt den entsprechenden Kursen in ungarischer Sprache aufgenommen werden.

Doppelmaster-Programm seit 2010: im Jahre 2010 haben sich die Universität Passau und die Corvinus Universität Budapest entschieden, ihre Master-Programme so abzustimmen, dass ihren Studierenden der Erwerb zweier Mastergrade ermöglicht wird.

Die teilnehmenden Studierenden können jeweils einen Mastergrad der Universität Passau in „Business Administration“ und in einem der zwei Masterprogramme der Corvinus Universität („Master of Business Administration“, „Marketing“) erwerben. Es können zukünftig weitere an der Corvinus Universität Budapest angebotene Master-Programme einbezogen werden. Das Programm beruht sich auf dem Prinzip der voller Anerkennung der Leistungen an den beiden Universitäten. Über die Gleichwertigkeit von Lehrveranstaltungen und die Zuordnung von Lehrveranstaltungen zu Schwerpunkten oder Modulgruppen werden von der jeweiligen anerkennenden Universität durch die verantwortlichen Fachvertreter Learning Agreements vor Erbringung der Leistung ausgestellt.

PROGRAMMES COORDINATED BY THE INTERNATIONAL STUDY PROGRAMS OFFICE

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BA in Business and Management

The programme – the to date only internationally (EPAS) accredited bachelor level business programme in Hungary. The programme, taught in English, is aimed at students who, following their studies, wish to achieve a career in international business and consists of the following blocks: foundation courses – mathematics, computing, etc, general business courses, specialization business courses, elective courses. The teaching methodology focuses on a combination of lectures (to provide the necessary theoretical knowledge required) and seminars (where students can apply the theory in practice). Seminars include interactive discussions, small group work, student projects and presentations, case studies and other business problem related issues. In addition to business, economics and social science elective courses, students are also offered the possibility to study foreign languages. The curriculum thus provides a sound theoretical basis for the students' future career, as well as combining theoretical knowledge with hands-on practice. In the course of the programme, students will complete a one semester long internship in a company where they will have the opportunity to apply their knowledge in real life. Apart from providing a variety of job opportunities, the Bachelor of Arts degree in Business and Management also entitles students to pursue further studies at master level.

BA in International Business

The programme, taught in English, consists of four major building blocks: foundation courses, general business studies, international business studies and specialist options (International Business, European Studies and World Economy – Multinational Corporations). The teaching methodology is highly skill development based and focuses on the practical use of the acquired knowledge. This includes interactive discussions, small group work, student projects and presentations, case studies and other business problem related issues. Due to the international orientation of the programme, students will have the opportunity to take two foreign business languages. In the course of the programme students will develop their skills and obtain business experience during a one semester long internship at a company or institution.

Partial Training

Regular students of other higher education institutions have the opportunity to spend one or two semesters at Corvinus University in order to obtain credits, meet international students and get acquainted with different people from other cultures. The credits obtained here are counted towards the students' degrees at the home universities. The system is flexible, making it possible to construct programmes to suit individual needs. A wide variety of courses is offered in English, German and French in all subject areas taught at the university. The students can mix the courses which are offered by the different faculties.

Short Programmes

A wide variety of possibilities are offered in the fields of economics, business, political science, sociology, education and tourism. Depending on the topic of the programme the students take part not only in lectures given by renowned Hungarian professors and experts in the field of their choice, but are also invited to have lunch with business executives, with important participants in Hungarian academic and political life, with school directors, children psychologists, hotel managers etc. where they can have an informal panel discussion. They make also site visits to internationally recognised companies, museums, Hungarian police, schools, hotels, etc. Field trips and voluntary social work opportunities are also organised, depending on students' requirements and interests.

PHD PROGRAMME IN MANAGEMENT AND BUSINESS ADMINISTRATION IN ENGLISH

The PhD programme in Management and Business Administration aims to prepare students to carry out high quality research in management and business related areas. In order to achieve this goal PhD students take courses in research methodology and subject area topics. These courses are designed to inform students of the latest research in that area. During the seminars interactive discussions are held with active participation of students. Each course ends with an exam. After completing the course work PhD candidates go through a comprehensive rigorosum as part of the requirements for the doctoral degree.

PhD candidates need to demonstrate their ability to conduct high level research work. The dissertation has to include empirical research. The dissertation has to be defended in front of a committee during an open session.

FACULTY OF ECONOMICS

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EDUCATIONAL PROFILE

The Faculty of Economics at the Corvinus University of Budapest is the flagship institution in the education and research of economics in Hungary. Combining excellence in research, teaching and learning, our Faculty is one of the most popular and populous faculties at Corvinus University of Budapest, with more than 1500 enrolled students and around 140 academics.

The Faculty gained a reputation as a leader in the home country and abroad for offering high quality programmes and diverse courses. In 2009, it was ranked 6th in the field of economics by the Financial Times and, in the same study of 4000 European institution of higher education (the Center of Higher Education Development, CHE), it qualified as a member of the Excellence Group.

The Faculty of Economics has long-standing relationship with almost all of the major European and overseas universities. As the country's leading institution in the education of economics, our Faculty has close contacts with the most well-known and highly prestigious universities and their faculties of economics both in and outside of the EU. Besides our double degree programmes with University College London, (UK), Groningen University (The Netherlands) and Bamberg University (Germany), double degree programmes with Radboud University Nijmegen (The Netherlands), University of Ljubljana (Slovenia) and Moscow State Institute of International Relations (Russian Federation) are to be launched in the near future.

The Faculty of Economics hosts several dozens of undergraduate and graduate students every year from every part of the world, in particular from the European Union, Eastern Europe, North America, North Africa, Middle East and the Far East. Students who choose our Faculty will have the chance to follow full degree programmes, double degree programmes, certificate programmes or single courses, which will enable them to acquire a sound knowledge within the field of both theoretical and applied economics, with a specific focus on understanding policy decisions and the policy-making process in Central and Eastern Europe, the European Union and the global economy.

The Faculty embraces over a dozen departments and organisational units that focus on both the general subject areas of economics such as Microeconomics, Macroeconomics, International Economics and Quantitative Methods, and also on the more specified fields of Development Economics, Institutional Economics, Game Theory, Labour Economics, Political Economy, Comparative Economic Systems, World Economics or Transition Economics. The Faculty also has a strong unit with several departments dealing with Mathematics, Actuary Studies, Statistics and Computational Sciences.

The Faculty of Economics has established contacts with more than 65 universities all over the world. Co-operation can take the form of student exchange (study semesters, completion of a master's thesis), teaching staff exchange (permanent or short-term lectureships, guest lecturers), administrative staff exchange, or double degree programmes. Faculty of Economics also welcomes visiting teachers, lecturers and experts to enrich our curriculum by teaching in our degree programmes in their own fields of expertise. The Faculty offers more than 60 English-language courses. A number of these courses were offered in an intensive form by the following visiting professors: Carlos Páscoa Machado (University of Minho, Portugal), Ercan Gündogan (Girne American University, TRNC), Gábor Lukács (Oxford Brookes University, UK), Geert Bouckaert (Catholic University of Leuven, Belgium), Grzegorz W. Kolodko (University of Warsaw, Poland), Gulshan Sachdeva (Jawaharlal Nehru University, India), Hina Khan (Northumbria University, UK), Mary Kaldor (The London School of Economics, UK), Peter Herrmann (Cork University, Ireland), Stephan J. Wirtz (University IFM, Switzerland), Walter Vanthielen (Hasselt University, Belgium) and Wenzel Heinz-Dieter (Bamberg University, Germany).

This multidisciplinary character, along with the heterogeneous research interests, is indeed one of the greatest assets of our Faculty.

„Corvinus University expresses the richness of the Hungarian culture and uniqueness of Budapest. Here you can find students that come really from all over the world including the Middle East and Central Asia. We demand from the students to be curios, engage in discussions and take time to participate in the Hungarian culture. It is all about studying faces and books in a stimulating environment.“

Stephan J. Wirtz, professor, University of IFM, Switzerland

The guiding principle at the Faculty has always been to ensure quality training and research in the field of economic theory and economic policy, with an emphasis on creating and further developing the curriculum and continuing the traditions of the methodologically demanding training of economists. The Faculty of Economics participates in the training of students of other faculties as well, and it is actively involved in the process of the transfer and development of general theoretical, functional and methodological knowledge in the field of economics. The Faculty offers a wide range of relevant topics in the fields of world economy, the European Community and the CEE region, thereby providing the necessary knowledge for those individuals who wish to embark on a career in international or domestic institutions of economic management or governmental agencies. The Faculty has developed very close working relationships indeed with industry, the banking sector, relevant professional organisations, the government, NGOs and international institutions. Thanks to the high-level qualifications in theoretical and applied skills in economics, our graduates are extremely well placed to find exciting, rewarding positions in prominent private sector companies or in any of the major public sector policy agencies. Many of our graduates find jobs at the international institutions of the EU or the UN.

STUDY PROGRAMMES FOR INTERNATIONAL STUDENTS

Administration	
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Master of Arts in International Economy and Business

The aim of this programme is to train graduates with a thorough understanding of the processes of international economy, ranging from the fields of international business and economics to international politics and international law. This qualification should be attractive to students seeking analytical and business skills in an international context.

„Before I came to Corvinus, I was looking for a university that has an international atmosphere, that has an acceptable tuition fee and that can contribute to my future career goals. Now, I am here studying at Corvinus and have all the things I wished for: our instructors provide a high-level of education in the programme, I can afford the tuition fee and my classmates are from many different parts of the world. The Programme really has an international atmosphere and I feel lucky that I have the chance to be here!“

Seyed Abtin Salehi (Iran)

The core content of the programme reflects the increasing globalisation and continuous evolution of international economics and business management. Besides giving a sound methodological foundation in statistics and micro- and macroeconomic theory, the programme addresses the main aspects of the global economy: trade, finance, factoring and information flows, multinational corporations, corporate strategies, international organisations, development, regionalism and integration, intellectual property, etc.

During the first year, the MA programme provides catching-up courses in economic theory and quantitative methods, while also introducing students into International Business Economics, International Political Economy, Development Economics and International Financial Markets.

From the second year onwards, students have to select one of three specializations:

- **International Economic Analysis**
- **Comparative European Economic and Business Studies.**
- **International Development**

By taking the International Economic Analysis specialisation, students can follow International Trade Policy, International Macroeconomic Policy, and International Business Strategy, and so on.

The Comparative European Economic and Business Studies specialisation, on the other hand, offers European Business Strategies, European Development and Regional Policy, Comparative European Economic Policy, among other courses.

The International Development specialisation offers courses, as for instance, Global Security Studies, Global Values and Development and International Development Policy.

Master of Arts in Public Policy and Management

The aim of this programme is to train graduates who can apply their practical and theoretical knowledge in economics, social sciences, management, and law to solve and analyze issues in public policy and state administration.

- During the first year, the MA programme provides catching-up courses in Public Economics and Public Policy Analysis, while also introducing students into Advanced microeconomics, Advanced macroeconomics and Econometrics.
- From the second year onwards, students have to select one to the two specializations Public Policy Analysis or Public Management.

- By taking the Public Policy specialization, students can follow Public Policy Process, Comparative Public Policy and Public Financial Management.
- Public Management, on the other hand, offers Information management in the public sector, Human resource management in public service and Public Financial Management, among other courses.

