General Information for
INTERNATIONAL STUDENTS

Academic Year 2016–2017
OTHER GENERAL INFORMATION. ................................................................. 45
Study and Exam Regulation. ................................................................. 45
Counselling Centre ............................................................................. 45
Career Opportunities ......................................................................... 46
Professor and Course Evaluation. ....................................................... 46

NON-ACADEMIC INFORMATION. ......................................................... 47
Accommodation .................................................................................. 47
Visa and Residence Permit ................................................................. 47
Health Insurance ............................................................................... 48
Tandem Programme. ........................................................................... 51
Where can I find ................................................................................ 51
Cost of Living. ................................................................................... 52
Financial Matters ............................................................................... 52
Public Transport and Parking in Budapest........................................... 53
Telephone ........................................................................................ 53
Opening Hours .................................................................................. 53
National and Public Holidays ............................................................. 54
Small Dictionary ................................................................................ 55
Student Welfare and Support Guide .................................................. 56
Useful Advice .................................................................................... 56
Emergency Numbers ......................................................................... 57

APPENDICES ....................................................................................... 58
Fire Safety Regulations ...................................................................... 58
I. Grades of Inflammable Materials. .................................................. 58
II. General Fire-safety Regulations .................................................... 58
III. Regulations Extinguishing a Fire ................................................... 60
IV. Sanctions against Persons not Adhering to the Fire-safety Regulations ......................................................... 60
V. The Use of Manual Fire-extinguishers. ........................................... 61

CIVIL DEFENSE AND DISASTER RECOVERY. .................................... 62
Civil Defense ..................................................................................... 62
Disaster Recovery ............................................................................. 62
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 1400 international students who would like to get a degree or 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, which 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. Corvinus University of Budapest was founded in 1948. Over the past 68 years it has undergone a number of structural changes and as a result it has also been renamed repeatedly. The University currently has three Faculties: the Corvinus Business School, the Faculty of Economics and the Faculty of Social Sciences and International Relations. 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 in graduate and 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, and in lecturer and student mobility programmes. One of the aims of the University is to become an internationally-recognised research centre. One way to achieve this goal is to utilise the synergy generated by the high level of interdisciplinary interactions 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 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 10,948 in the 2015/2016 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 85/15). The ratios of state-funded and fee-paying students are nearly 50–50%. 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 2015 the total number of the academic staff was about 480. The proportion of academic staff members with scientific degrees is about 70%. 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 U.S. 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 his/her field of study. 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 defence 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 and 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:

Excellent reputation as shown by the different domestic and international rankings:

- Financial Times: 3rd position in Central and Eastern Europe
- Eduniversal Best Masters ranking 2016: Full-time MBA 1st and Executive MBA 2nd in CEE Region
- Other 14 programmes of Corvinus are among the best positioned institutions
- “Superbrands” title for the 5th time

EPAS accreditations by EFMD

- Executive MBA programme 3rd time for 3 years
- ISP Bachelor in Business and Management 2nd time for 5 years

EFMD: Globally recognised accreditation body of quality in management education with established accreditation services for business schools and business school programmes, corporate universities and technology-enhanced learning programmes.

EAPAA accreditation

The certification is only held by about two dozen universities in Europe, and only four from the Central honor from the Central and Eastern European region, including Corvinus.
- Master in Public Policy and Management – 1st time for 7 years

Memberships

CEMS, PIM, EMPA, EFMD, AASCB, EDAMBA, CEEMAN
INTERNATIONAL ACTIVITIES

With its prestigious academic background, the Corvinus University of Budapest is increasingly becoming an international university. The University considers it important to maintain and strengthen its existing international relations while developing new ones as well. It has agreements with 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 (Erasmus+ and Erasmus Credity Mobility) 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 200 universities within the European Union. All regular degree students studying at Corvinus are eligible to apply for the ERASMUS+ study programme.

The EEA Scholarship Programme operates within the framework of EEA Grants that was established in order to reduce economic and social disparities and strengthen bilateral cooperation between Norway, Iceland, Liechtenstein (Donor States) and Beneficiary States, such as Hungary. Scholarships are one of the several programme areas funded by donor countries giving the possibility to students, teachers and staff to acquire new skills and gain international experience.

The objective of the Campus Mundi programme – in which Corvinus is also participating – is that the students acquire competences, experience and skills at the host organisation which are closely connected to their home studies which can be an advantage for them in the labour market.

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 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 50 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 who are outstanding in their field and leaders in their region; the programme delivers 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 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 **Stipendium Hungaricum Scholarship Programme** was launched in 2013 by the Hungarian Government. The core mission of the programme is to increase the number of foreign students in Hungary and to encourage Hungarian higher education institutions to attract top foreign students; currently almost 50 sending partners are engaged in the programme. The programme is managed directly by Tempus Public Foundation.

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

Address: International Office, room 205, Main Building, Fővám tér 8, 1093 Budapest. E-mail address: intoffice@uni-corvinus.hu.

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

**LEADERS OF THE UNIVERSITY**

<table>
<thead>
<tr>
<th>Rector</th>
<th>Prof. Dr. András LÁNCZI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-rectors</td>
<td>Prof. Dr. Zoltán SZÁNTÓ, Vice-Rector for Education</td>
</tr>
<tr>
<td></td>
<td>Prof. Dr. Attila TASNÁDI, Vice-Rector for Research</td>
</tr>
<tr>
<td>Faculties and Deans:</td>
<td>Corvinus Business School, Prof. Dr. Zita ZOLTAY-PAPRIKA</td>
</tr>
<tr>
<td></td>
<td>Faculty of Economics, Prof. Dr. Erzsébet KOVÁCS</td>
</tr>
<tr>
<td></td>
<td>Faculty of Social Sciences and International Relations, Assoc. Prof. László CSICSMANN</td>
</tr>
</tbody>
</table>
### Dean’s Office

| Address: | Fővám tér 8., 1093 Budapest, Hungary |
| Phone: | +36-1-482-5322 |
| Fax: | +36-1-482-5426 |
| Homepage | http://cbs.uni-corvinus.hu/ |
| E-mail: | gkar.dekan@uni-corvinus.hu |

