



Special Information for **EXCHANGE STUDENTS**

Academic Year 2014-2015

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BECOMING AN EXCHANGE STUDENT

Anyone interested in becoming an exchange student at the Corvinus University of Budapest should first contact the International Office or the Erasmus Office of their home university. These offices can provide them with information on the specific conditions for participation in the **exchange programme** (ERASMUS, CEEPUS, CEMS, PIM, etc.) and whether their institution is involved in an exchange with the Corvinus University. The list of partner institutions can also be found on the website of the Corvinus University (www.uni-corvinus.hu/eng).

International students can also study at the Corvinus University of Budapest if they are state scholars nominated by the **Hungarian Scholarship Board** (www.scholarship.hu).

The University only accepts exchange students if they are sent by its partner institutions or through the Hungarian Scholarship Board. It is possible to study at Corvinus as a **fee-paying student**, too. More information can be found at www.uni-corvinus/eng.

THE APPLICATION PROCESS

1. The exchange coordinators of the partner institutions nominate the selected exchange students in the MOBility Manager online system (MOB) of Corvinus University, observing the deadlines and instructions received from the International Office.

2. Once nominated, the exchange students receive an e-mail containing instructions and the login information to MOB. They complete their online registration (entering their personal data, uploading their e-photo and min. B2-level English language exam) in MOB and select courses in Neptun by the given deadline. The course registration works on a first come, first served basis, and it is optional for students who come for a study period of maximum 3 months (i.e. not for a whole semester).

NB.: It is important to respect the deadlines to ensure acceptance.

INFORMATION LETTER AND LETTER OF ACCEPTANCE

As soon as applications are processed, the International Office sends an information letter to the students with further practical information, along with a Letter of Acceptance (this one only for non-EU/EEA citizens), which may be necessary when applying for a 'visa for residence permit' or grants in the home country. The documents are generally posted to the home university coordinator.

COURSES

The courses which are accessible at the university website (www.uni-corvinus.hu/eng – Exchanges – Incoming students - Courses) are the only ones available for exchange students.

Students who would like to attend courses offered in Hungarian (other than language courses) should contact the faculty coordinators to let them know about the subjects they are interested in. The courses offered in Hungarian can be found on the Hungarian website of Corvinus University (www.uni-corvinus.hu).

WITHDRAWAL

Selected exchange students are requested to notify their home institution as well as the responsible coordinator at the Corvinus University of Budapest as soon as possible if they cancel their exchange semester. The home university coordinators are kindly requested to delete the online (MOB) nomination of the students who have withdrawn.

WHAT TO BRING

Exchange students are requested to bring with them a few passport photos. In addition, for the Information Day (organised around the middle of each semester) students are kindly asked to bring some brochures, posters, etc. with themselves to be able to present their home institutions and persuade Hungarian students to spend an exchange semester there.

FOR THOSE AT HOME

Students are advised to keep the relatives at home informed about changes of their address or phone number in Hungary and to give them the contact details of the International Office of the Corvinus University. The new contact details should also be registered at the International Office (and in the online system) once the students are in Budapest and have accommodation and new phone numbers.

ARRIVAL AND FIRST STEPS

1. First (after having settled at a hostel or a rented apartment) students **should attend the orientation programmes advertised by the International Office**, where they receive their information package with the essential and freshest details of their semester.

2. Second step is to visit the administrative unit (one of the faculties) the particular student belongs to (based on the information received at the International Office). This is where students get their student ID cards, etc. (See Contact persons).

3. The registration of the place of residence and/or residence permit matters should be arranged with the help of the Hungarian Tandem partners. The instructions are given to students at the International Office upon arrival.

CONTACTING OTHER EXCHANGE STUDENTS

Exchange students may contact each other even before arriving in Budapest. There will be an e-mail list for exchange students, which students may join if they wish to. An e-mail notification and instructions for usage will be sent to all exchange students as soon as the list is created. The group members usually use this list to look for flat-mates and accommodation before arrival and to notify each other of social programmes during their stay.

ORIENTATION PROGRAMME

The orientation programme is for all the exchange students of Corvinus University. There will be informative presentations regarding various administrative and academic questions. Therefore, attendance on the orientation day is strongly recommended.

TUITION FEE

Exchange students studying at the Corvinus University within the international programmes e.g. ERASMUS, CEEPUS or on the basis of inter-university or interstate agreements will not be charged any tuition fee.