IMESS – International Master in Economy, State & Society

Degree (double): International Masters in Economy, State & Society – UCL

Master of Arts in International Relations – Corvinus University

IMESS wishes to attract the brightest international students who would like to gain an in-depth understanding of the economies, states and societies of the expanding European region. Besides giving students the chance to develop cultural and linguistic knowledge about the wider European region, the main objective of the programme is to provide students a combination of discipline-based area studies and rigorous research methodology training. One of the great advantages of the programme is that it not only guarantees high-quality tuition but it also gives students the rare opportunity to gain first-hand experience both in Western and in Central or Eastern Europe. Although the programme specifically focuses on the Central and Eastern European region, the discipline-based skills it helps to acquire are generic. Therefore, IMESS gives students a global skill set suitable for entering a career in the private or public sector or for developing a research career in the academia.

„Corvinus University of Budapest exactly offers a unique opportunity to study economics in a university institution with an excellent academic reputation, while enjoying the cultural, social and recreational facilities of one of the most beautiful Central European capital cities.“

Diana Rossikhina (Russia)

In the first year, students study at University College London. They take two courses in area research methodology and a number of specialist electives in their preferred study track.

In the second year at Corvinus University, students continue to have special electives in their preferred study track, and take courses in area research methodology. Emphasis in the second year is especially on producing the MA dissertation. Besides the supervisor from University College London, students are assigned an adviser from Corvinus University as well.

In the two years of IMESS, students are required to gain a minimum of 12 ECTS and a maximum of 24 ECTS in one of the following foreign languages: Hungarian, Czech, Polish, Russian, Finnish, Estonian, or Serbian.

The IMESS programme stresses the importance of combining academic training with real-life practice and, therefore, encourages students to work as interns during their studies. In the two years of IMESS, students have internship opportunities at the associate partner institutions of the IMESS consortium.

European Master's in Public Administration – EMPA

This is a one-year Master Certificate programme provided by the Center for Public Affairs Studies (CPAS) of the Faculty of Economics at the Corvinus University of Budapest.

Students enrolled to the MSc in Public Policy and Management offered by the Faculty of Economics can complete the EMPA-Budapest programme in the second year of the MSc programme, since

equivalency between EMPA and selected MSc courses is given. It means that graduating students get an MA in Public Policy and Management from the Corvinus University and a Certificate jointly signed by these EMPA partners.

The EMPA programme is offered by a network of twelve different universities. Besides CPAS the following institutions are involved:

- Katholieke Universiteit Leuven (Belgium),
- Deutsche Hochschule für Verwaltungswissenschaften, Speyer (Germany),
- Institut d’Etudes Politiques de Paris (France),
- Tallin University of Technology (Estonia),
- University of Liverpool (the United Kingdom),
- University of Vaasa (Finland),
- Rijkuniversiteit Leiden (the Netherlands),
- Erasmus Universiteit Rotterdam (the Netherlands),
- University of Bocconi (Italy),
- University of Geneva (Switzerland),
- Université Catholique de Louvain (Belgium)

This programme is designed for students enrolling to the MSc in Public Policy and Management at Faculty of Economics or arriving from the universities of the EMPA network.

MCP in Economic and Public Policy in Central and Eastern Europe

Master certificate programmes (MCP) provide a one-semester long (14 weeks) education for 30 credits, combining compulsory and elective courses. A certificate will be awarded after the successful completion of any of the two programmes.

The aim of the one-semester programme is to provide students with the most updated and relevant knowledge on the CEE region and its economic and political transformation, and its integration into the European Union and world economy. Besides a strong policy-oriented approach, the course also provides theoretical training, relying on the latest research in International Political Economy and Transformation Economics, and it also builds upon the theoretical tradition that has made Hungarian economic research well-known throughout the world – just to mention Mr. János Kornai or Mr. György Lukács.

Topics cover Integration and Transformation of CEE, Globalisation from the perspective of Central and Eastern Europe, Economic Policy and Public Finance in Transition, Quantitative Methods in Transformation Studies, Public Policy Process in CEE, EU Economic Policies, etc. As the topics reflect, the basic aim of our Faculty is to provide education for foreign students in the field of Hungarian and Central and Eastern European economic policies embedded in a European and global context. The basic techniques and methods that students have learned at their home institutions will be applied to specific problems facing Central and Eastern Europe. Even those students who are absolute beginners in Transformation Economics or Comparative Political Economy will find our courses appealing, since our enthusiastic academic staff educate students on the most important concepts, methods and practical issues of economic and public policy.

FACULTY JOURNAL

The aim of the Faculty's bilingual economic quarterly, *Köz-Gazdaság* (Theory and Practice of Economics) is to publish highly relevant and useful materials for experts and students in the field. The journal focuses on the most relevant theoretical and policy-related issues in economics and public administration, especially those that can attract the interest of Hungarian and other Central and Eastern European readers. Since the Faculty would like to ensure that the papers selected for publication are of high quality, the journal has its own quality assurance mechanism, which means in practice that the work of the editors is assisted by a Scientific Committee and a Board of Advisors. The former consists of leading Hungarian economists, while the latter comprises distinguished foreign experts.

FACULTY OF SOCIAL SCIENCES

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EDUCATIONAL PROFILE

<http://tkar.uni-corvinus.hu>

The Faculty of Social Sciences has been rated to be the country's leading university institution for study of the social sciences. The staff's outstanding teaching quality and the innovation of its research are responsible for the academic reputation. Departments explore theoretical developments and apply social science research to practical concerns in teaching. The four institutes are centres for undergraduate, graduate and postgraduate programmes. We pride ourselves as having an important role in training teachers, including future university teachers. We not only conduct research in the social science but also encourage our researchers to collaborate with other internationally renowned universities and extend the boundaries of social science research across disciplines. Organisationally the structure of the Faculty of Social Sciences includes the Centre of Foreign Language Education and Research serving the students of economics, business and social sciences and other organisational units, too.

The Faculty of Social Sciences awaits primarily those students who – besides economic issues – are interested in diplomacy, foreign relations, and the process of European integration, moreover the issues of Hungary's Euro-Atlantic integration, the political sphere, the social processes and problems, public opinion poll, social security, applied social research and political science. Based on previous experiences, the Faculty's graduates can get excellent jobs at various organisations.

INTERNATIONAL RELATIONS

The Doctoral School of International Relations is in contact with American and Central-Eastern European organisations of institutions specialised in diplomatic studies. *The Doctoral School of Political Science* participates in the activity of CEPSA (Central European Political Science Association) and is a member of ECPR (European Consortium for Political Research). In 2005, both international organisations held their general conference in Budapest. *The Doctoral School of Sociology* – together with seven other

European higher education institutions – participates in an EU tender supporting the exchange of PhD students. The Doctoral School of Sociology has also established educational and scientific relations with German, Dutch and Finnish universities. Among the forms of international cooperation established so far, it has to be highlighted that together with foreign partner institutions, the Institute of Sociology and Social Policy was one of the initiators of the Joint European Master in Local Development (CoDe) and it also participates in the educational activity of the programme. Similarly the long-time relations between the Diplomatic Academy of Vienna and the Institute for International Studies also have to be emphasized, which enable Hungarian students to go on a study tour there every year. In recent years, educational cooperation and student exchange have also been established between the Institute for International Studies and some French institutions of higher education. The Institute of Sociology and Social Policy – in cooperation with several Western European partner institutions – submitted numerous curriculum development tenders and an Erasmus Mundus tender in the field of economic anthropology. The Institute for Political Science has excellent relations with the University of Glasgow, one of the results whereof was a successful Erasmus tender.

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BA in Communication and Media Science

The Communication and Media Science BA program in English offered by Corvinus University of Budapest (CUB) will be the first and only of its kind in Hungary. It offers the opportunities and advantages associated with international study programs taken abroad. Our courses provide outstanding prospects for everyone who wishes to do or manage professional or academic work in the area of communication and media.

Students receive extensive training in the processes, organisations, practices and effects of public communication as well as traditional and new media. They are also introduced to the most up-to-date international practices in the methodology of communication research, enabling them to study and analyse communication and media phenomena. Our students will be fully prepared for designing, organizing, managing and conducting complex (media) communication tasks globally.

More information: <http://mki.uni-corvinus.hu>

BA in International Relations

CUB's Bachelor of Arts in International Studies is a three-year English-language program training "International Relations Experts" as future specialists of regional and international affairs with a comprehensive understanding of world politics and international relations.

The program is hosted by the Institute for International Studies where students have the opportunity to choose from a selection of area specialist as well as language courses to build up a useful portfolio. In addition, the program has a multidisciplinary scope with strong IR, international legal, historical and world economics dimensions, with a solid background in the social sciences and a special focus on the European Union.

CUB's Bachelor of Arts in International Studies offers ideal preparation for those who wish to pursue a career in public administration, international and regional institutions, NGOs or multinational companies based or operating within Central and Eastern Europe, but it does provide a more global outlook at the same time.

More information: www.diplomacia.hu

BA in Sociology

The Sociology BA program offers an extensive training in sociology and related social sciences, social science research methods, and the sociology of inequalities. At the end of their studies, they will

be able to understand the causes and consequences of social problems like poverty, inequality of opportunity and social conflicts which characterize today's societies. The program has a global outlook; it focuses on the comparative aspects of social development and social change.

The program accepts the admittance of a small group of students, which makes it possible to devote focused attention to the individual development of each student with regard to their skills and knowledge, to have interactive discussions at the classes, to have feedback-based structuring of courses; moreover, it creates a friendly atmosphere at the lectures and seminars. Classes in research methods are heavily oriented towards the development of problem-solving skills.

Graduates will be able to assist social research and the management of research projects. They can pursue a career in academic research institutes, as well as opinion and market research institutes. Graduates interested in social policy and equality of opportunity will be able to work in government and non-governmental organizations to assist the planning and assessment of social policy interventions. In addition, graduates will have sufficient knowledge in theory and research methodology to continue their studies at the MA level.

More information: <http://sociology.uni-corvinus.hu/>

MA in International Relations

CUB's Master of Arts in International Relations is a two-year English-language program training future specialists of regional and international affairs. It is ideal preparation for those who wish to pursue a career in public administration, international institutions, NGOs or multinational companies based or operating within Central and Eastern Europe.

The program is hosted by CUB's Institute for International Studies. It has a multidisciplinary scope with strong IR, international legal and world economics dimensions. A solid background in the social sciences and a variety of generalist courses are offered, as well as a focus on EU affairs and Central and Eastern Europe's interaction with the wider context of world politics and the global economy. The emphasis is on training students empowered with the analytical (interpretive, critical thinking and problem-solving) skills that enable them to use knowledge for practical purposes.

More information: www.diplomacia.hu

Joint European Master in Comparative Local Development – CoDe

The Corvinus University of Budapest (Hungary), coordinator, the University of Ljubljana (Slovenia), the University of Regensburg (Germany) and the University of Trento (Italy) in collaboration with the Russian State Social University (Russia), the University of Belgrade (Serbia), the University of North Carolina at Chapel Hill (USA) and the Tshwane University of Technology (South Africa) with the support of European Commission, offer a Joint Master's course degree.