### Dean

Prof. Zita ZOLTAY PAPRIKA | zita.paprika@uni-corvinus.hu

### Vice Deans

| Assoc. Prof. Richárd SZÁNTÓ, Vice Dean for Academic Affairs /BA, BSc programmes | richard.szanto@uni-corvinus.hu |
| Assoc. Prof. Péter FEHÉR, Vice Dean for Academic Affairs /MA, MSc programmes | peter.feher@uni-corvinus.hu |
| Assoc. Prof. Magdolna GYENGE, Vice Dean for Finance | magdolna.gyenge@uni-corvinus.hu |

### Institutes and Departments

<table>
<thead>
<tr>
<th>Institute of Information Technology and Management</th>
<th>Heads of Inst. and Dept.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assoc. Prof. Péter FEHÉR</td>
<td><a href="mailto:peter.feher@uni-corvinus.hu">peter.feher@uni-corvinus.hu</a></td>
<td></td>
</tr>
</tbody>
</table>

| Dept. of Computer Science | Assoc. Prof. Péter FEHÉR | peter.feher@uni-corvinus.hu |

| Dept. of Infocommunication | Assoc. Prof. Ágnes URBÁN | agnes.urban@uni-corvinus.hu |

<p>| Dept. of Information Systems | Assoc. Prof. Zoltán SZABÓ | <a href="mailto:zoltan.szabo@uni-corvinus.hu">zoltan.szabo@uni-corvinus.hu</a> |</p>
<table>
<thead>
<tr>
<th>Institutes and Departments</th>
<th>Heads of Inst. and Dept.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institute of Marketing and Media</strong></td>
<td>Assoc. Prof. Zsófia KENESEI</td>
<td><a href="mailto:zsofia.kenesei@uni-corvinus.hu">zsofia.kenesei@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Marketing</td>
<td>Prof. András BAUER</td>
<td><a href="mailto:andras.bauer@uni-corvinus.hu">andras.bauer@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Marketing Research and Consumer Behaviour</td>
<td>Assoc. Prof. Ágnes NEULINGER</td>
<td><a href="mailto:agnes.neulinger@uni-corvinus.hu">agnes.neulinger@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Marketing, Media and Design Communications</td>
<td>Assoc. Prof. Dóra HORVÁTH</td>
<td><a href="mailto:dora.horvath@uni-corvinus.hu">dora.horvath@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Tourism</td>
<td>Sen. Lect. Dr. Kornélia KISS</td>
<td><a href="mailto:kornelia.kiss@uni-corvinus.hu">kornelia.kiss@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Trade Research Centre</td>
<td>Assoc. Prof. Irma AGÁRD</td>
<td><a href="mailto:irma.agardi@uni-corvinus.hu">irma.agardi@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Hungarian IMP Centre</td>
<td>Zsuzsanna SZALKAI</td>
<td><a href="mailto:szalkai@eik.bme.hu">szalkai@eik.bme.hu</a></td>
</tr>
<tr>
<td>Health Marketing Research Centre</td>
<td>Prof. Judit SIMON</td>
<td><a href="mailto:judit.simon@uni-corvinus.hu">judit.simon@uni-corvinus.hu</a></td>
</tr>
<tr>
<td><strong>Institute of Finance and Accounting and Business Law</strong></td>
<td>Assoc. Prof. János LUKÁCS</td>
<td><a href="mailto:janos.lukacs@uni-corvinus.hu">janos.lukacs@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Business Law</td>
<td>Prof. Dániel DEÁK</td>
<td><a href="mailto:daniel.deak@uni-corvinus.hu">daniel.deak@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Investments and Corporate Finance</td>
<td>Assoc. Prof. Edina BERLINGER</td>
<td><a href="mailto:edina.berlinger@uni-corvinus.hu">edina.berlinger@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Financial Accounting</td>
<td>Assoc. Prof. János LUKÁCS</td>
<td><a href="mailto:janos.lukacs@uni-corvinus.hu">janos.lukacs@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Managerial Accounting</td>
<td>Assoc. Prof. Magdolina GYENGE</td>
<td><a href="mailto:magdolina.gyenge@uni-corvinus.hu">magdolina.gyenge@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Research Center for Business Ethics</td>
<td>Prof. László ZSOLNAI</td>
<td><a href="mailto:zsolnai@uni-corvinus.hu">zsolnai@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Financial and Business Research Centre</td>
<td>Balázs BODZÁSI</td>
<td><a href="mailto:balazs.bodzasi@uni-corvinus.hu">balazs.bodzasi@uni-corvinus.hu</a></td>
</tr>
<tr>
<td><strong>Institute of Business Economics</strong></td>
<td>Prof. Erzsébet CZAKÓ</td>
<td><a href="mailto:erzsebet.czako@uni-corvinus.hu">erzsebet.czako@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Business Economics</td>
<td>Assoc. Prof. Krisztina ANDRÁS</td>
<td><a href="mailto:krisztina.andras@uni-corvinus.hu">krisztina.andras@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Logistics and Supply Chain Management</td>
<td>Prof. Krisztina DEMETER</td>
<td><a href="mailto:krisztina.demeter@uni-corvinus.hu">krisztina.demeter@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Decision Sciences</td>
<td>Prof. Zita ZOLTAY PAPRIKA</td>
<td><a href="mailto:zita.paprika@uni-corvinus.hu">zita.paprika@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Institutes and Departments</td>
<td>Heads of Inst. and Dept.</td>
<td>E-mail</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Competitiveness Research Centre</td>
<td>Prof. Attila CHIKÁN &amp; Prof. Erzsébet CZAKÓ</td>
<td><a href="mailto:chikan@uni-corvinus.hu">chikan@uni-corvinus.hu</a>, <a href="mailto:erzebet.czako@uni-corvinus.hu">erzebet.czako@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Sports Business Research Centre</td>
<td>Assoc. Prof. Krisztina ANDRÁS</td>
<td><a href="mailto:krisztina.andras@uni-corvinus.hu">krisztina.andras@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Business Development Research Centre</td>
<td>Assoc. Prof. Ágnes WIMMER &amp; Prof. László RESZEGI</td>
<td><a href="mailto:agnes.wimmer@uni-corvinus.hu">agnes.wimmer@uni-corvinus.hu</a>, <a href="mailto:business@businesskft.hu">business@businesskft.hu</a></td>
</tr>
<tr>
<td>Institute for the Development of Enterprises</td>
<td>Prof. Miklós VIRÁG</td>
<td><a href="mailto:miklos.virag@uni-corvinus.hu">miklos.virag@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Strategy and Project Management</td>
<td>Prof. Mihály GÖRÖG</td>
<td><a href="mailto:mihaly.gorog@uni-corvinus.hu">mihaly.gorog@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Enterprise Finances</td>
<td>Prof. Miklós VIRÁG</td>
<td><a href="mailto:miklos.virag@uni-corvinus.hu">miklos.virag@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Small Business Development Center</td>
<td>Prof. László KÁLLAY</td>
<td><a href="mailto:laszlo.kally@uni-corvinus.hu">laszlo.kally@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>International Business Research Center</td>
<td>Assoc. Prof. László KACSIREK</td>
<td><a href="mailto:laszlo.kacsirek@uni-corvinus.hu">laszlo.kacsirek@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Institute of Management</td>
<td>Prof. Miklós DOBÁK</td>
<td><a href="mailto:miklos.dobak@uni-corvinus.hu">miklos.dobak@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Management and Organization</td>
<td>Prof. Miklós DOBÁK</td>
<td><a href="mailto:miklos.dobak@uni-corvinus.hu">miklos.dobak@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Organizational Behaviour</td>
<td>Assoc. Prof. Sándor TAKÁCS</td>
<td><a href="mailto:sandor.takacs@uni-corvinus.hu">sandor.takacs@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Strategic Management</td>
<td>Prof. Lilla HORTOVÁNYI</td>
<td><a href="mailto:lilla.hortovanyi@uni-corvinus.hu">lilla.hortovanyi@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Management Control</td>
<td>Assoc. Prof. György DRÓTOS</td>
<td><a href="mailto:gyorgy.drotos@uni-corvinus.hu">gyorgy.drotos@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Budapest Research Centre of Performance Management</td>
<td>Assoc. Prof. Viktória BODNÁR</td>
<td><a href="mailto:viktoria.bodnar@uni-corvinus.hu">viktoria.bodnar@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Research Centre of Human Resource &amp; Organization Development</td>
<td>Assoc. Prof. Viktória BODNÁR</td>
<td><a href="mailto:viktoria.bodnar@uni-corvinus.hu">viktoria.bodnar@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Research Centre of Information Resources Management</td>
<td>Assoc. Prof. György DRÓTOS</td>
<td><a href="mailto:gyorgy.drotos@uni-corvinus.hu">gyorgy.drotos@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Research Centre of Strategic and International Management</td>
<td>Balázs FELSMANN</td>
<td><a href="mailto:balazs.felsmann@uni-corvinus.hu">balazs.felsmann@uni-corvinus.hu</a></td>
</tr>
<tr>
<td><strong>Other units</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MBA Center</td>
<td>Assoc. Prof. György WALTER</td>
<td><a href="mailto:gyorgy.walter@uni-corvinus.hu">gyorgy.walter@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Center for German Language Business Administration Training (DSG)</td>
<td>Assoc. Prof. Ágnes ZSÓKA</td>
<td><a href="mailto:agnes.zsoka@uni-corvinus.hu">agnes.zsoka@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>ISP Center</td>
<td>Sen. Lect. Dr. Zita KELEMEN</td>
<td><a href="mailto:zita.kelemen@uni-corvinus.hu">zita.kelemen@uni-corvinus.hu</a></td>
</tr>
</tbody>
</table>
EDUCATIONAL PROFILE

