



General Information for **INTERNATIONAL STUDENTS**

Academic Year 2015–2016

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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 1800 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 Budapest, Hungary's capital, which also serves as the centre of scientific and cultural life. The university buildings are located on one of its two campuses.

Corvinus University of Budapest was founded in 1948. Over the past 67 years it has undergone a number of structural changes and as a result it has also been renamed repeatedly. The University currently has six Faculties. The so-called "Pest /Közgáz/ Campus houses: the Faculty of Business Administration, the Faculty of Economics, the Faculty of Social Sciences, while the "Buda Campus" gives home to the Faculty of Food Science, the Faculty of Horticultural Science and the Faculty of Landscape Architecture and Urbanism. All legal predecessors of the current University were leading institutions in Hungary within their given scientific fields. The goal of the University is to maintain its leading position in Hungary and enhance its international reputation.

MAJOR GOALS OF THE UNIVERSITY:

- to deliver study programmes that meet international standards and satisfy European quality requirements;
- 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;
- to continue its leading role in national curriculum development;
- to strengthen the position of the University in the international arena and to even further modernise its infrastructure;
- to continue to offer the study programmes currently taught in a foreign language (English or German), to launch new further study programmes for foreign students;
- to participate in joint and double degree programmes;
- to further increase the proportion of foreign students and lecturers;
- to increase participation in international research programmes.

EDUCATIONAL PROFILE OF THE UNIVERSITY

The educational profile of the University is on par with international standards and the University enjoys a market leader position in almost all segments its profile covers. In fields where the University is not an actual market leader, it does play a major role. Demand for 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.

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 are of considerable importance as a professional and internationally-acknowledged doctoral programme can potentially enhance prospective students' interest in undergraduate and graduate programmes and encourages the establishment of interfaculty and multidisciplinary research groups on the basis of doctoral schools. Doctoral schools can also be sources of quality lecturers.

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

Internationalisation is continuous and is recognisable in programmes that are taught in a foreign language, in joint degrees as well as 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 reflect the overall aims of the University. Preconditions are favourable, as international innovation and applied research programmes are currently underway.

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**. 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: FAVOURABLE RATIOS

The number of students was 14,592 in the 2014/2015 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. 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 world, further enhancing and constantly improving the quality and relevance of the knowledge imparted to Corvinus students.

In 2014 the total number of the staff was 863. The proportion of academic staff members with scientific degrees is about 70 per cent. 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 many cases, will include an extra semester, 12-week mandatory internship. Students with a fully completed secondary education allowing them access to higher educational institutions can apply to these programmes. 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 designated 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: the doctoral comprehensive exam, writing and defending a thesis-proposal, and finally, the writing and defense of the actual dissertation.

NON-DEGREE PROGRAMMES

Short programmes

These programmes – usually no less than 5 days in duration - are designed for students who are studying at a foreign higher educational institution, but are interested in spending some time in Hungary learning, obtaining international experience. 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.

Preparatory programmes

Students who do not meet the entry requirements of the programme of their choice can take part in a preparatory programme (usually 1 year in duration) which will prepare them for admission.

Partial training

The University offers an outstanding opportunity for students who are coming to Corvinus in order to earn academic credits or simply to have a study abroad experience. These students can take part in partial training on a tuition fee-paying basis.

Special training programmes

Special training programmes are designed for people who have a basic knowledge of a given study field or 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 completion of the programme. Further information: www.uni-corvinus.hu/summerschool

Degree students of the University are the regular students who applied with the aim of obtaining a degree.

Exchange 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 typically do not have to pay fees to study at Corvinus.

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 to provide data for the first time in 2011. In that year Corvinus University appeared on the 601-650 band. In 2014 Corvinus University ranks among the top 700 universities of the world.¹

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.
- Through the Faculty of Business Administration, Corvinus University has been appearing on the **Financial Times rankings** since 2005. Corvinus University is a member of **CEMS network** (The Global Alliance In Management Education), and our joint degree programme has been ranked in the **top 10 (mostly in the top 3)** in the **Financial Times Master in Management ranking** since 2008. In this same ranking our programme “MSc in General Management” was ranked at **70th** in 2014.²
ranking our programme of MSc in General Management and was ranked at **67th** in 2012 ².
- The **QS TOP MBA** provides regional lists of business schools. In the European list, Corvinus University of Budapest was categorized as an emerging global business schools (second best category), as was ranked 24th (2012) and 23rd (2011) among business schools. In 2012 Corvinus University was in 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 2012 rankings, CUB’s Faculty of Business Administration was considered to be a „four palms” one (out of the maximum five palms), that is, a top business school with international recognition. 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 league.⁴

¹ <http://www.topuniversities.com/university-rankings/world-university-rankings/2014>

² <http://rankings.ft.com/businessschoolrankings/masters-in-management-2014>

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

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

- 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 achieved 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

Rankings in the field of agriculture and forestry:

- Non-business fields are rarely included in specialized rankings. Global rankings, however, usually provide focused subject rankings by narrowing their global ranking to fields and disciplines. According to 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

⁵ <http://www.best-masters.com/>

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

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 increasingly becoming 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 over 300 partner universities worldwide.