Master CoDe main objective is to provide participants with the necessary knowledge and skills for introducing, supporting and co-ordinating processes of change and transformation at local level. The focus of the program is local development, with the following characteristics: public, private and nongovernmental actors are the fundamental agents; social stability and economic prosperity are pursued, in conformity with the European standards and best practices. The general approach is comparative and interdisciplinary.

More information: <http://master-code.uni-corvinus.hu>, <http://web.uni-corvinus.hu/szoc/code.php>

PhD in Sociology

The PhD program in sociology aims to prepare students to carry out high quality research in economic sociology and related social areas. In order to achieve this goal we offer courses in sociological theory, methodology, stratification, economic sociology, and subject area topics. PhD students are supposed to take part in research seminars from the beginning, where their topic is discussed and developed.

The program includes the following specialization areas:

Economic sociology – Migration studies – Financial culture of everyday life –
Corruption and social norms – Subjective well-being – Information technology and society –
Local society – Unemployment – Labour market – Social policy –
Social aspects of European integration – Elites – Entrepreneurship –
Deliberative and experimental methods – Networks, trust and social resources

The work of the PhD student is controlled by a tutor, whose task is to advise the PhD candidate during the research. The degree-acquiring process includes three elements: to pass the doctoral rigorosum, to write and defend the proposal, and to write and defend the final doctoral dissertation. The final dissertation has to be defended in front of a committee, including the opponents with written evaluation of the thesis.

More information: <http://portal.uni-corvinus.hu/index.php?id=24440>

PhD in International Relations

The PhD program in international relations aims to prepare students to carry out high quality research in international relations, security studies, international economics and related social areas. In order to achieve this goal we offer courses in international relations theory, methodology, international economics, comparative economics, security studies, international law, history of diplomacy and subject area topics. PhD students are supposed to take part in research seminars from the beginning, where their topic is discussed and developed.

The program includes the following specialization areas:

International relations – regionalism – comparative regional studies – international law –
international security studies – international economics – global governance –
international organizations and institutions – research methodology – European studies –
regional studies (Asia, Afrika, Americas).

More information: <http://www.uni-corvinus.hu/index.php?id=29864>

FACULTY OF FOOD SCIENCE

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EDUCATIONAL PROFILE

As the consequence of rapid and large-scale development of food science and technology, new areas have opened up for food engineers to deal with. As a result the Faculty had to elaborate or improve the curricula of new specialisations in graduate and post-graduate education, e.g. food quality and safety assurance, food biotechnology, management and marketing. Besides the general and special knowledge of the several branches in food industry, the education of new requirements for foodstuff and the ever-changing European food quality control are emphasized in the Faculty's curricula.

Scientific and educational studies are covered by the 12 departments and the Pilot Plant of the Faculty. At present degrees are awarded at the levels of Food Technology Engineer (BSc) and Food Engineer (MSc). The programme of Food Technology aims to train students to become experts who have multifunctional technical knowledge and practice of production, thereby enabling them to start new private enterprises and to solve production and management tasks. The objective of the programme of Food Engineering is to teach the scientific principles and practice of food processing. The students learn biotechnology, preservation, packaging, food quality assurance, nutrition and environmental engineering systems. Furthermore, they are required to know and have real practice in planning and management.

INTERNATIONAL RELATIONS

The Faculty of Food Science has agreements with more than 30 European universities and colleges that offer the opportunity for the students at BSc, MSc and PhD levels to study abroad and for the lecturers to participate in mobility exchanges. The Faculty coordinates a CEEPUS network involving countries from Central Europe, takes part in the LLP-Erasmus programme and is also a member of the ISEKI-Food Programme that is organised by the European educational institutions of food science and technology.

In 2002 the Faculty signed an agreement on the participation in an international MSc programme in the field of Viticulture and Oenology management lead by the University of Agriculture, Angers (France) and realised with the participation of 11 universities from 10 European countries. The programme has received support from Erasmus Mundus, too.

In the framework of the Erasmus programme, the Faculty also takes part in CDA Projects and IP programmes.

International exchange students can choose from different English language courses and the Food Engineering MSc program and the Food Science Doctoral School's program are held also in English language. The Food engineering master program is available in form of a double degree cooperation with Salerno University, Italy.

FACULTY OF HORTICULTURAL SCIENCE

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EDUCATIONAL PROFILE

The Faculty of Horticultural Science, which was founded by a physician, Dr. Ferenc Entz in 1853, became one of the prominent places of European horticultural teaching during the last 150 years.

It is the consequence of the fact, that the Hungarian society always gave a high priority to the training of agricultural specialists. It has always been the school's aim to convey up-to-date basic knowledge and form an ecological awareness in our graduates, who have good experiences in all sectors of horticulture, plant protection, farm management and ecological farming.

The Faculty played an important and traditional role in formation of number of special horticultural regions of Hungary, appreciated worldwide. The activity of our professors and researchers contributed a great deal to the development of such regions as Tokaj, specialised in wine production; Szeged and Kalocsa, which are known for its paprika production; or East-regions of Hungary, which produce numbers of delicious fruits. Our task was as well to contribute to the development of the ornamental and medicinal plant sectors. The Hungarian horticulture, as a whole, supported by our knowledge and education system, producing high quality food-products are known as "Hungaricum" worldwide.

We assume an obligation to prepare the students to start their home and international career by training communicative skills, career counselling and providing opportunities to study languages. Our multinational teaching and research cooperation support this idea, which is extended to the EU countries, as well as to the USA, Japan, China, Australia, etc.

Currently, there are more than 2000 students matriculated at the Faculty of Horticultural Science into BSc and MSc trainings in Hungary and in its surroundings, including Serbia, Romania and Ukraine. The training of PhD students, which means a rising new generation of scientists, is one of the highly significant tasks of our education. Japanese, American, European and Middle Eastern institutions and universities employ our former PhD students, beyond Hungary.

The Central Building of the Faculty of Horticultural Science is situated in one of the most beautiful part of Budapest, on the southern slope of the Gellért Hill. Otherwise, Budapest is the most important education and cultural centre of Hungary and some of its sights part of the world heritage. Beside the high quality education, historical, cultural facilities of this beautiful capital are available for all our students.

All students are welcome from both Hungary and abroad, who would like to get high quality education in horticultural sciences and wish to be the citizen of our Faculty, want to be acquainted with Hungarian cultural life and with one of the most beautiful capital cities of the World.

FACULTY OF LANDSCAPE ARCHITECTURE

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EDUCATIONAL PROFILE

The Faculty of Landscape Architecture was established at the University of Horticulture and Food Industry in 1992, with the mission of providing university level graduate and postgraduate (PhD) studies in landscape architecture. The history of education in landscape architecture goes back to 1907, when Béla Rerrich started to teach the subject "Garden Art and Garden Design" at the predecessor of the University. The first department under the same name was established in 1939. The education of special landscape architecture curriculum for the degree "Landscape and Garden Architect" was started in 1962.

The term of study has been 10 semesters at university level for 40 years. The three years long PhD programme was started in 1992. The choice of specialization covered the main fields of landscape architecture profession: garden and open space design, landscape protection and reclamation, landscape/regional planning, conservation of historic gardens. In the past 10 years the Faculty was able to admit 100 students to the landscape architecture programme each year, although there were 8-10 times more applications. The Faculty is the only place for landscape architecture education in Hungary.

The curriculum has always followed the trends of the European development of our profession. The curricula have been modernised several times and we have introduced a new training structure and new courses. Besides Landscape Architecture a graduate programme was accredited in Urban Planning and the education of urban planning and design was started in 2003. The training has been based on the European credit system since the 1996–97 academic year.

The school intends to train landscape architects, certified engineers and specialised postgraduate engineers, and also masters (MSc and MA) and doctors (PhD) in the field of landscape architecture, under modern conditions. In order to perform these tasks at an appropriate level and to harmonise the education with the European (Bologna) system, a multi-level education system was started by the accreditation and introduction of graduate programme: Landscape Management and Construction (BSc) in 2006. The accreditation of the second level, the postgraduate MSc level has been finished, and the Faculty started the MSc of Landscape Architecture education in 2009. The other educational field, the programme of urban planning and design was also reformed. The MSc in Urban Planning started in February 2011. The new MA Garden Art and Open Space Design started in February 2012. In September 2014 the Faculty started an international- English taught – MLA - Master of Arts in Landscape Architecture programme which is accredited by IFLA Europe and the Hungarian Accreditation Board.

The multi-disciplinary courses are designed to meet the varied needs of the modern profession of landscape architecture. Our degree programmes combine a wide range of competencies, the creative understanding of aesthetics and social sciences with the knowledge of ecological and technical sciences. Besides the theoretical, fundamental knowledge a number of practical tools are taught. Our curricula ensures that students are prepared to work in these multidisciplinary professions by offering the knowledge of landscape theory, combined with the technical and scientific understanding required by these demanding careers.

International exchange students coming for one or two semesters can choose of more than 15-20 English-taught courses. **Master of Arts in Landscape Architecture** programme is a **4 semester long** academic master programme, which provides an unique opportunity for master or bachelor graduates to advance their career possibilities in an international platform.

Our training in English enables professionals to become an innovative landscape architect, a leading landscape designer who analyses and develops all sorts of open space- and landscape plans, based on a thorough understanding of landscape planning, design theory and practice.

The MLA programme provides a series of landscape design themes from urban open spaces projects to historic gardens and landscapes, or the renewal and reclamation of protected or non-protected landscapes.

The MLA enables a **direct link between theory and practice**, between landscape design projects and large scale landscape planning concepts. Students/Participants will benefit from the project based education methodology focused on the Central European landscape which offers a challenge in protection and development of green networks and landscape heritage.

Professors and lecturers have a great practice in the whole European region creating a possibility to discuss and initiate projects in the participants' countries. The IFLA Europe has recognized the MLA as a 4-semester long academic master program, which can be followed **full-time or part-time** (thematic semesters are offered separately).

The practice-, and theory- oriented **course-modules** follow each other in 2-2 **weeks terms**.

(further info: mla.landarch@uni-corvinus.hu)

Foreign students have the possibility to learn Hungarian, if they choose one of the Hungarian language courses (offered by the Faculty of Social Sciences and Landscape Architecture) or the Hungarian civilisation course (offered by the Faculty of Social Sciences) in the Mobility system. It is important to know that the places on these courses are limited.

SPORT FACILITIES

The University accommodates an active sport life. Hungarian students can choose from a wide variety of sports in the framework of the **compulsory PE (Physical Education) classes** (basketball, aerobics, special posture-correcting gymnastics, gym for physical fitness, volleyball, floor ball, soccer, badminton, rowing and tennis) prescribed for them in the curriculum.

For amateur athletes there is a **Student Sport Circle** with several sections: basketball (for men and women), volleyball (for men and women), handball (for men and women), floor ball, soccer, the "Students' Cup" University Championship and fitness.

The University offers its students not only the traditional sports but also **dance classes** (e.g. salsa) (see Student life – Student organisations). Moreover, in the winter there are several **ski camps** organised for the students of the university, while in the summer students can take part in **rowing and surf camps**.

In case for some reason you cannot or do not wish to do sports at the university, you still have the chance to go to different **fitness centres**, of which you will find plenty in Budapest. One training session or a daily ticket normally costs 1500 HUF at the cheapest ones, but you can get a discount if you buy a season/monthly ticket! If you find these clubs too expensive or you are just tired of aerobics and would rather spend your free time outdoors, you can jog in the city park or on Margaret Island.