Corvinus Business School 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 CBS 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 CBS’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 CBS 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: 30 world-class academic institutions collaborate together with about 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. Corvinus Business School is also a member of PIM, EDAMBA, EFMD and CEEMAN.

Two programmes with the Corvinus Business School (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 Corvinus Business School of the Corvinus University of Budapest is the first (and to date only) institution in Hungary offering EPAS accredited programmes.

Currently, CBS offers the following degree programmes in English:

- BA in Business and Management
- BA in International Business
- MSc in Marketing (with the possibility to specialize in Marketing Management or Tourism Management)
- CEMS MIM (Master in International Management)
- a master double degree programme jointly with Dronten Professional Agricultural University (the Netherlands)
- a master double degree programme with ESSCA-Angers (France)
- a bachelor double degree programme with EBS University (Germany)
- a bachelor double degree programme with KEDGE Business School (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 Catholic de Louvain and the Universitat Politècnica de Catalunya)
Master of Business Administration
Executive MBA

CBS 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, Corvinus Business School 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 CBS’s over to 140 partner universities.

Students graduating from the Business School 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

<table>
<thead>
<tr>
<th>Academic Director</th>
<th>Assoc. Prof. Richárd SZÁNTÓ</th>
<th><a href="mailto:richard.szanto@uni-corvinus.hu">richard.szanto@uni-corvinus.hu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Phone: +36-1-482-5601</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: +36-1-482-5041</td>
</tr>
<tr>
<td>CEMS Program and CR Manager</td>
<td>Ms. Anita SZÖLLÖSI</td>
<td><a href="mailto:anita.szollosi@uni-corvinus.hu">anita.szollosi@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>CEMS Corporate Relations Manager</td>
<td>Ms. Léda Bodné Szőnyi</td>
<td><a href="mailto:leda.szonyi@uni-corvinus.hu">leda.szonyi@uni-corvinus.hu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone for PM: +36-1-482-5421</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone for CRM: +36-1-482-5461</td>
</tr>
</tbody>
</table>
ACADEMIC MEMBERS OF CEMS
Aalto University School of Economics (AALTO)
Copenhagen Business School (CBS)
Corvinus University of Budapest (CUB)
ESADE (ESADE)
Faculdade de Economia da Universidade Nova de Lisboa (NOVA)
Fundação Getulio Vargas – EAESP (FGV-EAESP)
Graduate School of Management, St Petersburg State University (GSOM)
HEC Paris (HEC)
HKUST Business School (HKUST)
Indian Institute of Management Calcutta (IIMC)
Keio University (KEIO)
Koç University (Koç)
Korea University Business School (KUBS)
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)
Universidad Adolfo Ibanez, Chile (UAI)
Università Commerciale Luigi Bocconi (UB)
University of Cologne (UoC)
University of Economics, Prague (VSE)
University of St. Gallen (HSG)
University of Sydney (USYD)
Vienna University of Economics & Business (WU)
Warsaw School of Economics (SGH)
Tsinghua University School of Economics and Management (TSEM)
The purpose of CEMS MIM is to provide its students with a management education programme that sets a 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 about 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, MA and MBA programs (full time) offered by Corvinus Business School

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 2016 Spring Business Projects were offered by Deloitte, PWC, MET, Microsoft and Mercedes.

