Participation in international student mobility programmes for educational purposes, academic year 2016/2017

At the Faculty of Business Administration of the Corvinus University of Budapest (hereinafter referred to as: Faculty) the Faculty Council, in concordance with the opinion of the Student Council of the Faculty and the relevant regulations and University rules, passed the following regulations (hereinafter referred to as: Regulations) on the participation in international student mobility programmes for educational purposes.

A substantial aim of the Faculty of Business Administration is to increase its international presence in all fields of its operations including that of education. In order to achieve this, the faculty grants opportunities for its students to take part in high quality training programmes abroad.

These regulations serve to define conditions of participation in mobility programmes abroad offered by the Faculty of Business Administration. Rules apply to all mobility programmes coordinated by the Faculty (towards Erasmus universities and universities which do not take part in the Erasmus programme). It aims to involve the best performing students who were able to manage at partner universities in mobility programmes best suited for them, and as a result, have their expertise and knowledge broadened. For mobility programmes which are not organised by the Faculty, however, they target partner institutions of the Faculty, the Faculty may prescribe further conditions which amend these regulations of mobility.

For general rules of participation in mobility programmes, see the Regulations of University partial trainings (Regulations concerning the procedure of students’ partial training abroad), and the "general rules of application" chapter in the annual update of the Erasmus programme, published by the International Office of CUB.

The rules of participation in mobility programmes which are specific to the Faculty of Business Administration are found in these regulations. Furthermore, the International Office of CUB and the Faculty Erasmus office issues information pamphlets to help students in making successful applications. Mobility programme participants must also comply with all the relevant regulations of the Faculty (e.g. those concerning completed credits and courses completed abroad).

1. **Eligible for application:**

   Beyond complying with the general university rules of application,

   1. Full time students of the Faculty of Business Administration may take part in the mobility programme abroad;
   2. Students may only participate in faculty mobility programmes if they have minimum 20 uncompleted credits at the time the mobility programme starts (not counting internship and degree thesis seminar credits);
   3. In case students from other faculties apply for places offered by the Faculty of Business Administration, they need to submit their applications to both faculties, and they need to meet the requirements set by their own faculties as well as those set by the Faculty of Business Administration. In case of a successful application, these students will get the places which have not been filled by Faculty of Business Administration students in the respective application period.
   4. In case students from the Faculty of Business Administration apply for places offered by other faculties, they need to submit their applications to both faculties, and they need to meet the requirements set by their own faculties as well as those set by the Faculty of Business Administration. In case of a successful application, these students will get the places which have not been filled by students of the other Faculty in the respective application period.
5. Students who do more majors simultaneously are required to indicate the major from which they applied for the mobility programme. When the applications are evaluated, only the results of this major will be considered (e.g. number of completed semesters, average of grades, etc.)

2. *Activities to apply for:*

In the course of a mobility programme for educational purposes, only the following activities may be pursued:

1. Full-time studies at a BA/BSc, MA/MSc, or doctoral training of higher education which result in graduation: e.g. taking part in compulsory and optional courses (the mobility programmes are not available if the applicant needs it exclusively for finishing their degree thesis);
2. A combination of an internship and the activities above;
3. Writing a dissertation (PhD programme participants).

4. *Places to apply for:*

Beyond those determined by the general university rules of application:

1. Studies may only be pursued at foreign institutions of higher education which have a valid agreement with the Faculty of Business Administration;
2. Applying to institutions of higher education which have an agreement of another faculty of CUB is possible, on conditions discussed under 1.
3. In the application, applicants need to make an order of preference of minimum three, maximum eight institutions they chose; this order of preference is not to be modified beyond the application deadline;
4. Before submitting the application, the applicant needs to make sure whether the institution they intend to apply to imposes requirements which may hinder their studies abroad (e.g. language examination requirement which exceed faculty requirements, etc.);
5. The student may only list partner institutions which have an agreement with the Faculty of Business Administration on the first three places. From the fourth place on, partner institutions of other faculties may be listed, however, for these places, students of the respective faculties are preferential.

6. *Financial criteria*

* The general university rules of application are valid, there are no faculty-specific requirements.