For more and up-to-date information, please visit the PE Departments:

Pest (Közgáz) Campus

Address: room 649, New Campus Building, Közraktár u. 4-6., 1093 Budapest

Opening hours: Mon and Wed: 10.00 – 12.00; Tue and Thu: 13.00 – 15.00

Phone: +36-1-482-7193

Fax: +36-1-482-7159

Buda Campus:

Address: Villányi út 29–43., 1118 Budapest

Phone: +36-1-482-6306

STUDENT LIFE – STUDENT ORGANISATIONS

The University is not just an educational institution, it is also the place where new friendships begin and often last for a lifetime. University years are unforgettable for every student; long chats in the cafeteria, watching football in local pubs, dances of the Freshmen's Ball and parties over the year are those memories you will talk about when you meet your long-time university friends. The University promotes and supports student organisations, cultural events and other community building activities to make your university years a lifetime experience.

Student organisations offer a wide range of cultural and professional activities through the whole academic year and create strong communities for the students. Most of them are located on the first floor of the Main Building.

Student Council (Hallgatói Önkormányzat, HÖK)

The Student Union is a special unit among university bodies. Its central responsibility is to represent the students' interests. Its members are elected annually. Each faculty has its own SU board, which are coordinated by the University Student Union (EHÖK).

The SU's jobs are threefold: representation of students, communication and other services. The SU is present with 1/3 of the votes at all important decision-making meetings of the university, such as the Senate, the Faculty Councils and the Committees. Students with education-related issues should turn to the Student Union for help and assistance. As for communications, the Student Union has the responsibility of informing students about university news and changes in regulations. Other services include organizing amazing events and professional lectures, which are a huge part of student life.

The Student Union also has an International Team, which is committed to help incoming international students with any trouble they might have. You can contact them at kulugy@bcehok.hu

"Közgáz" Campus - Main Building, Room 17

E-mail: [hok\(at\)uni-corvinus.hu](mailto:hok(at)uni-corvinus.hu)

AIESEC, as the UN acknowledged, is the world's biggest international non-profit organisation which is run by students. It is present in more than a 100 countries, on 1600 universities, with 50 000 members. Hungary joined this network in 1972, and by now we have 12 offices in 8 cities.

The profile includes a young, dynamic team, improving their skills and managing the International Internship Programme.

There are two kinds of membership at AIESEC. As a long term member, students have the opportunity to explore their potentials and enhance their skills for the benefit of their future career. During the AIESEC years, they are going to be able to participate in internships and tasks that allow them to improve and test their theoretical knowledge in practice. The other membership type is the participation in the International Internship Programme. Within this programme, they can apply for various internships in 110 countries from all over the world, in the not-for-profit, state or corporate sector. There is a choice of thousands of opportunities in the online system in a number of fields: management, social development, IT and education.

"Közgáz" Campus - Main Building, Ground Floor, Room 21

Association des Etats Généraux des Etudiants de l'Europe, European Students Network Association AEGEE is present in more than 200 cities with 13 000 members. As a unique European organisation, it only operates on local and European level and not on a national one. AEGEE's aims include promoting international mobility, protecting democratic values and human rights, promoting a unified Europe and creating an open-minded society.

In order to achieve these goals, AEGEE organises summer universities, exchange programmes, trainings and conferences. These events are organised by local students and attended by young adults with various European nationalities. Members of AEGEE-Budapest can attend these events and participate in the organisation's life, the weekly meetings and community programmes. There is a camp every six months and weekend training programmes. Members can also help, participate or initiate organising the international events.

"Közgáz" Campus - Main Building, Ground Floor, Room 9

CEMS Club Budapest is one of the 17 Clubs all over Europe. Founded in 2000 by a handful of enthusiastic Hungarian CEMS students, today it is one of the most active Clubs having about 300 members. The CEMS Club has a close and excellent cooperation with the CEMS Alumni and the academic side. To know more about CEMS Club activities at Corvinus and learn about life in Budapest from the student point of view and gain a lot of tips about the semester, please visit their web page: <http://hungary.cemsclub.org>

ESN Corvinus

With more than 30 coordinators, the goal of Erasmus Student Network - whose office is located on the ground floor of the Main Building, Room 7 - is to make the bonding easier and faster between each other. ESN guides the foreign students during the whole semester and also helps them in any case of problems.

We hope that all students will feel free to ask for the ESN coordinator's help or advice at any time.

The **Hungarian Model United Nations Society** was established in 1997 by students from CUB and ELTE. Since 2009, we organise the annual Budapest MUN in cooperation with students from CEU. Students become part of a grand situation game; they can walk in the shoes of decision-maker politicians and can try, without consequences, what it is like to participate in serious negotiations.

Apart from its initial goal of modelling the UN, the society now considers it a responsibility to build a connection between the UN (with its specialised agencies) and the Hungarian youth, and to provide an informative forum on the UN and other international organisations. This manifests in various lectures and a competition for high school students on UNESCO. We also send students to youth s and exchanges in Europe as a partner of Mobilitas National Youth Service.

Since the language of instruction is Hungarian, the following organisations work rather for and with Hungarian students:

The Hungarian university newspaper **Közgazdász** informs the student community from time to time about interesting facts, up-to-date news and events which are related to Corvinus.

For further information, please visit their office: room 23, ground floor, Main Building, Fővám tér 8.

Web page: web.uni-corvinus.hu/kozgazdasz.

Studium Generale helps prospective university students with the preparation for the university entry exams. They are in contact with high school students.

For further information, please visit their office: room 13, ground floor, Main Building, Fővám tér 8.,

E-mail address: studium.generale@uni-corvinus.hu

Web page: www.studiumgenerale.hu.

The University has two folk dance groups, which perform traditional Hungarian dances: **Közgáz Néptáncgyűttes** at the Közgáz Campus (web page: web.uni-corvinus.hu/neptanc, e-mail address: kozgaztanc@gmail.com) and the **Kertész Táncgyulet** at the Buda Campus.

Web page: kertesztancegyulet.hu/en

E-mail address: info@kertesztancegyulet.hu.

There is also an organisation for Christian students called **Közgáz Keresztény Diákkör**. They go to camps, do sports or play the guitar together, and talk about the big questions of life.

Web page: www.mekdsz.hu/kozgaz

E-mail address: kapcsolat.kkdk@gmail.com.

Pillar Europa Klub is an organisation independent from any university, but with members of any university, who are interested in the European Union, and willing to participate in interesting programmes, discussions, projects, or excursions.

Web page: www.pillar.hu.

Professional Student Colleges (the language of instruction is Hungarian):

These colleges aim to encourage students to deepen their knowledge regarding their future profession with extra courses, and other complementary programmes besides the “normal” university courses. Naturally, they also offer the opportunity to become a member of a community with similar attractions, interests and goals, just like in a student’s organisation. Though international students cannot be members of professional colleges, they are welcome on the various programmes and conferences organised by them. Here is a brief overview about the professional colleges of Corvinus.

EVK

Address: L2-3, Kinizsi Dormitory, Kinizsi utca 2–6.

Web page: evk.uni-corvinus.hu

E-mail address: evk@evk.hu

Heller Farkas College

Address: room 22, Main Building, Fővám tér 8.

Web page: heller.uni-corvinus.hu

E-mail address: heller@heller.bke.hu

Rajk László College

Address: Horánszky utca 6

Web page: www.rajk.uni-corvinus.hu

Széchenyi István College (SZISZ)

Address: 2nd floor, Ráday Dormitory, Ráday utca 43–45.

Web page: szisz.uni-corvinus.hu

College for Social Theory (TEK)

Address: 5th floor, Ráday Dormitory, Ráday utca 43–45.

Web page: tek.uni-corvinus.hu

E-mail address: tek@tek.uni-corvinus.hu

LIBRARIES OF THE UNIVERSITY

In order to meet the information requirements of the training and research activities carried out in its seven faculties, the Corvinus University of Budapest has a network of libraries with special collections which are in many ways unique in comparison with other libraries in Hungarian higher education.

Major components of this library network are:

- the Central Library,
- the Library and Archive of the Faculties of Horticulture, Food Science and Landscape Architecture (Entz Ferenc Library and Archives).

CENTRAL LIBRARY

In September 2007 the Central Library moved to the new campus building of the University, where the reading rooms and stacks occupy 4000 m² of the building. The Library's central position facilitates quiet study and scientific research activities, at the same time providing excellent venue for book presentations, conferences, exhibitions and minor cultural events. The Central Library offers a unique collection of economics and business literature, the largest of its kind in Hungary. The Library's collection also covers other social and applied sciences disciplines.

Services of the Library:

- three reading rooms with about 100,000 books on open shelves,
- journal and newspaper reading rooms,
- closed access stacks store about 400,000 volumes,
- reading and research area for 414 users at a time,
- seating capacity for 631 students at a time,
- computer labs with 64 workstations and with internet access (wireless internet is also available),
- web-based catalogue (available round the clock),
- photocopying.

Address: New Campus Building, Közraktár u. 4-6, 1093 Budapest
The Library is open (during the semester): Mon – Fri: 09.00 – 20.00, Sat: 09.00 – 13.00
Stack service is available (during the semester):
Mon – Fri: 09.00–19.30, Sat: 09.00– 12.30
Library homepage: www.lib.uni-corvinus.hu
Catalogue: webopac.lib.uni-corvinus.hu
Borrowing: +36-1-482-7019 / 7020 / 7030, kolcson@uni-corvinus.hu
Reference: +36-1-482-7023, tajek@uni-corvinus.hu
Content services: +36-1-482-7001, szolg@uni-corvinus.hu
Fax: +36-1-482-7072

ENTZ FERENC LIBRARY AND ARCHIVES

The Entz Ferenc Library is a special public, scientific library offering information resources for the Faculties of Horticultural Science, Food Science and Landscape Architecture. Its holdings amount to approximately 320,000 volumes and about 450 periodicals. The Library collects all relevant literature in the fields of horticulture, landscape architecture, regional planning, food science, environmental protection, urban planning and operation. The Library has a special collection of about 2,000 old books – most of them published in the 18th and 19th centuries. A Special Archives within the Library collects documents of historical value related to horticultural instruction. The Library has more than 8,500 registered members.

Services of the Library:

- integrated library system, HunTeka (availability: kee.hunteka.ikron.hu:8080/monguz2),
- electronic catalogue,
- electronic databases (CAB, FSTA, Proquest, etc.),
- 12 computers with internet connection,
- photocopying.