**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)

<table>
<thead>
<tr>
<th>Wissenschaftliche Direktoren</th>
<th>Habil. Assoc. Prof. Ágnes ZSÓKA</th>
<th><a href="mailto:agnes.zsoka@uni-corvinus.hu">agnes.zsoka@uni-corvinus.hu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prof. Niklas WAGNER</td>
<td><a href="mailto:niklas.wagner@uni-passau.de">niklas.wagner@uni-passau.de</a></td>
</tr>
<tr>
<td></td>
<td>SPRECHSTUNDE</td>
<td>13.00 – 15.00</td>
</tr>
<tr>
<td></td>
<td>Büro</td>
<td>3. Stock, Zimmer 313</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programmkoordinatorin</th>
<th>Frau Eszter VADÁSZ</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:dsg@uni-corvinus.hu">dsg@uni-corvinus.hu</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:eszter.vadasz@uni-corvinus.hu">eszter.vadasz@uni-corvinus.hu</a></td>
</tr>
<tr>
<td></td>
<td>Tel.: +36-1-482-5150</td>
</tr>
</tbody>
</table>

| ÖFFNUNGSZEIT                         | Montag – Donnerstag: 9.00 – 12.00 und 13.00 – 16.00 |
|                                      | Freitag: 9.00-12.00               |
|                                      | Büro                             |
|                                      | 1. Stock, Zimmer 167             |


**Programm für Bachelor-Studierende:** der Studiengang bietet ein Programm für Bachelor Studenten an, das 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 umfasst. Nach dem 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.

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.


### Programmes Coordinated by the International Study Programs Office

<table>
<thead>
<tr>
<th>ISP Programme Director</th>
<th>Sen. Lect. Dr. Zita KELEMEN</th>
<th><a href="mailto:zita.kelemen@uni-corvinus.hu">zita.kelemen@uni-corvinus.hu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE HOURS</td>
<td>Wednesday: 9.00 – 11.00</td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>1st floor, Room 157</td>
<td></td>
</tr>
<tr>
<td>Head of Office</td>
<td>Ms. Doris KESZTHELYI</td>
<td><a href="mailto:doris.keszthelyi@uni-corvinus.hu">doris.keszthelyi@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>OFFICE HOURS</td>
<td>Wednesday: 8.00 – 12.00 and 13.00 – 16.30</td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>1st floor, Room 138</td>
<td></td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BA in Business and Management Programme Coordinator</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Anna SZOMBATHELYI</td>
<td><a href="mailto:anna.szombathelyi@uni-corvinus.hu">anna.szombathelyi@uni-corvinus.hu</a></td>
<td></td>
</tr>
<tr>
<td>OFFICE HOURS</td>
<td>Monday – Thursday: 8.00 – 12.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wednesday: 8.00 – 12.00 and 13.00 – 16.30</td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>1st floor, Room 134</td>
<td></td>
</tr>
<tr>
<td>PHONE</td>
<td>+36-1-482-5443</td>
<td></td>
</tr>
<tr>
<td><strong>BA in International Business Programme Coordinator</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Emese BOROS</td>
<td><a href="mailto:boros.emese@uni-corvinus.hu">boros.emese@uni-corvinus.hu</a></td>
<td></td>
</tr>
<tr>
<td>OFFICE HOURS</td>
<td>Monday – Thursday: 8.00 – 12.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wednesday: 8.00 – 12.00 and 13.00 – 16.30</td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>1st floor, Room 134</td>
<td></td>
</tr>
<tr>
<td>PHONE</td>
<td>+36-1-482-5446</td>
<td></td>
</tr>
<tr>
<td><strong>Partial Training and Short Programmes Coordinator</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Margit PESTALITS</td>
<td><a href="mailto:margit.pestalits@uni-corvinus.hu">margit.pestalits@uni-corvinus.hu</a></td>
<td></td>
</tr>
<tr>
<td>OFFICE HOURS</td>
<td>Monday – Thursday: 8.00 – 12.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wednesday: 8.00 – 12.00 and 13.00 – 16.30</td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>1st floor, Room 161</td>
<td></td>
</tr>
<tr>
<td>PHONE</td>
<td>+36-1-482-5341</td>
<td></td>
</tr>
<tr>
<td><strong>MSc in Marketing Program Coordinator &amp; Exchange Programme Coordinator</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ms. Anne SWISSHELM</strong></td>
<td><strong><a href="mailto:annemarie.swisshelm@uni-corvinus.hu">annemarie.swisshelm@uni-corvinus.hu</a></strong></td>
<td></td>
</tr>
<tr>
<td><strong>OFFICE HOURS</strong></td>
<td>Monday – Thursday: 8.00 – 12.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wednesday: 8.00 – 12.00 and 13.00 – 16.30</td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>1st floor, Room 136</td>
<td></td>
</tr>
<tr>
<td>PHONE</td>
<td>+36-1-482-5449</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Front Office and Exchange Student Coordinators</strong></th>
</tr>
</thead>
</table>
| **Ms. Mária PESTALITS**  
**Ms. Orsolya BÁNFALVI** | **maria.pestalets@uni-corvinus.hu**  
**orsolya.banfalvi@uni-corvinus.hu** |
| **OFFICE HOURS** | Monday – Thursday: 8.00 – 12.00 |
| | Wednesday: 8.00 – 12.00 and 13.00 – 16.30 |
| Room | 1st floor, Room 159 |
| PHONE | +36-1-482-5098  
+36-1-482-5008 |

<table>
<thead>
<tr>
<th><strong>Financial and International Contacts Coordinator</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mr. Zoltán NAGY</strong></td>
</tr>
<tr>
<td><strong>OFFICE HOURS</strong></td>
</tr>
<tr>
<td>Room</td>
</tr>
<tr>
<td>PHONE</td>
</tr>
</tbody>
</table>
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. In addition to joining the CEMS programme, students in the MSc in Marketing programme can also specialize in Marketing Management or Tourism Management.
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