The University participates in several international exchange programmes. The one providing the largest mobility at Corvinus University is the **ERASMUS** (and now, 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. All regular degree students studying at Corvinus are eligible to apply for the ERASMUS+ study programme.

Corvinus also participates in the Central European Exchange Programme for University Studies (CEEPUS). The **CEEPUS** programme promotes academic mobility in Central and Eastern Europe. The member countries 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.

In addition to these exchange programmes, the Corvinus University is also proud of its numerous **bilateral agreements** with highly acknowledged universities from the USA, Canada, Latin America, Europe, Asia, Australia, New Zealand and South Africa. 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.

Within the **CEMS** (The Global Alliance in Management Education) programme about 40 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 also have the opportunity to 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 offers a number of double degree programmes with high quality partner institutions. **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 have to complete the program at two different universities.

The Directorate of External Relations - International Office, facilitates the internationalisation of the University and coordinates and supervises the exchange (e.g. ERASMUS+, CEEPUS and inter-university) programmes.

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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 hosting hundreds of foreign students each semester. 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 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 and German to international students who are just visiting for one or two semesters or to those who have successfully joined one of the degree programmes. Some 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). Corvinus FBA is the only educational institution in Hungary and the first in the Central and East European region to become a member of this elite 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.

Two programmes with the Faculty of Business Administration (the Executive MBA and the BA in Business Administration and Management programmes) have received EFMD's EPAS (European Program Accreditation System) accreditation, which plays a large role in achieving the University's international objectives.

The Faculty of Business Administration of the Corvinus University of Budapest is the first (and to date only) institution in Hungary offering EPAS accredited programmes.

Currently, FBA offers the following degree programmes in English:

- BA in Business and Management

- BA in International Business

- MSc in Marketing

- CEMS MIM (Master in International Management)

- a bachelor double degree programme jointly with the European Business School (Germany)

- 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 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, etc.), 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, irrespectively of their nationality, 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 worldwide, as they are equipped 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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- 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)
- Universidad Adolfo Ibanez, Chile (UAI)

The purpose of CEMS MIM is to provide its students with a management education programme that sets a global standard of excellence. Therefore 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, and an internship abroad (assistance is provided by over 70 Corporate Partners)

–) **and proficiency in at least three languages, are awarded the CEMS Master’s Degree in International Management (CEMS MIM)** in addition to the degree earned at 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 2015 Spring Business Projects were offered by McKinsey, Vodafone, Deloitte, MasterCard, PWC and Roland Berger Strategy Consultants.

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 CEMS accredited language courses in several languages.

DEUTSCHSPRACHIGER STUDIENGANG IN BETRIEBSWIRTSCHAFTSLEHRE

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
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	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, Verhalten in Organisationen und Personal 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 („Führung und Organisation“, „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.

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BA in Business and Management

The programme – to date the 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.

MSc in Marketing

The program has been designed with the objective to allow participants to understand how marketing creates value for the firm, to be able to draft marketing plans, and to master functional processes of marketing. Participants receive comprehensive knowledge and can specialize in different areas to achieve excellence. The program is offered in a full-time, two-year format. The Msc in Marketing aims to achieve a fine balance between practice and theory. Class sizes are adequate to the master level and education is based on interaction. The programme relies heavily on case studies, computer simulations and on other forms of student activities. Participants often work on real-life projects and are sought after by the leading companies.

Partial Training and Non-Degree Students

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 and German in all subject areas taught at the university.

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 examination 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- The Faculty offers double degree programmes with University College London, (UK), Groningen University (The Netherlands), Bamberg University (Germany), University Babes-Bolyai (Romania), University of Western Australia and University of Adelaide (Australia).

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 90 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
Honorary associate professor at Corvinus University

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	
BA in Applied Economics, MA in International Economy and Business; MSc in Public Policy and Management, International MA in Economy, State and Society; Double Degree programs; European Master's of Public Administration;; MCP in Economic and Public Policy Programme Coordinator;	
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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 Multidisciplinary 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>

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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 T

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.