CONTACT PERSONS

In administrative matters concerning the exchange programme (ERASMUS, CEEPUS, bilateral exchange, CEMS, etc.), exchange students should turn to the coordinator of the particular programme. In matters concerning the studies, exchange students should turn to the relevant faculty contact persons (see Contact persons at the Corvinus University of Budapest).

ACADEMIC CALENDAR 2013-2014

Events	Dates
1st (Fall) semester	
Orientation Day*	September 1 (12:00)
Enrolment week	September 1 – 5
First day to add and drop courses	September 2 (10:00)
Opening Ceremony (also for international students)**	September 5
First day of classes***	September 8
Last day to add and drop courses	September 14 (23:59)
Last day to withdraw from Fall 2014 courses	September 19 (12:00)
Last day of classes	December 12
Exam period	December 15 – 19 and January 5 – 30
2nd (Spring) semester	
Orientation Day*	January 26
Enrolment week	January 26 – 30
First day to add and drop courses	January 27 (10:00)
First day of classes	February 2
Last day to add and drop courses	February 8 (12:00)
Last day to withdraw from Spring 2014 courses	February 13
Last day of classes****	May 8
Exam period	May 11 – June 12

* Distribution of information packages. Attendance is strongly recommended!

** Budapest Congress Center, H-1123 Budapest, Jagelló út 1-3.

*** First day of classes for FLA students: September 22 (two-week workshop from September 8).

**** Last day of classes for FLA students: April 24 (two-week workshop from April 27).

GRADING SYSTEM

LOCAL AND ECTS GRADING SCALES:

Local Grading		Equivalent ECTS Grading	
5	Jeles	A	Excellent
4	Jó	B	Good
3	Közepes	C	Satisfactory
2	Elégséges	D/E	Pass/Sufficient
1	Elégtelen	F	Fail*
-	Nem jelent meg	DNA	Did not attend*
-	Nem vizsgázott	I	Incomplete*
-	Aláírva	S	Signed*
-	Megtagadva	R	Refused*

* no credit

Please note that the exchange students are evaluated only by the **ECTS** grading system!

TRANSCRIPT OF RECORDS

The results each exchange student achieves at the University are summarised in a transcript after the study period. The original copy is sent to the International Relations Office or Erasmus Office of the sending institution soon after it is ready (after the last day of the exam period). Students may either ask for a photocopy at the faculty they belong to (in case they are still in Budapest at the time) or pick up the original at the home institution.

EUROPEAN CREDIT TRANSFER SYSTEM (ECTS)

The European Community promotes inter-university cooperation as a means of improving the quality of education for the benefit of students and higher education institutions, and student mobility is a predominant element of that inter-university cooperation. The ERASMUS programme clearly demonstrates that studying abroad can be a particularly valuable experience as it is not only the best way to learn about other countries, ideas, languages and cultures; increasingly it is also an important element in academic and professional career development.

The recognition of studies and diplomas is a prerequisite for the creation of an open European area of education and training where students and teachers can move without obstacles. That is why the European Credit Transfer System (ECTS) was established within the ERASMUS programme as a means of improving academic recognition for study abroad.

ECTS provides an instrument to create transparency, to build bridges between institutions and to widen the choices available to students. The system makes it easier for institutions to recognise the learning achievements of students through the use of commonly understood measurements – credits and grades – and it also provides a means to interpret national systems of higher education. The ECTS system is based on three core elements: information (on study programmes and student achievement), mutual agreement (between partner institutions and the student) and the use of ECTS credits (to indicate student workload).

Full academic recognition is a necessary condition for student mobility within the framework of the ERASMUS programme. Full academic recognition means that the study period abroad (including examinations or other forms of assessment) replaces a comparable period of study at the home university (including examinations or other forms of assessment), though the content of the agreed study programme may differ.

The use of ECTS is voluntary and is based on mutual trust and confidence in the academic performance of partner institutions. Each institution selects its own partners.

MAIN COMPONENTS OF ECTS

1. ECTS credits, which are numerical values allocated to course units to describe the student workload required to complete them. They reflect the quantity of work each course unit requires in relation to the total quantity of work necessary to complete a full year of academic study at the institution (that is, lectures, seminars, practical work, field work, private study and examinations or other assessment activities). ECTS is thus based on a full student workload and not limited to contact hours only. In ECTS, 60 credits represent the workload of an academic year of study, 30 credits are allotted for one semester and 20 credits for a trimester. Credits can be obtained by completing the courses in a satisfactory way. No ECTS credits are awarded if the performance is unsatisfactory.