## Dean’s Office

<table>
<thead>
<tr>
<th>Address:</th>
<th>Fővám tér 8., 1093 Budapest, Hungary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax:</td>
<td>+36-1-482-5164</td>
</tr>
<tr>
<td>Homepage:</td>
<td><a href="http://economics.uni-corvinus.hu">http://economics.uni-corvinus.hu</a></td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:info.economics@uni-corvinus.hu">info.economics@uni-corvinus.hu</a></td>
</tr>
</tbody>
</table>

## Dean

| Prof. Erzsébet KOVÁCS | erzsebet.kovacs@uni-corvinus.hu |

## Vice-Deans

<table>
<thead>
<tr>
<th>Assistant Prof. Rita POLT</th>
<th><a href="mailto:rita.polt@uni-corvinus.hu">rita.polt@uni-corvinus.hu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Dean for Finance</td>
<td></td>
</tr>
<tr>
<td>Assoc. Prof. Károly MIKE</td>
<td><a href="mailto:karoly.mike@uni-corvinus.hu">karoly.mike@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Vice Dean for Study Affairs</td>
<td></td>
</tr>
</tbody>
</table>

## Administration

### International Faculty Coordinator

| Mr. Miklós Jánoki | miklos.janoki2@uni-corvinus.hu |

| Office hours      | Monday-Thursday: 8:00-16:30    |
|                  | Friday: 8:00-14:00             |

<p>| Room             | 1st floor, Room 191            |
| PHONE            | +36-1-482-5533                 |</p>
<table>
<thead>
<tr>
<th>Institutional Units</th>
<th>Heads of Departments</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INSTITUTE OF ECONOMIC POLICY AND PUBLIC POLICY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept. of Health Economics</td>
<td>Prof. László GULÁCSI</td>
<td><a href="mailto:laszlo.gulacsi@uni-corvinus.hu">laszlo.gulacsi@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Economic Policy</td>
<td>Assoc. Prof. László ANDOR</td>
<td><a href="mailto:laszlo.andor@uni-corvinus.hu">laszlo.andor@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Public Policy and Management</td>
<td>Prof. György HAJNAL</td>
<td><a href="mailto:gyorgy.hajnal@uni-corvinus.hu">gyorgy.hajnal@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Centre for Labour Economics</td>
<td>Assoc. Prof. Lajos BÓDIS</td>
<td><a href="mailto:bodis@uni-corvinus.hu">bodis@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Comparative and Institutional Economics</td>
<td>Assoc. Prof. Miklós ROSTA</td>
<td><a href="mailto:miklos.rosta@uni-corvinus.hu">miklos.rosta@uni-corvinus.hu</a></td>
</tr>
<tr>
<td><strong>INSTITUTE OF ECONOMICS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centre of History Of Economic Thought</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept. of Macroeconomics</td>
<td>Prof. Péter MIHÁLYI</td>
<td><a href="mailto:peter.mihalyi@uni-corvinus.hu">peter.mihalyi@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Mathematical Economics and Economic Analyses</td>
<td>Assoc. Prof. Imre CSEKŐ</td>
<td><a href="mailto:cseko@uni-corvinus.hu">cseko@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Microeconomics</td>
<td>Assoc. Prof. László TRAUTMANN</td>
<td><a href="mailto:laszlo.trautmann@uni-corvinus.hu">laszlo.trautmann@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of MNB</td>
<td>Assoc. Prof. Géza SEBESTYÉN</td>
<td><a href="mailto:geza.sebestyen@uni-corvinus.hu">geza.sebestyen@uni-corvinus.hu</a></td>
</tr>
<tr>
<td><strong>INSTITUTE FOR MATHEMATICAL AND STATISTICAL MODELLING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance Education and Research Group</td>
<td>Prof. Erzsébet KOVÁCS</td>
<td><a href="mailto:erzsebet.kovacs@uni-corvinus.hu">erzsebet.kovacs@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Mathematics</td>
<td>Prof. Péter TALLOS</td>
<td><a href="mailto:tallos@uni-corvinus.hu">tallos@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Operations Research and Actuarial Sciences</td>
<td>Prof. Erzsébet KOVÁCS</td>
<td><a href="mailto:erzsebet.kovacs@uni-corvinus.hu">erzsebet.kovacs@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Dept. of Statistics</td>
<td>Assoc. Prof. András SUGÁR</td>
<td><a href="mailto:andras.sugar@uni-corvinus.hu">andras.sugar@uni-corvinus.hu</a></td>
</tr>
<tr>
<td><strong>DEPT. OF FINANCE</strong></td>
<td>Assoc. Prof. Gábor KÜRTHY</td>
<td><a href="mailto:gabor.kurthy@uni-corvinus.hu">gabor.kurthy@uni-corvinus.hu</a></td>
</tr>
</tbody>
</table>
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 graduates obtain a competitive degree acknowledged on the European Union’s labour market and on a global scale alike.

Besides the study programmes in Hungarian, the Faculty offers two English language degree-programmes, BA in Applied Economics, MSc in Public Policy and Management (PUMA), and from 2017/18 a new MSc programme in Economics. Our PUMA programme successfully received accreditation from the European Association for Public Administration Accreditation (EAPAA) in 2012. The esteemed EAPAA certification is currently only held by about two dozen universities in Europe, with only four having the honour from the Central and Eastern European region, including Corvinus. Our students can also choose from the double degree programmes with Bamberg University (Germany) and with the Babes-Bolyai University (Romania), as well as from two master certificate programmes.

Students who choose our Faculty will 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 three institutes with over a dozen departments and organisational units. The Institute of Economics focuses on the general subject areas of economics such as Microeconomics, Macroeconomics and Quantitative Methods. The Institute of Economic and Public Policy is specialised in the fields of Institutional and Comparative Economics, Economic Policy Analysis, Health Economics as well as Public Policy and Management. The Institute of Mathematics and Statistical Modeling offers strong courses in Mathematics, Game Theory, Actuarial Sciences, Statistics and Computational Sciences.