Address: Villányi út 29-43, 1118 Budapest
Postal Address: 1518 Budapest, Pf.: 49
The Library is open (during the study period):
Mon – Thu: 09.00 – 18.00, Fri: 09.00 – 17.00, Sat: 09.00 – 13.00
Library homepage: helix.uni-corvinus.hu
Library service in general issues: +36-1-482-6200 / 6536
Fax: +36-1-482-6334

LIBRARIES IN BUDAPEST

CENTRAL EUROPEAN UNIVERSITY LIBRARY

Address: Nádor utca 9., 1051 Budapest

Opening hours: Mon – Fri: 8.00 – 22.00, Sat and Sun: 13.00 – 19.00

Reference Desk Hours: Mon – Fri: 13.00 – 17.00

Website: www.library.ceu.hu

BUDAPEST BUSINESS SCHOOL, COLLEGE OF INTERNATIONAL MANAGEMENT AND BUSINESS STUDIES, LIBRARY

Address: Building D ground floor 47, Diósy Lajos utca 22–24., 1165 Budapest

Opening hours: Mon: 9.00 – 17.00

Tue: 9.00 – 15.30

Wed: 10.00 – 18.00

Thu: 9.00 – 15.30

Fri: 9.00 – 15.30

Sat: 9.30 – 14.00

Website: tlwww.kkf.hu/ktweb

BUDAPEST COLLEGE OF COMMUNICATION AND BUSINESS

Address: Nagy Lajos király útja 1–9., 1148 Budapest

Opening hours: Mon – Fri: 9.30 – 18.00, Sat: 9.30 – 16.00

Website: www.bkf.hu/en/index.php

UNIVERSITY LIBRARY OF EÖTVÖS LORÁND UNIVERSITY

Address: Ferenciek tere 6., 1053 Budapest

Opening hours: Mon – Fri: 10.00 – 17.30

Website: www.konyvtar.elte.hu

LIBRARY OF THE HUNGARIAN ACADEMY OF SCIENCES

Opening hours: Mon – Fri: 9.00 – 20.00, Sat: 9.00 – 17.00

Website: www.mtak.hu

NATIONAL SZÉCHÉNYI LIBRARY

Address: Building F, Budavári Palota

Opening hours: Tue – Sat: 9.00 – 20.00

Website: www.oszk.hu/index_en.htm

LIBRARY OF THE HUNGARIAN PARLIAMENT

Address: Kossuth Lajos tér 1–3., 1055 Budapest

Entry: Entrance IV of the Hungarian Parliament

Because of the Library's location, your baggage – and you – may be searched when entering.

Opening hours: Mon: 9.00 – 13.00, Tue – Fri: 9.00 – 20.00, Sat: 9.00 – 18.00

Website: www.ogyk.hu

METROPOLITAN ERVIN SZABÓ LIBRARY – CENTRAL LIBRARY

Address: Szabó Ervin tér 1., 1088 Budapest

Now gives home to the collection of the British Council Library

Opening hours: Mon – Fri: 10.00 – 20.00, Sat: 10.00 – 16.00

Website: www.fszek.hu/index.nfo?tPath=/english

IT CENTER

The Information Technology Center (ITC) is in charge of the maintenance of all computers installed at the University. They provide support, installation of software and general assistance for users. In other words, the ITC maintains the university computer network. There are approximately 1200 computers in the auditoriums and other workplaces within the university. About half of these computers are for research, administrative and executive purposes. The remaining ones are for general and thematic education purposes and are located in specially built computer labs, where students mainly use the economical and informatics applications. The accessibility of these labs is controlled by timetables.

To get admission to the university computers you need a **user (login) name** (Azonosító) and a **password** (Jelszó), which you get when you enrol at Corvinus. The computers can be used only with them, that cannot be changed. If you forget/lose your login name and/or password, you must pay HUF 300 at the reception office of ITC (room 15, ground floor, Salt House) to get a new one. If you try to access the university computers / Wireless Internet three times, unsuccessfully, the system shuts you off for 45 minutes, so after two tries, please ask for help.

All the computers have internet access, while **wireless internet and CorNet** can be accessed too, by using the VPN Connection or there is CORNET-EAP without VPN connection as well. This service can be used with a Corvinus University student ID card, and is also available to international students. At present the wireless service is available in the "aula" (ground floor) and the corridors of the Main Building, as well as in the "aula" of the Salt House, the New Campus Building and in the Central Library. To register, you need to go to the Salt House and ask for assistance on the ground floor, in the reception office of ITC (Salt House 15). WIFI (VPN) technical support: Tue: 9.00 – 12.00, Thu: 13.00 – 16.00 (Salt House 124, 125, 126).

You can **change the language** from Hungarian to English when you log in for the first time. On the screen you see a globe "Switch default language". Click on this and when a window pops up, choose Nyelvek (Languages) where you need to click on ENGLISH. You OK this choice and this setting will remain in English, you never have to do it again.

MOODLE, THE E-LEARNING SYSTEM OF CORVINUS UNIVERSITY OF BUDAPEST

Moodle (<http://moodle.uni-corvinus.hu>) is an open source contemporary e-learning management system fully deployed at Corvinus University of Budapest. It is a collaborative platform supporting the learning process of students, providing an easy-to-use interface between professors, students and administration. You can find your courses, your learning materials, homework assignments and occasionally even your exams on the system.

All students can access Moodle, with their CUSMAN user name, and password, for international students it is provided by the International Office.

If you have any problem with Moodle, don't hesitate to contact us!

Contact information:

Helpdesk: helpdesk@eloszk.hu

Website: <http://eloszk.uni-corvinus.hu>

Office: E-Business Research Center, Sínház, Room 20.

LANGUAGE REQUIREMENT

The Corvinus University of Budapest considers it very important that the good standard of teaching and learning not be hindered by language problems. Therefore, it is strongly recommended that international students only apply to study at Corvinus if their command of the language of instruction is unquestionably sufficient and suitable for university studies.

STUDENT ID CARD

For degree and exchange students:

The **temporary student ID is valid for 60 days from the date of issue** (so a renewal will be necessary during the semester in case of the exchange students) and consists of an A4-sized paper with the personal data and the dates of issue and validity.

Before using the public transportation system, students need to purchase and validate a monthly pass at a ticket office located in bigger subway stations (ask for "diákbérlet"). (IMPORTANT: the student monthly transportation pass is valid only together with the valid student ID. In case of loss of the student ID replacement is possible.

For more information, please visit the Programme / Exchange Coordinator at the Faculty.

Only for degree students:

Degree students are entitled to apply for a **permanent student ID card**. This has to be requested through the Neptun system. For detailed information on the application process please contact your office or the Faculty Registrar's Office. Please note: permanent student ID cards have to be validated by a validation sticker each semester.

STUDY AND EXAM REGULATION

The Study and Exam Regulation – as well as other regulations and forms – can be downloaded from the web site of the University: www.uni-corvinus.hu/eng 'The University' Student Regulations and Forms.

COUNSELLOR CENTRE

Head of the centre: Marietta Németh dr., Psychotherapist

Aim of the centre: improving the student's quality of life and realising equality among students.

Main duties of the centre:

Support in studies

Peer helpers (senior students of the university) provide advice and practical information for students.

Psychological and mental hygienic counselling

The Psychotherapist of the university can assist students in dealing with personal problems.

Supporting disabled students

Students who have valid and official medical certification on any disability that can affect their studies can request allowance or exemption some part of the study. The centre assists such students in the relevant administrative tasks.

Address: room 1, Salt House, Fővám tér 13–15., 1093 Budapest

Opening hours: Mon and Wed: 14.30 – 18.00, Tue and Thu: 9.30 – 13.00

E-mail address: diaktanacsado@uni-corvinus.hu

Phone: +36-1-482-7483

CAREER OPPORTUNITIES

The University has a very active Career Office for Corvinus students that offers them internships, part-time and full-time job possibilities at some of the most well-known companies in Hungary and worldwide. The Corvinus Career Expo and the network of alumni (former) students are also organised by the Career Office. For further information, please visit the career-team: room 31, Main Building, Fővám tér 8, e-mail address: kARRIER@uni-corvinus.hu.

PROFESSOR AND COURSE EVALUATION

We kindly ask all international students to fill in a questionnaire as accurately as possible so that we can obtain a clear view on the various aspects of the education. By doing this, students contribute to improving the offer of courses at the university. Although the questionnaire is anonymous and completion is voluntary, students have to register in order to be able to fill it in. The availability of the questionnaire is: halvel.uni-corvinus.hu.

ACCOMMODATION

It is suggested that students rent a flat or share a rented flat, this is what most international students do. The real estate agencies listed below are ready to help our students to find accommodation. Please note, however, that we do not have an agreement with these agencies, so we cannot guarantee their prices, rental conditions, quality of cooperation etc. It is recommended that students look for a place to stay for the first couple of days (temporary accommodation) and see the rentable apartments for themselves. It is very important to read the rental agreement carefully before paying or signing anything!

iHomes Accommodation Management Ltd.

Management: Mr. Szabolcs Kiss

E-mail: flat4rent.budapest@gmail.com

Homepage: www.ihomes.hu

TÜNDE's Management Company

E-mail: contact@tmc.co.hu

Homepage: <http://www.tmc.co.hu/>

Lidar Ltd.

E-mail: lidar@lidar.hu

Homepage: www.lidar.hu

VISA AND RESIDENCE PERMIT

Information on the regulations concerning the visa and the residence permit can be found on the website of the Ministry of Foreign Affairs – Hungary (www.mfa.gov.hu) or at the diplomatic and consular missions of Hungary (see the Ministry website for the list). International students are highly recommended to consult the relevant authorities (and their websites) at least 2 months before the beginning of their studies.

Students from non-EEA countries (non-EEA nationals)

1. Application at home

Upon receipt of the Letter of Acceptance from the Corvinus University of Budapest, students from non-EEA countries (non-EEA nationals) must hand in their demand on residence permit for the purpose of studies at the Hungarian Embassy in their home country. (We very much recommend that all non-EEA citizens - even those who are eligible to enter Hungary without a visa for up to 90 days - apply for a visa for residence permit BEFORE coming to Hungary.) In case of successful application, the students obtain a visa – for the purpose of studies – authorizing them to a single entry for receiving the residence permit and to stay for a maximum of 30 days in Hungary.

2. What to do in Hungary

The decision on the residence permit falls within the scope of the regional directorates of the Office of Immigration and Nationality. The students must visit the Office of Immigration and Nationality and obtain their residence permit within 30 days from the day of entry. All non-EEA nationals must, at all times during their stay and studies here, have a valid residence permit allowing them to study in Hungary. Those international students who are staying at Corvinus for a longer period of time – for more than one semester – are obliged to have the residence permit renewed before it expires. Please note that renewal of the residence permit must be started at least 30 days before it expires. The regulations for the registration of the place of residence and the residence permit can also be found on the website of the Office of Immigration and Nationality (www.bmbah.hu) and/or of the Ministry of Foreign Affairs.

Students from EEA countries (EEA nationals) must obtain their certificate of registration at the regional directorate competent for the place of residence within 3 months from the day of entry.

All international students are also responsible for registering their housing address at the regional directorate competent for the place of residence. Each student will receive an “address ID card” which is obligatory for all people residing in Hungary. In general, all international students have to notify the authorities about their place of residence soon.

HEALTH INSURANCE

All international students are recommended to insure themselves in their home country.

Residents of the European Union, Iceland, Norway, Liechtenstein and Switzerland, who are entitled to health care of the National Health Service or mandatory health insurance scheme of their respective countries of residence, can receive in Hungary the health care

- which becomes necessary
- on medical grounds
- during temporary stay in Hungary
- taking into account the nature of the benefits required and the expected length of stay.