7. *Decision and results*

Beyond general university application requirements, the Faculty sets the following regulations:

1. The following students may take part in faculty mobility programmes:
   a. who, on deadline, submitted applications which met formal and content-related requirements
   b. who meet the minimal requirements imposed on applicants (see Annex 1: grade average, language criteria);
   c. whose application score reaches the annual score minimum set by the faculty with regard to the quality of applications, the number of applicants and the number of places available;
   d. whose preference list include universities with vacancies which they might get based on their score;
2. There is one application period in each academic year in which students may apply for the next autumn/spring terms;
3. The application process has two rounds;
4. In the first round, applicants submit their application materials both on line and in print. Deadlines must be kept. The faculty Erasmus office will assess these by a faculty score chart. The application form needs to be submitted in two copies, other documents in one copy.

5. In the second round, those students who were successful in the first round need to take part in an oral examination at a time set by the faculty Erasmus office. Applicants are informed about the exact time schedule by the faculty Erasmus coordinator. The examination is conducted in the language of the planned foreign studies, and in English. It is a compulsory requirement of successful application. The number of students at the oral examination depends on the number of places available and the number of applicants.

6. Students who also applied for a CEMS programme do not take part in a separate oral examination. Instead, their CEMS oral entrance score gets converted for the purpose of the mobility application;

7. The faculty Erasmus office collects grade averages for the actual semester, and attaches them to the applications;

8. Based on the rules discussed above, and the criteria discussed in Annex 1., the Faculty Erasmus office adds up the applicants' scores, makes them public on their home page, and sends out e-mails to the applicants;

9. After the results have been disclosed, applicants may file appeals against their scores, with detailed reasoning, to the faculty Vice-Dean for Education in a period set by the Faculty Erasmus Office. Applicants have 15 days to file an appeal. The appeal may be submitted in person or digitally or by an authorised third party at the faculty Erasmus office of the Faculty of Business Administration. In cases of appeal, the appeal committee shall decide. The committee members are appointed by the Dean. Beyond the deadline for appeals, applicant filing for appeal need to be informed about the place and time of the committee's session as well as the order of the procedure. If requested, the committee is compelled to hear the applicant on the session. In the form of a resolution, the student must be informed in 5 working days after the ended procedure about the committee's decision and the possibility of a second appeal. Throughout the procedure, SER rules serve as a guideline in all questions.

10. After judging appeals, the Faculty Erasmus Office prepares the faculty ranking of applicants, based on which placements are arranged; the preference list of applicants is also taken into consideration by the Faculty Erasmus Office.

11. After the application has been submitted, preference list must not be altered. Applicants need to accept the institution of higher education they get based on their scores, otherwise they may not participate in the Erasmus programme;

12. The Faculty Erasmus Office will advertise remaining places for those who - although they did comply with minimum requirements and reached the minimum score - did not get a place simply because there were no more capacity at the institutions they included in their preference list. Applicants who fail to choose from the places offered by the set deadline will be excluded from the mobility programme of that particular academic semester;

13. Final results (scores, rankings and placement) are made public on the faculty home page,

14. Places which have not been filled (or the applicant stepped back) may be offered by the Faculty Erasmus Office to those who applied for those places but got another one during placement in spite of meeting all the requirements for that particular place;

15. Unfilled places (so-called "label" status) are given to students who did not get scholarship but who meet all further requirements. There are no grants available in the budget for "label" status students, however, they still get Erasmus status which means they have the same legal status as Erasmus scholarship students.

8. Learning requirements, Learning Agreement

Beyond general university application requirements and conditions described in the university regulations for partial trainings:
1. While preparing the application, all applicants need to outline how their studies in the foreign institution fit and amend their studies pursued at the Faculty of Business Administration. This plan should be the basis of choice of foreign institutions as well as that of the schedule of their time spent abroad. In the letter of motivation and at the oral examination, the applicant needs to present their plan for the time of their studies abroad. These will be written down in the Learning Agreement. At least the requirements below need to be given a detailed description;

2. Each student pursuing studies abroad must complete at least three courses which are closely related to the major they study at the Faculty of Business Administration. There are no exceptions from this rule;

3. In the course of the stay, at least one course which can be transferred and accepted as a compulsory course needs to be completed successfully (for CEMS programme participants, the compulsory course completed during the foreign CEMS semester is transferable);

4. If the student cannot take up such a course for whatever reason, they must attach a plea to their Learning Agreement and submit it at the Faculty Erasmus Office. The student needs to request a waiver that the course-related requirements should be annulled; and give a detailed reasoning.