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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.

Deside 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.

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EDUCATIONAL PROFILE

The Faculty of Landscape Architecture and Urbanism 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.

SPORTS 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. These classes are also open to the exchange students, albeit, a small fee (also for Hungarian students who have already completed their compulsory PE classes) may apply.

Amateur athletes can join the **Student Sport Circle** which has 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). In the winter several **ski camps** are organised students studying at Corvinus, while in the summer students can take part in **rowing** and **surf camps**.

If for some reason you cannot or do not wish to do sports at the university, there are plenty of **fitness centres** throughout Budapest. Remember to ask whether you are eligible for a student discount! You can also jog in the City Park (Városliget) 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

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 ground 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, Ground Floor, Room 17

E-mail: hok@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.
"Közgáz" Campus - Main Building, Ground Floor, Room 7,

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 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: Main Building, 2nd Floor, Room 233.

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: kozgastanc@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 complementary programmes. Naturally, they also offer the opportunity to become a member of a community of students who have similar interests and goals. Though international students cannot be members of professional colleges, they are welcome on the various programmes and conferences organised by them. Below is a brief overview of the Corvinus's professional colleges.

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 floo , Ráday Dormitory, Ráday utca 43–45.

Web page: szisz.uni-corvinus.hu

College for Social Theory (TEK)

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

Web page: tek.uni-corvinus.hu

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

LIBRARIES

In order to meet the information requirements of the training and research activities carried out in its six 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 offered by and available at the Library:

- three reading rooms with about 100,000 books on open shelves,
- journal and newspaper reading rooms,
- access to online databases and journals,
- 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

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 on campus have internet access. **Wireless internet and CorNet** can be accessed by using the VPN Connection or the CORNET-EAP without VPN connection. This service can be used with a Corvinus University student ID card, and is available to Hungarian and international students, alike. Wireless service on the Pest Campus is available in the "Aula" (ground floor) and the corridors of the Main Building (usually with best coverage near the main stairs on the Central Market Hall side of the building, in the "Aula" of the Salt House, as well as throughout the New Campus Building including the Central Library. To register, please contact the ITC help desk (Salt House Bldg., Room 15). WIFI (VPN) technical support: Tue: 9.00 – 12.00, Thu: 13.00 – 16.00 (Salt House Bldg., Rooms 124, 125, 126).

You can **change the language** of the softwares on the campus PC-s 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 the language of your choice. You OK this choice and this setting will be remembered every time you log in.

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. 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.
If you have any problem with Moodle, don't hesitate to contact us at:

E-mail: helpdesk@eloszk.hu

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

Office: E-Business Research Center, Salt House
Bldg., Room 20.

LANGUAGE REQUIREMENT

The Corvinus University of Budapest considers it very important that the high standard of teaching and learning not be hindered by language problems. All international students applying to study at Corvinus should only do so if their proficiency in the language of instruction (Hungarian, English, or German) is unquestionably sufficient and suitable for university studies (min. B2).

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) 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 - felsőoktatás”). (IMPORTANT: the student monthly transportation pass is valid only together with the valid student ID. If the student ID is lost, please ask for a replacement from your Faculty coordinator as soon as possible to avoid the fine.

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

Only for degree students:

Degree students have 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 the relevant administrative office of your Faculty. Please note: permanent student ID cards must be validated by a validation sticker each semester. For regular degree students, temporary student ID cards can be issued only after they have made all the required arrangements for the permanent student ID card.

STUDY AND EXAM REGULATION

The Study and Exam Regulations – 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.

COUNSELLING CENTRE

Head: Dr. Marietta Németh, Psychotherapist

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

Main duties of the centre:

Support in studies

Peer helpers (senior students) 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.

Support of disabled students.

Students who have valid and official medical certification regarding a disability that can affect their studies can request allowance or exemption in certain cases. For the precise details and information, please contact the Centre or the Disabled Students Coordinator of your Faculty.

Counselling Centre:

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's Career Office offers Corvinus degree students internship, part-time and full-time job opportunities 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

As the number of places in the university's dormitories is limited and is usually filled up by the regular degree students, it is recommended that students coming for just one or two semesters rent a flat or share a rented flat. For possible suggestions on dependable rental agencies, please contact the International Office or your Faculty coordinator.

Important:

- 1) do not sign a contract until you have been able to check out the apartment in person (online ads and pictures can be misleading);
- 2) make sure that the person you are signing the contract with will be able to provide you with the land-registry paper of the apartment (this will be required by the Immigration Office);
- 3) if you are unsure or need assistance contact the International Office or your Faculty coordinator.