The Faculty of Economics is engaged in extensive international activities. Student and staff exchange takes place in 70 partner institutions in over 35 countries. The Faculty hosts several dozens of undergraduate and graduate students every year from every part of the world. Our students can choose from over 50 English language courses. The Faculty of Economics also welcomes visiting lecturers and researchers to enrich our curriculum. In recent years the Faculty hosted visiting scholars from Erasmus University (The Netherlands), University of Amsterdam (The Netherlands), Complutense University of Madrid, University of Southampton (UK), Karlsruhe Institute of Technology (Germany), Maastricht University (The Netherlands), Vienna University of Economics and Business (Austria), Universitat Rovira i Virgile (Spain), Universita' degli Studi di Firenze (Italy), Tallinn University of Technology (Estonia), University of Lausanne (Switzerland), University of Glasgow (UK), Union College (USA), Shahed University (Teheran), etc.
The Faculty has developed very close working relationships indeed with industry, the banking and insurance sector, professional organizations, 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

<table>
<thead>
<tr>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA in Applied Economics; MSc in Public Policy and Management, Double Degree programs; MCP in Economic and Public Policy Programme Coordinator; MCP in International Financial Management</td>
</tr>
<tr>
<td>Ms. Krisztina ZÁKÁNYI</td>
</tr>
<tr>
<td>Office hours</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Room</td>
</tr>
<tr>
<td>PHONE</td>
</tr>
</tbody>
</table>
BA in Applied Economics

The major aim of the programme is to provide students with an understanding of economic concepts, theories, principles, equations and models. The Bachelor of Arts in Applied Economics Programme will equip students with knowledge in mathematical and econometric methods that enable them to evaluate economic problems quantitatively, to conduct proper economic research and also to communicate their rigorous economic analysis in a coherent way.

Students can take part in a double degree programme between the Corvinus University of Budapest and Bamberg University in Bamberg, Germany.

Master of Science in Public Policy and Management

The Master’s in Public Policy and Management (PUMA) is a two-year English language programme. It enables students to analyse different issues of public policy and public administration at a professional level, as it provides them with an understanding of the principles and methods of modern public policy and management. The programme has a strong comparative perspective. Courses are offered also in economics, social sciences, empirical, analytical and research methodology. Successful graduates may seek employment at national and international organizations (e.g. the UN, the EU or OECD) as well as NGOs, non-profit and private companies.

The programme has close ties with leading European universities. It has been accredited by the European Association for Public Administration Accreditation (EAPAA), and cooperates with several partner universities in the framework of the Erasmus programme. From the 2016/2017 academic year on, some of the most renowned European scholars of Public Policy and Management studies will be among our regular visiting lecturers. Students can take part in a double degree programme between the Corvinus University of Budapest and Babes-Bolyai University in Cluj, Romania.

European Master’s in Public Administration (EMPA)

For PUMA students

PUMA students can participate in the one-year English language European Master’s in Public Administration (EMPA) programme which is run by the most prestigious European institutions in the field of Public Policy and Management such as Sciences Po (Paris and Lyon), the Catholic University of Leuven, and the University of Leiden. The programme enables PUMA students to spend a guest semester at a chosen EMPA partner institution and acquire an EMPA certificate signed by that institution and Corvinus. The programme is focused on the comparative analysis of questions of public administration, public policy and public management in different (EU and non-EU) countries in the context of internationalization processes, Europeanization and European integration. Graduates can find employment in government and international organizations, as well as in the private sector.

MCP in Economic and Public Policy in Central and Eastern Europe

This master certificate programme (MCP) provide a one-semester long (14 weeks) education for 30 credits, combining compulsory and elective courses. The aim of the 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, pioneered by Professor János Kornai, that has made Hungarian economic
research well-known throughout the world.

The core courses cover the following topics: Comparative Political Economy, Comparative Economic Policy, Multi-level Governance, Public Policy, Economics of Globalization from the Perspectives of CEE, Globalization, Financial Crises and Development, Political Economy of Post-Communist Transition in Central and Eastern Europe, The Political Economy of European Integration: Implications for Countries of Central- and Eastern Europe.

**MCP in International Financial Management**

MCP in International Financial Management is a two-semester long education programme, combining courses for 30 credits. The programme prepares future managers to deal with an organization’s financial operations in a global context. It combines the following 6 courses: Cost-Benefit Analysis, Public Economics and Finance, Health Policy and Finance, Institutions of the Public Sector, Globalization, Financial Crises and Development, Public Financial Management.

**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

<table>
<thead>
<tr>
<th><strong>Dean’s Office</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>Közraktár u. 4–6., 1093 Budapest, Hungary</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>+36-1-482-7000</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>+36-1-482-7208</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Dean</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assoc. Prof. László CSICSMANN</td>
<td><a href="mailto:laszlo.csicsmann@uni-corvinus.hu">laszlo.csicsmann@uni-corvinus.hu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Vice-Deans</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educational Affairs</strong></td>
<td></td>
</tr>
<tr>
<td>Assoc. Prof. Rita HEGEDŰS</td>
<td><a href="mailto:rita.hegedus@uni-corvinus.hu">rita.hegedus@uni-corvinus.hu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Financial Affairs</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assoc. Prof. Éva BODNÁR</td>
<td><a href="mailto:eva.bodnar@uni-corvinus.hu">eva.bodnar@uni-corvinus.hu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Administration</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exchange Programme Coordinator</strong></td>
<td></td>
</tr>
<tr>
<td>Ms. Viktória SIMON</td>
<td><a href="mailto:esztella.varga@uni-corvinus.hu">esztella.varga@uni-corvinus.hu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Office hours</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday: 13.00 – 16.00</td>
<td></td>
</tr>
<tr>
<td>Wednesday: 9.00 – 12.00, 13:00-15:00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Room</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Campus (C) Building Room 506</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PHONE</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>+36-1-482-7210</td>
<td></td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Institutes</th>
<th>Heads of Institutes</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute of Political Science</td>
<td>Prof. András LÁNCZI</td>
<td><a href="mailto:andras.lanczi@uni-corvinus.hu">andras.lanczi@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Institute of Behavioural Science</td>
<td>Assoc. Prof. Petra ACZÉL</td>
<td><a href="mailto:petra.aczel@uni-corvinus.hu">petra.aczel@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>and Communication Theory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institute of Sociology and Social</td>
<td>Prof. Ágnes CZAKÓ (acting director)</td>
<td><a href="mailto:agnes.czako@uni-corvinus.hu">agnes.czako@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institute for International</td>
<td>Assoc. Prof. László CSICSANN</td>
<td><a href="mailto:laszlo.csicsmann@uni-corvinus.hu">laszlo.csicsmann@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centre for Foreign-Language</td>
<td>Ms. Ágota DOBOS</td>
<td><a href="mailto:agota.dobos@uni-corvinus.hu">agota.dobos@uni-corvinus.hu</a></td>
</tr>
<tr>
<td>Education and Research</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EDUCATIONAL PROFILE

http://tkar.uni-corvinus.hu

The Faculty of Social Sciences and International Relations 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 and International Relations 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 and International Relations 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.