The treatment, which becomes medically necessary during the patient’s temporary stay in Hungary, is free of charge. In case of doubt the health care provider decides whether the needed treatment is medically necessary during the expected duration of the stay in Hungary. However, by virtue of decisions of the European Commission (n° 2004/481/EC and 2004/482/EC), all treatments are deemed necessary in case of dialysis, oxygen therapy, pregnancy and childbirth. For getting the treatment in the same conditions as Hungarian insured persons, a European Health Insurance Card (EHIC) or the Provisional Replacement Certificate (PRC) must be submitted to the health care provider.

HOW TO USE THE EUROPEAN HEALTH INSURANCE CARD IN HUNGARY

- Documentation required
- Students need both the European Health Insurance Card and the passport or ID card.

Doctors

Students can only obtain treatment from surgeries, which have a sign saying they are contracted with the National Health Insurance Fund. The inscription is generally as follows: "a társadalombiztosítás egészségügyi szolgáltatásaira szerződött szolgáltató". If students need necessary medical treatment, it is advised to see a general practitioner (GP – "házi orvos") first. The GP decides whether further specialised out- or inpatient treatment is necessary and will issue a referral. The specialised outpatient care, typically available at outpatient centres ("szakrendelő"), is rendered generally upon referral. However, students may seek outpatient care without referral if the treatment relates to dermatology, gynaecology, urology, otolaryngology, ophthalmology, oncology or general surgery.

Dentists

Following dental treatments are available at dentists contracted with the National Health Insurance Fund (OEP) in case of necessity:

- emergency care
- on the basis of specialist's referral, and treatment related to any basic dental or oral diseases
- tooth preserving treatments
- dental surgery treatment
- gums diseases.

It is to note that the costs of materials are generally to be borne by the patients.

Drugs

Where a doctor or dentist issues a prescription, it should be taken to a pharmacy, where the EHIC shall be submitted as well. Subsidies on medicines can vary according to disease and type of product. The subsidy is provided directly to the pharmacy, so the amount you will have to pay at the purchase of the prescribed medicine is a "co-payment" and therefore it is not refundable.

Hospital Treatment

Hospital treatment is normally provided through a referral from a GP. In urgent cases no referral is necessary. A co-payment of 30 per cent but maximum HUF 100.000 is due

- when obtaining hospital treatment without a referral from a primary health care provider,
- when using a health care provider other than the one specified in the referral by the prescribing doctor or
- if you chose to be treated by a doctor who is not on duty at the time of the treatment.

For extra services (better room, meal etc.) additional charges are applied by hospitals.

Refunds

Private charges for seeing a doctor or dentist and co-payment for hospital services and pharmaceuticals are not refundable. (It is to note that most dentists advertising themselves are not contracted for the services of the Hungarian health insurance; if dentists are contracted to health insurance services, they only provide emergency dental treatment and eventually tooth filling). If students are treated privately in a hospital, none of the charges are refundable.

EHIC in General

The European Health Insurance Card is required for each episode of treatment. It must be submitted to the physician treating you, or at the patient's registration desk in hospitals or outpatient medical centres.

Lack of EHIC

If the insured person cannot produce an EHIC while seeking necessary health care in Hungary, the health care provider can accept a retroactively issued PRC as well. The PRC must be submitted by the patient or forwarded via fax at latest within 15 days following the treatment. If a PRC cannot be produced either in due time, the health care provider charges a fee for the treatment and issues an invoice. A refund of the invoiced amount is not possible in Hungary; however, the patient can apply for a reimbursement according to Hungarian tariffs from his/her competent health insurance institution after returning home.

Planned Treatment

If the EEA or Swiss resident wishes to receive a planned medical treatment in Hungary at the expenses of his/her competent health insurance institution, or enters Hungary with the purpose of getting health care, a prior authorisation is required. The competent institution certifies its consent on a form E 112. This form has to be submitted to the health care provider in order to get the treatment with the same conditions as Hungarian insured persons. An EHIC is not acceptable in such circumstances.

Students insured in Croatia, as well as their dependant family members are entitled to urgent health care services during their stay in Hungary under the same conditions as Hungarian insured persons. The immediately necessary treatments can be sought by submitting a HR/HU 111 certificate. This form is issued on request by the competent regional office (*područni ured*) of the Croatian Health Insurance Institution (HZZO).

The citizens of the following States can receive health care in immediately necessary cases. The document certifying the entitlement is the passport only.

- Angola
 - Cuba
 - Iraq
 - Jordan
 - Kosovo
 - Kuwait
 - Macedonia (Former Yugoslav Republic of)
 - Mongolia
 - North Korea (Peoples' Democratic Republic of Korea)
 - Serbia
 - Montenegro
 - Russia
 - Ukraine
 - Other States of the Commonwealth of Independent States (Содружества Независимых Государств).
- Citizens and/or residents of countries, which are **not part of the European Economic Area** and which

don't have bilateral agreements with Hungary on the provision of health care, have to pay full price for the health care services rendered in Hungary. According to the Hungarian legislation, the health care provider can set the fee basically freely; therefore the Hungarian National Health Insurance has no influence on the amount of fee charged. However, in order to avoid discrimination, it is important that the health care provider applies consequently the same fee for same service. For this purpose, most health care providers have established price lists that can be consulted before the treatment.

TANDEM PROGRAMME

The Tandem programme is the Hungarian adaptation of other tutorial programmes, for instance the so called "Buddy Network" in English speaking countries and the "Tandem Programme" in German speaking countries. Our university believes that the first impressions and experiences are very important for somebody who arrives in a foreign country. Through the Hungarian students participating in the Tandem programme, the university would like to give assistance to its foreign students in finding a helping hand for the first days or weeks of their stay.

WHERE CAN I FIND?

Written learning materials (coursebooks, textbooks etc.):

Aula Bookshop

Address: room 16, Salt House, Fővám tér 13–15., 1093

E-mail address: sohaz@aula.hu

Phone: +36-1-482-7480

Opening hours: Mon – Thu: 9.00 – 17.00, Fri: 9.00 – 15.00

Kautz Gyula Bookshop

Address: room 16, Salt House, Fővám tér 13–15., 1093 Budapest

E-mail address: sohaz@aula.hu

Phone: +36-1-482-7480

Opening hours: Mon – Thu: 9.00 – 17.00, Fri: 9.00 – 15.00

University Libraries

(see at Libraries of the University and Libraries in Budapest)

COMPUTING FACILITIES:

Pest (Közgáz) Campus

- PC Laboratories: first and second floor, Salt House, Fővám tér 13-15, 1093 Budapest
- Student Council, room 159, Main Building, Fővám tér 8, 1093 Budapest
- Libraries of the University
- Wireless internet: available in the "aula" (ground floor) and the corridors of the Main Building, as well as in the "aula" of the Salt House and the New Campus Building and in the Central Library
- IT assistance in English: room 124, 125 and 126, Salt House, Fővám tér 13–15., 1093 Budapest, Tuesdays: 9.00 – 12.00, Thursdays: 13.00 – 16.00

Buda Campus

- PC room: half floor, Building K, Villányi út 29-43, 1118 Budapest
- Department of IT: ground floor, Building G, Villányi út 29–43., 1118 Budapest
- GIS Laboratory (only for FLA students): first floor, Building G, Villányi út 29–43., 1118 Budapest

PHOTOCOPYING AND PRINTING SERVICES:

Pest (Közgáz) Campus

- Student lounge (zsibongó), Main Building, Fővám tér 8., 1093 Budapest
- Student Council, room 159, Main Building, Fővám tér 8., 1093 Budapest
- Salt House, room 15, Fővám tér 13–15., 1093 Budapest
- Libraries of the University
- Copy General: (near the Main Building) Lónyay utca 13., 1093 Budapest
Opening hours: Mon – Fri: 7.00 – 22.00 and Sat – Sun: 9.00 – 19.00
Web page: www.copygeneral.hu
E-mail address: lonyay@copygeneral.hu

Buda Campus

- Building G, first floor (next to the Marketing Department), Villányi út 29–43., 1118 Budapest

Pest (Közgáz) Campus

- Sodexho Self Service Restaurant: basement, Main Building, Fővám tér 8., 1093 Budapest
Opening hours: Mon – Thu: 11.00 – 15.00 and Fri: 11.00 – 14.30
- Buffet: student lounge (zsibongó), Main Building, Fővám tér 8., 1093 Budapest
- Buffet: New Campus Building (behind the luggage-locker), Közraktár utca 4–6., 1093 Budapest

Buda Campus

- Buffet: Building K, half floor (opposite the main entrance), Villányi út 29–43., 1118 Budapest

DOCTORS, CLINICS AND DENTAL SURGERIES WHERE ENGLISH IS SPOKEN:

American Clinic

Address: 1st district, Hattyú u. 14., 5th floor
E-mail address: info@firstmedcenters.com
Phone: +36-1-224-9090
Web page: www.firstmedcenters.com
Opening hours: Mon – Fri: 8.00 – 20.00 and Sat: 8.00 – 14.00

Rózsakert Dental – Dentistry Center

Address: 2nd district, Gábor Áron u. 74., 2nd floor
E-mail address: info@rozsakertdental.hu
Phone: +36-1-200-0734
Opening hours: Mon – Fri: 9.00 – 20.00
Web page: www.rozsakertdental.hu

Király Dent – Non-stop Dentistry

Address: 6th district, Király u. 14.

E-mail address: kiraly@kiralydent.hu

Phone: +36-1-411-1511

Mobil: +36-30-971-4812

Web page: www.kiralydent.hu

Pharmacies:

Medicines can only be bought in pharmacies (Gyógyszertár or Patika). Some medicines are available only on prescription. Pharmacies are open on weekdays from 8.00 to 18.00. A few pharmacies are open at weekends, too. Every pharmacy has a notice saying which one is open during the weekend or at night.

COST OF LIVING

Students need about EUR 450–750 per month to cover living expenses.

- Accommodation: about EUR 250–400 per month per person, depending on the size and location of the flat as well as on the number of students sharing it.
- Living costs (food, transport, miscellaneous): about EUR 200–400 per month.
- Academic related expenses (student ID, books, photocopying, etc.): about EUR 50–100 per semester.

MONEY MATTERS

Cash, travellers' cheques and Eurocheques can be changed at banks and travel offices. Post offices almost always change cash, but rarely cheques. Using private money-change bureaus can be convenient but expensive. Visa, MasterCard and American Express credit cards are widely accepted at stores, and there are numerous ATM machines where they can be used to withdraw cash.

PUBLIC TRANSPORT AND PARKING IN BUDAPEST

Website of the Budapest Transport Company: www.bkv.hu/english

Website of the On Street Parking Association: www.fkpt.hu

Public transport in Budapest (BKV)

Budapest is a lucky town regarding public transportation. Due to its developed public transport network, all parts of the city are easily accessible. More than 180 bus, 14 trolley, 29 tram and 3 metro lines are at your command. The 4th metro line is under construction. Be aware of free-riding on the services, because there are several ticket controllers on the vehicles.

Ticket prices*:

Single ticket HUF 350

Single ticket on night buses HUF 450

10 pieces discount coupon book HUF 3000

Budapest monthly pass for students: HUF 3850

More information about schedules and prices: <http://www.bkv.hu/english/>

* all prices mentioned above are 2013 spring prices, they are subject to change!

Cab services

Although, there are several „night” buses running throughout the city, it is advised to use a cab at night. From your mobile you have to call: 06-1-...(number)...