VISA AND RESIDENCE PERMIT

Information on the regulations concerning the visa and the residence permit can be found on the website of the Hungarian Office of Immigration and Nationality <http://www.bmbah.hu/index.php?lang=en>.

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 Consulate 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 at least 2 months BEFORE coming to Hungary.) In case of successful application, the students obtain a visa – for the purpose of studies – authorizing them for a single entry to pick up the residence permit.

NB: Please note that the 90 day visa-free period is valid over a period of 6 months from the original date of entry into the Schengen area, and the 90 days does not restart upon leaving and re-entering the Schengen area within 6 months from the original date of entry.

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 prior to the date of expiry. The regulations in effect for the registration of the place of residence and picking up the residence permit can be found on the website of the Office of Immigration and Nationality (<http://www.bmbah.hu/index.php?lang=en>).

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” which is obligatory for all people residing in Hungary.

HEALTH INSURANCE

All international students are recommended to have a valid health insurance for the duration of their stay in Hungary.

Residents of the EEA Region (European Union, Iceland, Norway, Liechtenstein and Switzerland), who are entitled to health care of the National Health Service or have a 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.
- if they have a valid EHIC card.

Any medically necessary treatment becoming necessary during the EEA patient’s temporary stay in Hungary is given at the same cost as it is given for Hungarian citizens (please note that certain treatments – e.g. dental care - are fee-based). In case of doubt the health care provider has the right to decide whether the required treatment is medically necessary during the expected duration of the stay in Hungary. 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, they are advised to see the responsible designated general practitioner (GP – “házi orvos”) first. The GP decides whether further specialised out- or in-patient treatment is necessary and will issue a referral. The specialised outpatient care, typically available at outpatient centres (“szakrendelő”), is rendered generally upon referral. Students may seek outpatient care without referral in cases where 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

When a prescription is given, it should be taken to a pharmacy, where the EHC card must also be shown. Subsidies on medicines can vary according to disease and type of product. The subsidy is provided directly to the pharmacy, so the amount you pay at the purchase of the prescribed medicine is a “co-payment” and is therefore non-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.

Any extra services (better room, meal etc.) will have to be paid directly by the patient and will be considered to be non-refundable.

Refunds

For EEA citizens, private charges for seeing a doctor or dentist, co-payment for hospital services and pharmaceuticals, as well as private hospital treatment are non-refundable. (Important: The majority of dentists and dental surgeries advertising themselves are not contracted for the services of the Hungarian health insurance, so please make sure to check prior to the start of the treatment.)

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 decide to accept a retroactively issued PRC, as well. In such cases, 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 will charge a fee for the treatment and will issue an invoice. A refund of the invoiced amount is not possible in Hungary; however, the patient can apply for a reimbursement 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 the E 112 form. 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.

The citizens of the following States are eligible health care in emergency cases. The sole document certifying entitlement is the passport.

- 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 providers can set the fees more or less freely; thus the Hungarian National Health Insurance has no influence on the amount of fee charged. Health care providers usually apply the same fees for the same services. Most health care providers have price lists that can be consulted prior to 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. Further information: tandem@esncorvinus.com

WHERE CAN I FIND?

University Libraries

see at Libraries of the University

COMPUTING FACILITIES:

Pest (Közgáz) Campus

Computer labs: first and second floor, Salt House, Fővám tér 13-15, 1093 Budapest

Student Council, Main Building, Fővám tér 8, 1093 Budapest

University Libraries

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

Computer lab: 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 17, Main Building, Fővám tér 8., 1093 Budapest

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

Libraries of the University

Buda Campus

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

Pest (Közgáz) Campus

Self Service Restaurant 39: basement, Main Building, Fővám tér 8., 1093 Budapest

Buffets: 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:

If you are ill, need medical treatment and have problems finding an English speaking doctor, please consult with your Faculty coordinator.

NB: if you have private insurance, please contact your insurance company directly to ask for the contact details of a doctor, dentist, or clinic/hospital that the insurance company has approved to avoid any potential problems with payment or reimbursement.

Pharmacies:

Prescription medicines can only be bought in pharmacies (Gyógyszertár or Patika). Pharmacies are usually open on weekdays from 8.00 to 18.00. Some pharmacies are also open on Saturdays (check the opening hours of the pharmacies nearest to your place of residence).