**STUDY PROGRAMMES FOR INTERNATIONAL STUDENTS**

<table>
<thead>
<tr>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BA in Media and Communication Studies Programme Coordinator</strong></td>
</tr>
<tr>
<td>Dr. Gábor KOVÁCS</td>
</tr>
<tr>
<td>Room</td>
</tr>
<tr>
<td>PHONE</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
</tr>
<tr>
<td>Room</td>
</tr>
<tr>
<td>PHONE</td>
</tr>
<tr>
<td>BA in Sociology Programme Coordinator</td>
</tr>
<tr>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Mr. Tamás BARTUS</td>
</tr>
<tr>
<td><a href="mailto:tamas.bartus@uni-corvinus.hu">tamas.bartus@uni-corvinus.hu</a></td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
</tr>
<tr>
<td>Room</td>
</tr>
<tr>
<td>New Campus (C) Building Room 508</td>
</tr>
<tr>
<td>PHONE</td>
</tr>
<tr>
<td>+36-1-482-7202</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>+36-1-482-7255</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BA in International Relations Programme Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Ágnes KEMENSZKY</td>
</tr>
<tr>
<td><a href="mailto:agnes.kemenszky@uni-corvinus.hu">agnes.kemenszky@uni-corvinus.hu</a></td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
</tr>
<tr>
<td>Room</td>
</tr>
<tr>
<td>New Campus (C) Building Room 508</td>
</tr>
<tr>
<td>PHONE</td>
</tr>
<tr>
<td>+36-1-482-7202</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>+36-1-482-7255</td>
</tr>
<tr>
<td>Program</td>
</tr>
<tr>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>MA in International Economy and Business</td>
</tr>
<tr>
<td>Contact:</td>
</tr>
<tr>
<td>Room</td>
</tr>
<tr>
<td>PHONE</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>MA in International Relations Programme</td>
</tr>
<tr>
<td>Coordinator</td>
</tr>
<tr>
<td>Room</td>
</tr>
<tr>
<td>PHONE</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>Joint European Master In Comparative Local</td>
</tr>
<tr>
<td>Development – CoDe Programme Coordinator</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>PhD in Sociology</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>PhD in International Relations</strong></td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td><strong>Prof. Zsolt ROSTOVÁNYI</strong></td>
</tr>
<tr>
<td><strong>Room</strong></td>
</tr>
<tr>
<td><strong>PHONE</strong></td>
</tr>
<tr>
<td><strong>Fax</strong></td>
</tr>
</tbody>
</table>
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.

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.

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).

SPORT FACILITIES

The University accommodates an active sport life. Hungarian students can choose from a wide variety of sports in the framework of the compulsory PE (Physical Education) classes (basketball, aerobics, special posture-correcting gymnastics, gym for physical fitness, volleyball, floor ball, soccer, badminton, rowing and tennis) prescribed for them in the curriculum. 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 for 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 Department:
Address: room 649, New Campus Building, Közraktár u. 4-6., 1093 Budapest
Phone: +36-1-482-7193
Fax: +36-1-482-7159

STUDENT LIFE – STUDENT ORGANISATIONS

The University is not just an educational institution, but a 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. 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

Address: 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 100 countries, on 1600 universities, with 50000 members. Hungary joined this network in 1972, and 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.

Address: Main Building, Ground Floor, Room 21

**Association des États Généraux des Étudiants 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 a 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.

Address: 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 the 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.

Address: 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 also a folk dance group, which perform traditional Hungarian dances: Közgáz Néptáncgyüttés.  
Web page: web.uni-corvinus.hu/neptanc  
E-mail address: kozgaztanc@gmail.com).

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 to the various programmes and conferences organised by them. Below is a brief overview of the Corvinus 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 floor, Ráday Dormitory, Ráday utca 43–45.
Web page: szisz.uni-corvinus.hu

College for Social Theory (TEK)
Address: 5th floor, Ráday Dormitory, Ráday utca 43–45.
Web page: tek.uni-corvinus.hu
E-mail address: tek@tek.uni-corvinus.hu
LIBRARY

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

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 an 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: 9:00-20:00, Sat: 9:00-13:00
Stack service is available (during the semester): Mon-Fri, 9:00-19:00, Sat, 9:00-12:00
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
IT CENTER

The Information Technology Centre (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 enroll at Corvinus. The computers can be used only with a username and password. 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 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 THE UNIVERSITY

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 and providing an easy-to-use interface between professors, students and administration. You can find your courses, 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@eloszku.hu
Website: http://eloszku.uni-corvinus.hu

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](http://www.uni-corvinus.hu/eng).

**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: 14:00 – 18:00, Tue and Thu: 9:00 – 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 internships, 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 out 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 course offerings 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.

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

II. 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.
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 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 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 inscriptions is generally as follows: “a társadalombiztosítás egészségügyi szolgáltatásaira szerződött szolgáltató”. If students need necessary medically treatment, they are advised to see the responsible designated general practitioner (GP – “háziorvos”) 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 EHIC 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 percent 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?**

**CORVINUS CENTRAL LIBRARY:**
See at Library

**COMPUTING FACILITIES:**
Computer labs: first and second floor, Salt House, Fővám tér 13-15, 1093 Budapest
Student Council, Main Building, Fővám tér 8, 1093 Budapest
Corvinus Central Library
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

**PHOTOCOPYING AND PRINTING SERVICES:**
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
Corvinus Central Library

**CAFETERIA:**
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

**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 tér Gyógyszertár
Cím: 1056 Budapest, Fővám tér 4. | Honlap: <a> fovampatika.t-online.hu</a> | 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-től ügyelet, vasárnap: ügyelet

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

Public transport in Budapest (BKK)
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:

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 Jáyszai Mari tér (at Margaret Bridge) and Boráros tér. Its stop at Corvinus University is Fővám tér.