Here are the phone numbers of some of the cab service companies:

6x6 taxi	6-666-666	Tele5taxi	8-555-555	Citytaxi	2-111-111
Főtaxi	2-222-222	Rádió taxi	7-777-777	Hello Taxi	8-888-666

How to reach the Main Building of the Corvinus University of Budapest (Budapest, 9th district, Fővám tér 8.)?

Take tram 49 or 47 at Deák tér. Its stop at the University is Fővám tér (3rd stop from Deák tér). Alternatively, take the blue Metro line (North – South line). Its stop closest to the Main Building is Kálvin tér. From Kálvin tér it takes 5 minutes walk to the University, or it is possible to take tram 49 or 47 for one stop to Fővám tér. Another possibility is to take tram 2, which is a spectacular tram line along the river Danube. It connects Jászai Mari tér (at Margaret Bridge) and Boráros tér. Its stop at Corvinus University is Fővám tér. Due to the construction of Metro Line 4, it may be a little bit complicated to access the Main Building of the University.

How to reach the Buda Campus (Budapest, 11th district, Villányi út 29-43)?

Take tram 61, which connects Móricz Zsigmond körtér and Széll Kálmán tér (two main junctions of Buda). Tram 61 has 2 stops at the university: Tas vezér utca (1st stop from Móricz Zsigmond körtér) and Szüret utca.

TELEPHONE

International Phone Calls

To make an international phone call, dial: 00 – country code – area code – local phone number.

Mobile/Cell phones*

There are 3 major companies, which provide mobile phone services.

T-Mobile* – www.t-mobile.hu
SIM card price: 3990 HUF
Available top up cards: 3500, 5000, 10 000 HUF

Telenor* – www.telenor.hu
For youngsters: Djuiice – www.djuice.hu
SIM card price: 2600-3900 HUF
Available top up cards: 1000, 3500, 15000 HUF

Vodafone* – www.vodafone.hu
SIM card price: 1680 HUF
Available top up cards: 3000, 7000 HUF

* Prices are subject to change!

OPENING HOURS

Banks: it may vary, but banks are usually open weekdays between 8.30 and 16.00, except on Fridays, when they close at 12.00.

Post Offices are open from 8.00 till 18.00.

Pharmacies are open from 8.00 till 18.00.

Shops, Stores: on weekdays most of the stores are open from 10.00 to 18.00. Grocery stores usually open earlier from 7.00 or 8.00 and close later. At the weekend most of the stores which are not located in shopping centres are just open during the morning hours of Saturday. Shopping centres and plazas offering multiple services are exceptions to these rules. There are several food stores that are open 24 hours.

NATIONAL AND PUBLIC HOLIDAYS

- New Year's Day (January 1)
- Memorial Day of the 1848 Revolution (March 15)
- Easter (Sunday and Monday)
- Labour Day (May 1)
- Whit Monday
- St. Stephen's Day (August 20)
- Memorial Day of the 1956 Revolution (October 23)
- All Saint's Day (November 1)
- Christmas (December 25, 26)

Stores and public buildings are closed on these days.

CLIMATE

Hungary has a Continental climate, with hot summers with low overall humidity levels but frequent rain showers and frigid to cold snowy winters. Average annual temperature is 9.7 °C (49.5 °F). Temperature extremes are about 42 °C (110 °F) in the summer and –29 °C (–20 °F) in the winter. Average temperature in the summer is 27 to 35 °C (81 to 95 °F), and in the winter it is 0 to –15 °C (32 to 5 °F). The average yearly rainfall is approximately 600 millimetres (24 in). A small, southern region of the country near Pécs enjoys a reputation for a Mediterranean climate, but in reality it is only slightly warmer than the rest of the country and still receives snow during the winter.

SMALL DICTIONARY

Jó reggelt!	Good morning!
Jó napot!	Good afternoon!
Jó estét!	Good evening!
Köszönöm.	Thank you.
Egy jegyet kérnék.	A ticket please.
Egészségedre!	Cheers!
Elnézést!	Excuse me!
jó	good
rossz	bad

STUDENT WELFARE AND SUPPORT GUIDE

ESN Corvinus Student Organisation

With more than 30 coordinators, the goal of Erasmus Student Network – whose office is located on the ground floor of the Main Building, Room 7 – is to make the bonding easier and faster between each other. ESN guides the foreign students during the whole semester and also helps them in any case of problems.

We hope that all students will feel free to ask for the ESN coordinator's help or advice at any time.

USEFUL ADVICE

You are young and now in a great city with lots of new friends and people to meet. Lucky you! We want you to enjoy your studies, to have a great time and go back home with memories of great experiences and new friends, lifelong friendships.

BUT TAKE CARE!

Sometimes having real freedom and being away from home can lead to people making mistakes and making bad decisions. Please take care as you can pay a big price for bad judgement.

BEING LONELY AND DEPRESSED – Being away from home can be lonely and depressing and it is not always easy making new friends. If you feel low and depressed go to the Student Counsellor Centre, the ESN Office or ask for your Tandem partner's help.

TRAFFIC RULES AND REGULATIONS – Make sure you cross a street only in green light. Before stepping off the curb make sure that all the cars have stopped. Please use the official pedestrian crossings only.

DRINKING – Beware of the dangers of binge drinking. If you are drunk, do not walk the streets late at night on your own, and do not go home alone. (In general, it is not a good idea in any large city to walk alone late at night.)

DRUGS – Drugs in Hungary are illegal and just like everywhere else can be addictive, can kill and involves interaction with dangerous elements especially in the form of dealers. Avoid this.

SEX AND PREGNANCY – Practice safe sex. Use a condom (available in all drug stores). AIDS and other sexually transmitted diseases are to be found in all over the world. If you think you are pregnant get a pregnancy test (you can choose from a number of over-the-counter pregnancy tests in the drug stores: DM, Rossmann). Do not be shy in such cases as speed is important, ask for someone's help!

PARTIES – Inform your friends, roommates where you are going. Always ask one of your friends to see you home or take a taxi if you leave late at night.

ACCOMMODATION – Always lock the door of your flat / house when leaving and after arriving home.

THIEVES / PICKPOCKETS – Always keep your eye on your belongings when travelling, staying at the university or walking the streets (especially be careful with backpacks, purses and notebooks).

EMERGENCY NUMBERS

- General emergency service phone number: 112
- Police: 107
- Ambulance: 104
- Fire service: 105

To call these numbers is free of charge.

- 24-hour English-language crime hotline: +36 1 438 8080
- English language telephone directory service: 191
- International operator: 199
- Blue Point Drug Ambulance:

Address: 1095 Budapest, Gát utca 25, I/8

E-mail: bluepoint@t-online.hu

Phone: 00-36-1/215-78-33 or 00-36-70/607-4969

- Anonymous and free HIV testing (AIDS Association):

Address: 1113 Budapest, Karolina út 35/B

Phone / Fax: 00-36-1-466-92-83

E-mail: segitseg@anonimaids.hu

Just a few reliable taxi companies (English is spoken):

- City Taxi: +36 1 2 111 111
- Tele 5: +36 1 8 555 555
- Főtaxi: +36 1 2 222 222

FIRE SAFETY REGULATIONS

Educational Material for Students

I. GRADES OF INFLAMMABLE MATERIALS

The following grades of inflammable materials can be found in the buildings of the Corvinus University of Budapest (CUB).

“A”

increasingly combustible and explosive (e.g. petrol, solvents and their storage places, gas bottles, gas-meter, battery rooms, etc.)

“B”

combustible and explosive (e.g. the wood-scrap storage rooms of the carpenters' workshops in the CUB buildings in Ménesi utca and in Villányi utca)

“C” – combustible (e.g. in storage rooms, libraries, certain workshops, etc.)

“D”

moderately combustible (e.g. in lecture halls and seminar rooms, offices, gas-heated boiler room, etc.)

“F” – non-combustible group (e.g. in corridors, bathrooms, etc.)

II. GENERAL FIRE-SAFETY REGULATIONS

1.

The detailed fire-safety regulations for the various CUB buildings are included in the Fire-Safety Regulations. Everyone is responsible for adhering to these regulations.

2.

The various rooms and premises within the university buildings can only be used for the originally designated purposes. Any change in the use of a room is allowed only with the written permission of the person in charge and in keeping with the regulations as set out in the permission.

3.

“A” and “B” grade materials can only be used as needed in an open-air or in a well-ventilated space where there is no danger of ignition.

4.

The keeping of the fire-safety regulations must be supervised and ensured in all places during work and following its completion – any event or action contrary to these must be terminated immediately.

Supervision should extend to:

- the possibility of a fire alert,
- keeping all the escape routes (e.g. corridors, stairways, etc.) free from obstacles,
- ensuring the accessibility and availability of the fire hydrants, fire extinguishers, etc.,
- ensuring the accessibility of all places where water is available for fire-extinguishing purposes,
- switching off electric devices, machines and tools after use,
- the use of any heating devices in accordance with the regulations,
- adherence with the smoking regulations,
- storage of inflammable materials in accordance with the fire-safety regulations.

5.

Activities constituting a potential fire-hazard are not allowed in places where a fire explosion is possible. Regular, potentially fire-hazardous activities are only allowed in places suitable for this. Non-regular fire-hazardous activities can only be held after prior written permission and in keeping with the fire-safety regulations. (For more detailed information please check the fire-safety regulations.)

6.

It is prohibited to put or throw lighted tobacco products, matches and other ignition materials in places where they can cause a fire or an explosion.

In the university buildings smoking is only allowed in the designated smoking areas. Smoking is prohibited in all other places.

7.

It is prohibited to block – even temporarily – access to the following buildings, rooms, courtyards, corridors, etc.:

- turn-off switch of electric appliances
- public utility switches and locks
- manual fire-alarm devices
- pressure pumps
- openings and the operating console of the heat and smoke ventilation machines
- fire-extinguishers.

It is also prohibited to narrow or block access to

- the traffic routes
- doors and windows
- the escape routes.

8.

The use of space heaters in the dormitory rooms, offices, etc. is restricted to those that – if used in keeping with the instructions – do not cause fire or explosion. Only previously approved space heaters in faultless condition are allowed.

Space heaters in addition to the officially functioning ones can only be used with the prior written approval of the person in charge and in accordance with the instructions and regulations as set out in the approval.

9.

The following cannot be let into the drains and sewer: inflammable gas, steam or liquid, refuse water containing these in diluted form, and materials that upon coming in contact with water will form a chemical reaction and produce inflammable gas.

10.

Lights and lighting fixtures can be placed, fastened and used only in places where they do not form a potential fire-hazard.

11.

Electronic appliances and combustible materials should be kept at an appropriate distance from each other, or must be separated by a heat- and/or fire insulation material to ensure that any fire-hazard is avoided.

12.

Electronic machines, appliances, etc. must be turned off after use. If they are not used for a longer period of time, they should be disconnected from the electric system.

13.

In order to ensure a proper fire-alert, the emergency number of the fire department (tel.: 105) must be posted in a visible place next to the fire-extinguishers.

14.

A separate detailed regulation is in effect for the authorisation and safe organisation of special events.

III. REGULATIONS EXTINGUISHING A FIRE

1.

In the case of a small, non-extensive fire, try to extinguish the fire with the available and appropriate tools/materials, but only if your or anyone else's personal safety is not endangered.

2.

