



# Corvinus Information Sheet Exchange Programs

## Institutional Details

<b>Name of the Institution</b>	<b>Corvinus University of Budapest (Budapesti Corvinus Egyetem)</b>
<b>ERASMUS code</b>	HU BUDAPES03
<b>ERASMUS University Charter number</b>	51840-EPP-1-2014-1-HU-EPPKA3-ECHE
<b>Address</b>	Student Mobility, Student Services Fővám tér 8., H-1093 Budapest, Hungary
<b>Website</b>	<a href="https://www.uni-corvinus.hu/?lang=en">https://www.uni-corvinus.hu/?lang=en</a>
<b>Head of the Institution (Rector)</b>	<b>PROF. DR. ANDRÁS LÁNCZI</b>
<b>President</b>	<b>DR. ANTHONY RADEV</b>
<b>Vice-Rector for Education</b>	<b>PROF. DR. LAJOS GYÖRGY SZABÓ</b>
<b>Vice-President of International Relations and Accreditations</b>	<b>PROF. DR. ZITA ZOLTAY-PAPRIKA</b>
<b>Strategic Director of International Relations</b>	<b>DR. ZITA KELEMEN</b>
<b>Head, Student Services</b> Telephone: E-mail:	<b>MR. PÉTER MAJOR</b> +36 1 482 5322 <a href="mailto:peter.major@uni-corvinus.hu">peter.major@uni-corvinus.hu</a>
<b>Team Leader, Student Mobility</b> Telephone: E-mail:	<b>MS. DORIS KESZTHELYI</b> +36 1 482 5195 <a href="mailto:doris.keszthelyi@uni-corvinus.hu">doris.keszthelyi@uni-corvinus.hu</a>



## International Staff (International Relations and Accreditations)

### INSTITUTIONAL ERASMUS COORDINATOR

Contact person to Tempus Public Foundation, the Erasmus+ national agency; monitoring the institutional implementation of Erasmus projects

**MS. KRISZTINA CSIBA**

[krisztina.csiba@uni-corvinus.hu](mailto:krisztina.csiba@uni-corvinus.hu)

### ACCREDITATIONS MANAGER

Management of international accreditation processes

**MS. MÓNIKA CSIZMÁR**

[monika.csizmar@uni-corvinus.hu](mailto:monika.csizmar@uni-corvinus.hu)

### DOUBLE DEGREE PROGRAM COORDINATOR

Double Degree partnerships, nomination, contracts

**MS. EDINA GAZDA**

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### INTERNATIONAL RELATIONS COORDINATOR

International delegations and embassy contacts, conferences, travel preparations, Erasmus Staff Week

**MS. KATHERINE NEMESSÁNYI**

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### DIRECTOR OF AMERICAN CORNER

Planning, managing, programming the operation of the American Corner

**MR. FERENC MAURER**

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### EXCHANGE PROGRAM MANAGER

Agreements (Business and Management), balance, partner contact, nominations

**MS. DÓRA SZAKONYI**

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### EXCHANGE PROGRAM MANAGER

Agreements (Social Sciences, Economics), balance, partner contact, nominations

**MS. ESZTELLA VARGA**

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### EXCHANGE PROGRAM COORDINATOR

Agencies (student recruitment), study fairs and expos

**MS. VIKTÓRIA VIDA**

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## International Staff (Student Services)

### OUTGOING STUDENTS' COORDINATOR

Managing applications, LA-s, LA During the Mobility, incoming transcripts, etc.)

**MS. BORBÁLA ACZÉL**

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### OUTGOING STUDENTS' COORDINATOR

Managing applications, LA-s, LA During the Mobility, incoming transcripts, etc.)

**MS. BLANKA LÉVAI**

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### OUTGOING STUDENTS – CONTRACTS COORDINATOR

Erasmus+ Program (outgoing Erasmus students): contracts, Certificate of Arrival, Certificate of Departure, scholarship funds

**MR. KÁROLY KOCSI**

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### OUTGOING STUDENTS – CONTRACTS COORDINATOR

Erasmus+ Program (outgoing Erasmus students): contracts, Certificate of Arrival, Certificate of Departure, scholarship funds

**MS. TÍMEA OLI**

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### TRAINEESHIPS ABROAD COORDINATOR – ERASMUS+ PROGRAMME

Erasmus+ Program (traineeship); EEA Grants, Erasmus Credit Mobility Program

**MS. ZSÓFIA VATTAY**

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### INTERNATIONAL INCOMING STUDENTS' COORDINATOR

Incoming exchange students: applications, LA-s and LA-s During the Mobility, Certificates of Arrival and Departure, transcripts

**MS. BEÁTA CSENTŐS**

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### INTERNATIONAL INCOMING STUDENTS' COORDINATOR

Incoming exchange students: applications, LA-s and LA-s During the Mobility, Certificates of Arrival and Departure, transcripts

**MS. ZSÓFIA VATTAY**

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## Application Procedure

### Online nomination – to be done by the Home Institution COORDINATORS!

- ▶ The exchange coordinators of the partner institutions nominate the selected exchange students in the MOBility Manager online system (MOB) of Corvinus University in the nomination period.
- ▶ Link to MOB for coordinators: <http://mob.uni-corvinus.hu>
- ▶ Nomination by coordinators can be completed
  - for fall or fall+spring semesters: in April **DEADLINE JUNE 12**
  - for spring semester: in October **DEADLINE OCTOBER 30**
- ▶ Prolongation of study period: **DEADLINE APRIL 30 / OCTOBER 30**