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 OF OFFICES AND SHOPS
Banks: exact opening hours may vary, but banks are usually open weekdays between 8:30 and 16:00, except on Fridays, when they close at 12:00. Banks in shopping malls may be open till 18:00 and occasionally also on Saturday. Please check!
Post Offices are usually open from 8:00 till 18:00.
Pharmacies are usually open from 8:00 till 18:00.
**Shops and Stores:** on weekdays most stores are open from 10:00 to 18:00. Grocery stores usually open earlier and close later. Most shops are open on Saturdays and also 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

<table>
<thead>
<tr>
<th>Hungarian</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jó reggelt!</td>
<td>Good morning!</td>
</tr>
<tr>
<td>Jó napot!</td>
<td>Good afternoon!</td>
</tr>
<tr>
<td>Jó estét!</td>
<td>Good evening!</td>
</tr>
<tr>
<td>Köszönöm.</td>
<td>Thank you!</td>
</tr>
<tr>
<td>Egy jegyet kérnek.</td>
<td>A ticket please!</td>
</tr>
<tr>
<td>Egészségedre!</td>
<td>Cheers!</td>
</tr>
<tr>
<td>Elnézést!</td>
<td>Excuse me!</td>
</tr>
<tr>
<td>jó</td>
<td>good</td>
</tr>
<tr>
<td>rossz</td>
<td>bad</td>
</tr>
</tbody>
</table>
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 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
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)

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

6. It is prohibited to put or throw lighted tobacco products, matches and other ignition materials in places where they can cause a fire or an explosion. In the university buildings smoking is only allowed in the designated smoking areas. Smoking is prohibited in all other places.

7. It is prohibited to block – even temporarily – access to the following buildings, rooms, courtyards, corridors, etc.:
   - turn-off switch of electric appliances
   - public utility switches and locks
   - manual fire-alarm devices
   - pressure pumps
   - openings and the operating console of the heat and smoke ventilation machines
   - fire-extinguishers.
   It is also prohibited to narrow or block access to
   - the traffic routes
   - doors and windows
   - the escape routes.

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

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

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

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

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

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

13. In order to ensure a proper fire-alert, the emergency number of the fire department (tel.: 105) must be posted in a visible place next to the fire-extinguishers.
14. A separate detailed regulation is in effect for the authorisation and safe organisation of special events.

III. REGULATIONS EXTINGUISHING A FIRE

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

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

   When phoning the fire department always provide the following information:
   – exact location of the fire (street address, house number, floor, door number, etc.)
   – what is on fire, whether there any people in danger
   – your name and the number of the phone from which you are phoning.

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

Fire-alarm systems used in the various buildings of the university

Loudspeaker:
   – Main Building (Fővám tér)
   – Kinizsi (Varga Jenő) Dormitory
   – Tarkarét Dormitory

Bell Alarm — Interrupted Ringing:
   – Central University Library
   – Ráday Dormitory

“Intelligent” Fire-Alarm System:
   – Main Building (Fővám tér)
   – Salt House (“Sóház”) SIMPLE FIRE-ALARM SYSTEM:
   – Ráday Dormitory
   – Tarkarét Dormitory

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 defence 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 defence service.

II. CIVIL DEFENSE RESPONSIBILITIES

1. In the area of defence of lives
   – Preparation of the population and the civil organisations for defence 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 defence of property and material needs
   – Preparation and provision of means for sustenance, medical supplies (medicines and bandages) and other material needs
   – Defence of property of special value (goods of cultural value, precious metal, hard currency, etc.)
   – 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)

3. 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.

4. In order to assure civil defence 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 defence) TASKS

DISASTER RECOVERY

I. 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.

II. CATEGORISATION OF CATASTROPHES ACCORDING TO THEIR ORIGIN
1. Natural catastrophes, that appear independently of any human activity and result in natural disaster.
   – Meteorological catastrophes (rainstorm, thunder-shower, windstorm, snowstorm, avalanche, lightning, forest fire, tsunami, etc.)
   – Geological catastrophes (earthquake, meteorite, volcanic eruption)
   – Biological catastrophes (epidemics, en masse appearance of pests, etc.)
2. Civilisation-based catastrophes that result from human activities (improper intervention, omission, carelessness, or technical problems). These can cause enormous damage within a given area or region or can extend to whole continents.
   – 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.)

III. REGULATIONS ON HOW TO ACT IN CASE OF DISASTER
1. General regulation for behaviour:
   – Follow the orders given by the authorities responsible for catastrophe defence.
   – 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/first 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 behaviour 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, etc.).
– In case of flooding, go to a higher place. If you cannot leave the building, go to a higher level or floor from where you can access the roof.
– Put out any fires in case of an earthquake, fire or chemical catastrophe.
– If there is a fire, try to localise and extinguish it.
– Do not use the elevators in case of earthquake, floods, fires. Turn off your car.
– Prepare a list of objects, valuables, medicines, clothes, etc. you need to take with you when you escape or are relocated. Put everything in a backpack or shoulder-bag to ensure that your hands stay free. Put on layered, comfortable clothing.
– Stay in groups to enable you to help each other. When on the street, walk in the middle of the road (not the sidewalk). (In case of an earthquake, fire, chemical, or radiation catastrophe.)
– Shield your head, face, eyes, and any uncovered parts of your body. Use wet clothes to guard yourself in case of gases, smoke and dust.

3. Relocation when, based on the type of disaster, you must or can choose to leave your place of residence for a shorter or longer period of time. Those relocated are usually placed with families.

4. Evacuation when you are forced to leave your place of residence without sufficient prior notice. The speedy evacuation of the population from areas that are life threatening as a result of a catastrophe.

5. How to act and what to do in case of relocation:
   – Turn off the electricity, water, gas.
   – Remove the gas-cylinder/bottle from the house.
   – Confine – if possible also providing food and water – all animals.
   – Listen to all official information sources, local news, public announcements.
   – Extinguish all fires.
   – Assist those in need.
   – Assist in preventing panic.
   – Act in keeping with the orders of the authorities.
   – Take with you: your identification papers, cash, food, drinking water, necessary clothes, individual defence 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 defence, preparation, implementation of defence regulations, monitoring
   – Decrease of damage, alarm, provision of information, localisation, evacuation, lifesaving, 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.