Anyone who causes a fire or notices a fire should immediately activate an alarm (manual fire-alarm, alert the reception desk, the nearest university staff member, or the fire department /tel.: 105/, etc.).

When phoning the fire department always provide the following information:

- exact location of the fire (street address, house number, floor, door number, etc.)
- what is on fire, whether there any people in danger
- your name and the number of the phone from which you are phoning.

3.

Upon hearing the fire-alarm, students must immediately evacuate the building. Ensure that others within the building are also alerted to the fire. A fire-drill must be held each year.

Fire-alarms used in the various buildings of the university:

LOUDSPEAKER:

- Main Building (Fővám tér)
- Kinizsi (Varga Jenő) Dormitory
- Tarkarét Dormitory
- Ménesi Dormitory

BELL ALARM – INTERRUPTED RINGING:

- Central University Library
- Ráday Dormitory
- Ménesi Dormitory

INTERNAL PHONE, MOBILE PHONE, ETC.:

- Villányi buildings (except building “K”), Péteri major, Szigetcsép, Szarvasi Arboretum

“INTELLIGENT” FIRE-ALARM SYSTEM:

- Main Building (Fővám tér)
- Salt House (“Sóház”)

SIMPLE FIRE-ALARM SYSTEM:

- Ráday Dormitory
- Tarkaréti Dormitory
- Villányi út – “K” building

4.

The fire department must be informed of all fire events, even those extinguished without the help of the fire department or with no intervention whatsoever, and the site of the fire must be left untouched until otherwise stated by the head of the fire investigation group.

IV. SANCTIONS AGAINST PERSONS NOT ADHERING TO THE FIRE-SAFETY REGULATIONS

1. The fire-safety regulations must be adhered to by all persons.

2.

Any person who breaks the fire-safety rules, but whose actions do not result in any legal proceedings will be considered to have a minor offence and can be fined.

3.

Any person who breaks the rules and regulations of the fire-safety regulation, but whose action does not result in any legal proceedings will be considered to have committed a breach of discipline and can be sanctioned in the frame of an official disciplinary action.

V. THE USE OF MANUAL FIRE-EXTINGUISHERS

1.

Fire extinguishers using powder: can be used to extinguish the fires of various fire grades.

Grade “A” – the fire of solid, generally organic type materials that burns with a flame (or glows or smoulders)

Grade “B” – the flames of combustible liquids

Grade “C” – the flames of combustible gases.

The most frequent fire-extinguishers within the university are the A – B – C fire-extinguishers that are perfectly suitable for putting out any A – B – C type materials on fire. Furthermore, these can also be used with safety in extinguishing the fire of any live electric equipment up to 1000 voltage. The use of these fire-extinguishers is shown on their side. Do not use to put out any computer fires! (It damages the computers!)

2.

Fire-extinguishers using carbon-dioxide: can be used in a wide range of cases, and is safe when extinguishing the fire of live electric appliances. The use of these is shown on the side.

Can be used to extinguish computer fires.

Dangers you can encounter in the case of a fire:

The most frequent cause of death in fires is due to smoke rather than heat.

The smoke resulting from a fire is made up of two parts: a visible one that makes finding the escape route hard and an invisible part that contains poisonous gases.

Carbon-monoxide is produced in almost all fires. This is an invisible gas with no smell and it is impossible to tell whether or not it is present. Breathing in carbon-monoxide affects a person's actions and may result in thoughts of irrational ways of escape. Having breathed in carbon-monoxide, a person becomes unable to open a window or a door.

The flue gases resulting in the fire are hot, therefore they rise to the top. In case of fire – due to the heat and the poisonous gases, it is safer to lower yourself to the ground and crawl to the escape route in this position.

The hot flue gases rise to the ceiling in the rooms and stairways, are accumulated at the top and become hotter and hotter. If these gases reach their ignition point, the spreading of the fire speeds up with a burst. When dark smoke accumulates in the upper spaces, evacuation should be fast and without delay.

In the case of certain materials (e.g. plastic) fire will result in poisonous gases that will leave you unconscious after just a few breaths.

General rules of conduct in case of a fire emergency:

- If you encounter smoke, stay low and crawl – if needed – to the escape route. Cover your nose and mouth with a wet towel, T-shirt, etc., if possible as this will act as filter and keep away part of the smoke.
- If you see thick, black smoke accumulating under the ceiling, escape immediately.
- Do not try to gather your belongings, your personal escape and safety is more important than property.
- In case of a fire-emergency use only the stairways, do not use the elevators.
- If you are locked in, shut all the doors and windows between yourself and the site of the fire. Fill all the cracks around the door(s) to keep the smoke and heat out as much as possible. This way you will shut off the fire's oxygen supply and hinder the spreading of the fire. Having done this, open the window and let fresh air into the room. If you should do the above in reverse, the fire may increase.
- If someone is locked in, he/she should shout for help and call attention to his/her presence. Try to find an alternative (safe) route of escape (e.g. tying together sheets, curtains, etc.) to form a rope and escape to the courtyard, terrace, etc., i.e. a place not threatened by the fire. Attract attention to yourself by waving a sheet, a shirt, or something similar.

CIVIL DEFENSE

I. CIVIL OBLIGATIONS

Hungarian nationals (men 16–60 yrs of age, women: 18–55 yrs of age) have civic defense obligations in PEACE and in the STATE OF EMERGENCY!

This obligation encompasses the obligation of the provision of data, notification (change in professional skills, change in place of work or residence), and presence and participation in civil defense service.

II. CIVIL DEFENSE RESPONSIBILITIES

1. In the area of defense of lives
 - Preparation of the population and the civil organisations for defense against the effects of aggressive arms.
 - Alerting and the provision of information.
 - Evacuation and reception.
 - Setting up of air-raid shelters and/or bunkers.
 - Provision of individual protective arms/tools.
 - Ensuring blackout.
2. In the area of defense of property and material needs
 - Preparation and provision of means for sustenance, medical supplies (medicines and bandages) and other material needs.
 - Defense of property of special value (goods of cultural value, precious metal, hard currency, etc.).
3. The use of aggressive arms in the following circumstances
 - Reconnaissance in order to decrease losses, rescue, exemption.
 - Temporary provision for the population (food, water, temporary lodging of the transiently homeless).
4. IN CASE OF NATURAL DISASTERS, INDUSTRIAL AND OTHER CATASTROPHES (flooding, inland inundation, earthquake, industrial nuclear traffic, etc. accidents, catastrophes)
 - Provision of assistance to the organisations (flood protection, fire protection, epidemic- and other public health, etc. organisations).
 - Participation in cleaning up of damage and temporary restoration immediately required for rescue, sustenance, etc.
5. In order to assure civil defense in case of war
 - Preparation of the national and regional executive organisations.
 - Preparation and maintenance of headquarters for guidance (facilities for protected work places for organisational executive and governing bodies).

THE ABOVE CAN BE SELF-DEFENSE AND ADMINISTRATIVE (territory defense) TASKS

DISASTER RECOVERY

III. CATASTROPHE

= any natural disaster or civilisation based extraordinary event (e.g. earthquake, industrial disaster, etc.) that can to a great degree severely damage life, life conditions, material goods, and/or the environment.

IV. CATEGORISATION OF CATASTROPHES ACCORDING TO THEIR ORIGIN

1.

Natural catastrophes, that appear independently of any human activity and result in natural disaster.

E.g.:

- Meteorological catastrophes (rainstorm, thunder-shower, windstorm, snowstorm, avalanche, lightning, forest fire, tsunami, etc.)
- Geological catastrophes (earthquake, meteorite, volcanic eruption)
- Biological catastrophes (epidemics, en masse appearance of pests, etc.)

2.

Civilisation-based catastrophes that result from human activities (improper intervention, omission, carelessness, or technical problems. These can cause enormous damage within a given area or region or can extend to whole continents. E.g.:

- Technical or industrial catastrophes (failure in energy systems, ceasing of facilities, mass traffic accidents, dangerous materials getting out of control)
- Social catastrophes (terrorist actions, sabotage, armed battle, wars, strikes, migration, etc.)

V. REGULATIONS ON HOW TO ACT IN CASE OF DISASTER

1. General regulation for behavior:

- Follow the orders given by the authorities responsible for catastrophe defense.
- Turn on the radio, television and listen to any outside source of information, loudspeaker. Inform your neighbours.
- Do not listen to or participate in the spreading of unfounded alarms/scares.
- Only use the phone to call for help or assistance.
- If you leave your house or apartment/flat turn off the gas and water. Close/lock all doors and windows.
- Trust those who have prepared to save/defend you and put themselves in danger to save/defend you.

2. Rules for behavior in case of given catastrophic events

- Stay calmly where you are and try to obtain information.
- Until the end of the earthquake stand in a doorway or hide under a table.
- When seclusion is ordered go to the nearest concrete or brick building, keep the doors and windows closed (e.g. in case of a radiation or chemical catastrophe).
- Defend yourself from falling objects. If you are in a car, park where you are protected from falling objects. (In case of earthquakes, floods, fire.)
- In case of flooding, go to a higher place. If you cannot leave the building, go to a higher level or floor from where you can access the roof.
- Put out any fires in case of an earthquake, fire or chemical catastrophe.

- If there is a fire, try to localise and extinguish it.
 - Do not use the elevators in case of earthquake, floods, fires. Turn off your car.
 - Prepare a list of objects, valuables, medicines, clothes, etc. you need to take with you when you escape or are relocated. Put everything in a backpack or shoulder-bag to ensure that your hands stay free. Put on layered, comfortable clothing.
 - Stay in groups to enable you to help each other. When on the street, walk in the middle of the road (not the sidewalk). (In case of an earthquake, fire, chemical, or radiation catastrophe.)
 - Shield your head, face, eyes, and any uncovered parts of your body. Use wet clothes to guard yourself in case of gases, smoke and dust.
3. Relocation when, based on the type of disaster you must or can choose to leave your place of residence for a shorter or longer period of time. Those relocated are usually placed with families.
4. Evacuation when you are forced to leave your place of residence without sufficient prior notice. The speedy evacuation of the population from areas that are life threatening as a result of a catastrophe.
5. How to act and what to do in case of relocation
- Turn off the electricity, water, gas.
 - Remove the gas-cylinder/bottle from the house.
 - Confine – if possible also providing food and water – all animals.
 - Listen to all official information sources, local news, public announcements.
 - Extinguish all fires.
 - Assist those in need.
 - Assist in preventing panic.
 - Act in keeping with the orders of the authorities.
 - Take with you: your identification papers, cash, food, drinking water, necessary clothes, individual defense tools, blankets, pocket radio, medication, sanitary equipment.
6. The order of action to eliminate and/or decrease the harmful/dangerous effects of extraordinary events
- Prevention-notification, evaluation of the danger, planning for catastrophe defense, preparation, implementation of defense regulations, monitoring.
 - Decrease of damage, alarm, provision of information, localisation, evacuation, life saving, saving of valuables.
 - Technical reconnaissance, elimination of damage, elimination of breakdowns, stabilising damage.
 - Provision of speedy assistance to the injured, provision of temporary sustenance/accommodation.
 - Temporary provision to substitute for/replace electricity, gas, heating, setting up of make- shift facilities.
 - Evaluation of experiences, arrangements to avoid similar events, final elimination of damage.