24 hour service is available at the following pharmacies (please note in after hour periods it is possible that only cash payment will be accepted):

Óbuda Gyógyszertár

Cím: 1032 Budapest, Vörösvári út 84. | Telefon: 06(1)388-6142 | Fax: 06(1)368-6430

Mátyás Király Patika

Cím: 1039 Budapest, Mátyás Király út 2. | Telefon: 06(1)240-4320

Fővám téri Gyógyszertár

Cím: 1056 Budapest, Fővám tér 4. | Honlap: fovampatika.t-online.hu | Telefon: 06(1)269-9525
Nyitva: hétfő-szombat: 8-20, vasárnap: 8-16

Teréz Gyógyszertár

Cím: 1067 Budapest, Teréz krt. 41. | Telefon: 06(1)311-4439, 06(1)475-0295

Déli Gyógyszertár

Cím: 1123 Budapest, Alkotás utca 1/b. | Telefon: 06(1)355-4727, 06(1)355-4691
Nyitva: hétfő-péntek: 8-20, szombat: 8-14, 14-tól ügyelet, vasárnap: ügyelet

Nagyicce Patika

Cím: 1163 Budapest, Veres Péter út 11. | Telefon: 06(1)401-0078
Nyitva: H-P 8-20 Szó 8-13 óráig

Thököly Gyógyszertár

Cím: 1183 Budapest, Thököly út 3. | Telefon: 06(1)290-8073

COST OF LIVING

In general, expect the living expenses will be around EUR 450–750 per month. Accommodation: approx. 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): approx.. EUR 200–400 per month. Study related expenses (student ID, books, photocopying, etc.): approx.. EUR 50–100 per semester.

FINANCIAL MATTERS

Cash, travellers' cheques and Eurocheques can be changed at banks and travel offices. Post offices almost always change cash, but rarely cheques. All exchange offices are supervised by banks. Visa, MasterCard and American Express credit cards are accepted at most stores and restaurants. There are also many cash withdrawal (ATM) machines throughout Budapest and in the larger cities.

PUBLIC TRANSPORT AND PARKING IN BUDAPEST

Website of the Budapest Transport Company: <http://www.bkk.hu/en/main-page/news/>

Public transport in Budapest (BKV)

Due to the developed public transport network, public transportation in Hungary and in Budapest is excellent. A valid ticket or a pass is required, those travelling without one of these are fined.

For information on the schedules and ticket prices please check out the following website: <http://www.bkk.hu/en/main-page/news/>

Cab services

Although, there are several „night“ buses running throughout the city, it is advised to call and use a taxi if you go out at night. While taxi prices are fixed, it is recommended that you order a taxi yourself rather than just get into one on the street.

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

Take Metro line 4 to the Fővám tér stop. Take tram 49 or 47 from Deák tér or the other end station to Fővám tér (3rd stop from Deák tér). Alternatively, take the blue Metro line (#3, North – South line) to Kálvin tér. From Kálvin tér just walk, or 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.

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

Take tram 61, from Móricz Zsigmond körtér to Tas vezér utca (1st stop from Móricz Zsigmond körtér) or Szüret utca (2nd stop).

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

Telenor – www.telenor.hu

Vodafone – www.vodafone.hu

OPENING HOURS

Banks: exact opening hours may vary, but banks are usually open weekdays between 8.30 and 16.00 h, except on Fridays, when they close at 12.00. Banks in shopping malls may be open till 18.00 h, and occasionally also on Saturday. Please check!

Post Offices are usually open from 8.00 till 18.00 h.

Pharmacies are usually open from 8.00 till 18.00 h.

Shops, Stores: on weekdays most stores are open from 10.00 to 18.00 h. Grocery stores usually open earlier and close later. Most shops are open on Saturdays, however, all shops (with very few exceptions) are closed on Sundays.

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.

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

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 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 bad decisions. Please take care as the price to be paid for bad judgement may be high!

BEING LONELY AND DEPRESSED – Being away from home can be lonely and depressing and it is not always easy to make new friends. If you feel low and depressed go to the Student Counselling 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 (even in very small quantity) are illegal. Avoid the use of drugs.

SEX AND PREGNANCY – Practice safe sex. Use a condom (available in all drug stores). AIDS and other sexually transmitted diseases can be found 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 or pharmacies). Do not be shy: in such cases as speed is important, ask for someone's help and assistance!

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). Be especially careful on crowded buses and trams.

EMERGENCY NUMBERS

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

These are all toll-free numbers.

- 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

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 are 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 liquid

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, tsunامي, 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/fl t 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, e.)
- In case of flooding, go to a higher place. If you cannot leave the building, go to a higher level or floor f om 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, etc. 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.