### Online Student Registration – to be done by the STUDENTS!

- ▶ Once nominated, the exchange students receive an e-mail containing instructions and the login information to our on-line system (MOBility Manager). They complete their online registration (entering their personal data) in MOB and select courses in the so-called Neptun system (tool used by many HEI's in Hungary). The course registration works on a first come, first served basis.
- ▶ Deadline of online applications:
  - for fall or fall+spring semesters: **JUNE 12**
  - for spring semester: **NOVEMBER 5**

### Application materials

- Two files to be uploaded by students in MOB:
- E-photo and
  - English Language Certificate – CEFR level B2

## Courses, subject areas, languages of instruction

### Courses

<https://corvinus.mobilitymanager.hu/courses/>

### Main subject areas

- ▶ Business and Management
- ▶ Economics
- ▶ Social Sciences (Political Science, Sociology, International relations, Communication)

### Languages of instruction and language requirements

English, German, Hungarian  
Proven English proficiency is required: min. CEFR level B2



## Academic Calendar

### Detailed academic calendar

- ▶ Please visit our website at [https://neptun3r.web.uni-corvinus.hu/hallgatoi\\_2/login.aspx](https://neptun3r.web.uni-corvinus.hu/hallgatoi_2/login.aspx) → Tanévi időbeosztás Academic calendar
- ▶ One semester consists of 14 academic weeks, plus the exam period.

**EXCHANGE STUDENTS ARE USUALLY ABLE TO FINISH ALL THEIR EXAMS DURING THE FIRST TWO WEEKS OF THE OFFICIAL EXAMINATION PERIOD. PLEASE BE SURE, HOWEVER, TO DOUBLE CHECK WITH YOUR PROFESSORS RE. THE PLANNED EXAM DATES PRIOR TO FINALIZING YOUR DEPARTURE DATE.**

### Fall semester in general

September – December/January (with exam period)

### Spring semester in general

February – May/June (with exam period)

### Orientation

An orientation programme is organised each semester before the start of classes. Details will be provided by the Student Mobility office.

## Accommodation

### Accommodation offer

As Corvinus University is not in a position to offer on-campus (dormitory) accommodation, incoming students should be prepared to rent a flat alone or together with others. Corvinus ESN offers a group platform/email service for incoming students where they can contact each other already prior to arrival, find room mates, etc. Each student is assigned a Hungarian 'buddy', the so-called Tandem partner. Tandem partners may help to find accommodation. **IMPORTANT:** Students should not sign a final rental contract prior to having seen the actual accommodation in person, and should be careful when paying a deposit (insist on a proper receipt). Moreover, we recommend that students read the terms and conditions of the rental contract very carefully before signing. They should also pay attention to the conditions for the return of any deposit paid.



## Other useful info

<b>Health insurance</b>	Students should arrange for appropriate health insurance in their home country, prior to travelling to Budapest. Those with chronic illnesses should take care to ensure that these, too, are covered by the health insurance.
<b>Students with learning disability</b>	<b>Students with any learning disability should indicate this as soon as possible but no later than the Orientation Week to be eligible for relevant allowances. Notice about any learning disability should be sent to <a href="mailto:disability@uni-corvinus.hu">disability@uni-corvinus.hu</a> by the beginning of the semester at the latest and must be accompanied by official supporting documents from the student's home university</b> (disability allowances due to the student at his/her home university). We inform him/her about the accommodations we are able to provide. <b>IMPORTANT:</b> We can only guarantee disability allowances that were agreed upon prior to, but no later than the start of the academic semester.
<b>Visa requirements for non-EU/EEA students</b>	Non EU-EEA citizens should check the website of the relevant Hungarian Consulate/Embassy for the visa application requirements prior to making an appointment. Visa applications cannot be handed in earlier than 3 months prior to the planned date of arrival. For the contact details of the Hungarian Diplomatic Mission in or responsible for your country can be found here: <a href="https://www.kormany.hu/en/ministry-of-foreign-affairs-and-trade/missions">https://www.kormany.hu/en/ministry-of-foreign-affairs-and-trade/missions</a> . Information on the visa regulations and visa application requirements can also be found here: <a href="http://www.bmbah.hu/index.php?option=com_k2&amp;view=item&amp;layout=item&amp;id=70&amp;Itemid=824&amp;lang=en">http://www.bmbah.hu/index.php?option=com_k2&amp;view=item&amp;layout=item&amp;id=70&amp;Itemid=824&amp;lang=en</a> The Letter of Acceptance from Corvinus that will have to be handed in with the visa application will be sent out to non-EU/EEA citizens as soon as possible after the online nomination system has closed. Please make sure that your passport is valid for at least 6 months after the planned end of your stay in Hungary. The residence permit for which the visa is issued must be picked up within 30 days from the time of entry to Hungary. Information on when and how students will be able to pick up their residence permits will be provided during the Orientation Session.
<b>Estimated cost of living</b>	<b>Monthly rents</b> range from around EUR 300 – 400 / month, depending on the size and location of the flat and on the number of students sharing it. <b>Food:</b> EUR 300 – 350 / month <b>Transport</b> (with valid student ID): EUR 20 – 50 / month <b>Miscellaneous:</b> EUR 50 – 100 / month Books, student ID, photocopying, etc: EUR 50 – 100 per semester.