



Special Information for **EXCHANGE STUDENTS**

Academic Year 2015-2016

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BECOMING AN EXCHANGE STUDENT

Anyone wishing to study at Corvinus University of Budapest as an exchange student should contact the International Office or the Erasmus+ Office of their home university. It is they, who can provide information on the specific conditions for participation in the exchange programme (ERASMUS+, CEEPUS, CEMS, PIM, etc.) and whether their institution has an exchange agreement with the Corvinus University. The list of partner institutions can also be found on the website of the Corvinus University (<http://www.uni-corvinus.hu/index.php?id=44525>).

Foreign students can also apply to study at the Corvinus University of Budapest as so-called "state scholars" nominated by the Hungarian Scholarship Board (www.scholarship.hu) or by applying for the Stipendium Hungaricum scholarship (<http://stipendiumhungaricum.hu/>).

The University only accepts exchange students from partner institutions or through the Hungarian Scholarship Board. It is also possible to study at Corvinus as a fee-paying student. For more information on this, please check: <http://www.uni-corvinus.hu/index.php?id=44575> or the websites of the Faculties.

THE APPLICATION PROCESS

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

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

NB.: In order to ensure being accepted please remember to keep to the deadlines!

INFORMATION LETTER AND LETTER OF ACCEPTANCE

As soon as the applications are processed, the Directorate of External Relations - International Office sends an information letter to the students with further practical information, as well as a Letter of Acceptance (this latter only to non-EU/EEA citizens), which will be required when applying for a 'visa for residence permit' or grants in the home country. These documents are usually posted to the home university coordinator.

COURSES

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

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

N.B.: While MOB is updated regularly as regards the course offers for any given semester, the Faculties may need to vary from this on occasion. It is always the course list in Neptun that is valid and available to exchange students, so please check this as soon as you get your access data to Neptun.

WITHDRAWAL

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

WHAT TO BRING

In addition, to the usual things, students are kindly requested to bring some brochures, posters, information materials, etc. with them (on their university and their country) for the Information Day (organised around the middle of each semester) to enable them to present their home institutions to Hungarian students interested in going for a study abroad period.

FOR THOSE AT HOME

Students should inform the Directorate of External Relations - International Office of Corvinus as soon as possible regarding their contact details in Hungary (address, cell number, e-mail address). They are also advised to keep the relatives at home informed about these. The new contact details should also be registered in the online system.

ARRIVAL AND FIRST STEPS

1. As a first step, students **should attend the orientation programmes advertised by the Directorate of External Relations - International Office**. It is here that they will receive their information package together with the essential and most up-to-date information.
2. After the Orientation Program, students should visit the relevant administrative office of the Faculty to which they belong (based on the information received at the Directorate of External Relations - International Office). ID cards, etc. will be issued at the Faculty Office (See Contact persons).
3. The registration of the place of residence (EEA citizens) and/or residence permit matters (non-EEA citizens) can be arranged with the help of the Hungarian Tandem partners. Instructions on this are given to students at the Directorate of External Relations - International Office upon arrival.

CONTACTING OTHER EXCHANGE STUDENTS

Exchange students may contact each other prior to arriving to Budapest. There will be an e-mail list for exchange students that everyone can join. An e-mail notification and instructions for usage will be sent to all exchange students as soon as the list has been created. The group members usually use this list to look for flat-mates and accommodation before arrival and to notify each other of social programmes during their stay.

ORIENTATION PROGRAMME

The orientation programme is held for all exchange students. It will cover informative presentations regarding various administrative and academic questions. Please do note, however, that the various Faculties may have differing academic requirements (class attendance, academic achievement, etc.), which we will not be able to cover in this session. It is the student's responsibility to read the course syllabi and be aware of the various course requirements!

TUITION FEE

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

CONTACT PERSONS

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

ACADEMIC CALENDAR 2015-2016

Events	Dates
1st (Fall) semester	
Orientation Day*	September 3
Opening Ceremony (also for international students)**	September 7
Enrolment week	September 7 – 11
First day to add and drop courses	September 8
First day of classes***	September 14
Last day to add and drop courses	September 20
Last day to withdraw from Fall 2015 courses	September 25
Last day of classes	December 13
Exam period	December 21 – 23 and January 4 – February 2
2nd (Spring) semester	
Orientation Day*	February 1
Enrolment week	February 1-5
First day to add and drop courses	February 2
First day of classes	February 8
Last day to add and drop courses	February 14
Last day to withdraw from Spring 2016 courses	February 19
Last day of classes****	May 14
Exam period	May 16 – June 18

* Attendance is strongly recommended!

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

*** First day of classes for FLA students: September 28 (two-week workshop from September 14)

**** Last day of classes for FLA students: May 6 (two-week workshop from May 9).

GRADING SYSTEM

LOCAL AND ECTS GRADING SCALES:

Corvinus University (Local) Grading		Equivalent ECTS Grading	
5	Jeles	A	Excellent
4	Jó	B	Good
3	Közepes	C	Satisfactory
2	Elégséges	D/E	Pass/Sufficient
1	Elégtelen	F	Fail*
-	Igazoltan nem jelent meg	JAFE	Justified absence from exam*
-	Nem vizsgázott	I	Incomplete*
-	Aláírva	S	Signed*
-	Megtagadva	R	Refused*

* no credit

DEFINITION OF ECTS GRADING SCALES:

A	Excellent		Outstanding performance with only minor errors
B	Good		Above the average standard but with some errors
C	Satisfactory		Generally good work with a number of notable errors
D/E	Pass/Sufficient		Passable performance, meeting the minimum criteria
F	Fail		Considerable further work is required
JAFE	Justified absence from exam		Justified absence from exam
I	Incomplete		No exam taken / Did not fulfil all course requirements
S	Signed		Completed practice / training
R	Refused		Did not complete practice / training

N.B.: Exchange students are given **ECTS** grades!

TRANSCRIPT OF RECORDS

Following the exam period, students can check their grades on Neptun. The official transcript will be sent to the International Relations Office or Erasmus+ Office of the sending institution. Students may either ask for a photocopy or an unofficial copy at the Faculty to which they belong.

WHAT? WHERE?

Information Package (via email)	DER - IO
List of Contact Persons	
Academic Calendar	
Corvinus Study Guide	
Student Welfare and Support Guide	
Budapest Map (available in the DER - IO)	
Computer Access (personal user name + password)	Via Internet
Student ID Card	Admin. Faculty
Certificates	
Learning Agreement	Admin. Faculty
School Attendance/Other Certification	Admin. Faculty and/or DER - IO
Academic Matters	
Neptun Management for Students	Admin. Faculty
Courses	Neptun
Schedules	Neptun
Exams	Neptun
Contact to the Instructors	as given in the course syllabus
Books	Relevant FSO
Grades	Relevant FSO
Transcript	Admin. Faculty
Information on Non-academic Matters	DER - IO
Visa, residence permit	
Health service	
Accommodation	
Tandem program	
Remarks	
DER - IO = Directorate of External Relations – International Office.	
Admin. Faculty = the Faculty you belong to concerning administrative academic matters.	
Relevant Faculty's Study Office (Relevant FSO) = the Faculty which is offering the course.	