2. The information package, which supplies written information to students and staff on institutions, departments/ faculties, the organisation and structure of studies and the course units.

3. The learning agreement, which covers the programme of study to be taken and the ECTS credits to be awarded for their satisfactory completion, committing both home and host institutions, as well as the student.

4. The transcript of records, which shows students' learning achievements in a way which is comprehensive, commonly understood and easily transferable from one institution to another.

ECTS GRADES

The evaluation of a course is made by the grading system of the responsible university. In order to make the conversion into the grading system of the home country easier, a descriptive ECTS grading system was developed, which under no circumstances replaces the national grading system.

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The International Office of the Corvinus University facilitates the internationalisation at the University by taking care of various related activities, which could best be described by the words: initiation, coordination, support and representation. Most of these activities are in connection with student exchange and the partner agreements it is based on. Each semester, the Corvinus University of Budapest exchanges approximately 300 students with about 260 partners.

The International Office...

- Is responsible for signing international cooperation agreements and managing the partnerships;
- Coordinates and supervises the exchange programmes, e.g. ERASMUS, CEEPUS and inter-university exchanges, including the supervision of the registration of incoming students and the selection of outgoing students;
- Coordinates the so-called Tandem Programme (buddy programme);
- Cooperates with the Student Associations (e.g. ESN Corvinus) in the arrangement of programmes for incoming students;
- Gathers, processes and disseminates information on partner institutions, on their study programmes and on other study abroad possibilities;
- Gathers students' study abroad reports to make them available for future candidates;
- Maintains contact with the European Commission, the National Agency, the Hungarian Scholarship Board (MÖB) etc.;
- Prepares (or assists the preparation of) promotional materials, study guides and other publications about the University for international students, current and prospective partners;
- Arranges various tasks concerning the arrival of international visitors, academic staff and students;
- Represents Corvinus University internationally at conferences, fairs or on other occasions.

In all the above activities the International Office, being a central administrative unit, works closely together with the other central administrative units, and especially with the faculties, which all have one or more international coordinators.

The International Office Team consists of four members, as shown in the table below.

Team Member	Title and Responsibilities	E-Mail Address, Room, Office Hours
Ms VERES, Erzsébet	Head of the International Office Institutional CEEPUS Coordinator	erzsebet.veres@uni-corvinus.hu Room 207/a Mon-Friday: 9-12
Ms ZSÁKAI, Szilvia	Institutional ERASMUS Coordinator Contact person for ERASMUS partners Responsible for outgoing ERASMUS students	erasmus@uni-corvinus.hu, corvinus.intoffice@uni-corvinus.hu Room 205 Mon-Friday: 9-12
Mr SZALAI, Gábor	Incoming students' Coordinator Erasmus teaching mobility CEEPUS and MÖB Coordinator	gabor.szalai@uni-corvinus.hu Room 207 Mon-Friday: 9-12
Ms KÁNYA, Ildikó	Administrative affairs, Erasmus administrative staff mobility Transcript of Records Corvinus Summer School	ildiko.kanya@uni-corvinus.hu Room 205 Mon-Friday: 9-12

WHAT? WHERE?

Information Package	International Office
List of Contact Persons	
Academic Calendar	
Corvinus Student Guide	
Corvinus Offline	
User's Guide (Hungary and Budapest)	
Budapest Guide	
Budapest Map	
Computer Access (personal user name + password)	International Office
Student ID Card	Admin. Faculty
Certificates	
Learning Agreement	
Departmental (first) signature:	Admin. Faculty
Institutional (second) signature:	International Office
School Attendance/Other Certification	Admin. Faculty and/or International Office
Academic Matters	
Neptun Management for Students	Admin. Faculty
Courses	Relevant FSO
Schedules	Relevant FSO
Exams	Relevant FSO
Contact to the Instructors	Relevant FSO
Books	Relevant FSO
Grades	Relevant FSO
Transcript	Admin. Faculty
Course Withdrawal (till the given deadline)	
Course Management in Neptun	Admin. Faculty
Information on Non-academic Matters	International Office
Visa, residence permit	
Health service	
Accommodation	
Tandem program	
Remarks	
Admin. Faculty = the Faculty you belong to concerning administrative academic matters.	
Relevant Faculty's Study Office (Relevant FSO) = the Faculty which is offering the course.	