9. The student needs to attach their own CUB course list to the plea, indicating completed courses and courses to be completed, and also the course list offered by the partner university in the semester of the partial training, from which the student compiled their individual course list.

10. The deadline for submitting the plea is set by the Faculty Erasmus Office, adjusting it to the deadlines of submitting Learning Agreements at foreign universities. Pleas are to be handed in at the Faculty Erasmus Office.

11. Submitted pleas are considered by the respective Vice-Dean for Education. Applicants get an e-mail about the decision.

5. Only such courses may be completed at a foreign university which the student has not yet completed at CUB, successfully or unsuccessfully.

6. Learning Agreements may only be modified in a way that the student would still be able to meet the requirements regarding the three courses and the compulsory course;

7. The modification of a Learning Agreement must be signed by all parties upon commencing foreign studies the latest, by the long-stop date of finalising taken up courses (set by the particular university, generally one to two weeks into the academic term). Learning Agreements submitted later than that will not be considered. (foreign partner institutions which allow taking up courses mid-term are the only exceptions);

8. In the registration period of the relevant semester, mobility programme participants need to register for the course 2TI01NVKU01K (Külföldi félév) or 293NSEMABROAD (Semester Abroad) in case their programmes are in English.

9. In the course of the semester spent abroad, the student may only take up courses in the Limited Study Schedule, and the action has to be confirmed by the Faculty Committee. The courses not approved by the Faculty Study Committee will be deleted from the student's course list by the Registration Office after the course registration period.

10. In case the student does not meet above requirements and the requirements set by the other university, their foreign semester will lose validity (courses completed abroad will not be accredited), and the student needs to refund the grants. In reasonable cases the student may file a plea to the Vice-Dean for Education for a waiver. The resolution may be appealed.

12. The mobility (allowance) period

* The general university rules of application are valid, there are no faculty-specific requirements.

13. Signing the contract

* The general university rules of application are valid, there are no faculty-specific requirements.
14. Extension of the mobility period, multiple participation in mobility programmes

The extension of the mobility period at the particular institution of higher education and partaking in several mobility programmes at different institutions one after another is possible for those who excelled in their studies both in Hungary and abroad, and they still can transfer the courses to be completed into their academic studies pursued at CUB. Erasmus+ regulations need to be kept.

The regulations of the first semester spent abroad apply to extensions and semester(s) spent at different universities. The programme coordinator and the Vice-Dean for Education need to confirm extensions and participations in multiple programmes. They also need to be applied for at the Faculty Erasmus Office before starting extra time, with regard to deadlines.

Even in cases discussed above it needs to be taken into consideration that at least two thirds of the credits necessary for a degree must be acquired at the Corvinus University of Budapest.

15. Combination of an internship and studies in the same academic mobility period

For cases of foreign studies combined with an internship, the Faculty of Business Administration Annex of the SER needs to be consulted. In such cases, Faculty of Business Administration students also need to comply with the requirements of the Faculty Registration Office, and they need to register themselves there.

In case the foreign studies are combined with an internship, all conditions set for foreign studies must still be met (e.g. courses to be completed, etc.).

16. The obligation to report and the signing of the support agreement; stepping back and the intensive language course

* The general university rules of application are valid, there are no faculty-specific requirements.

17. Application material to be submitted:

All application materials need to be submitted at the Faculty Erasmus office on deadline, there are no supplementary deadlines for submitting missing documents. The only exception is the language examination document required by the foreign university. This can be sent to the Faculty Erasmus Office up until the last day of the oral examinations the latest. No points are given for language examination certificates submitted like that. (The applicant had better submit their language examination certificate attached to the application, because only that way is it worth points.)

Only those activities may be listed in the application which have been fully completed (no subjects and internships in progress will be accepted for example).

The application material must include all activities and certificates which the applicant intends to get accepted.

The mobility regulations and other application-related information will be posted on the Faculty home page by the Faculty Erasmus Office.
Annex 1. Assessment rules of submitted applications for international student mobility programmes for educational purposes offered by the Faculty of Business Administration

Applications submitted for mobility programmes are assessed on a scale of 1-100, as follows:

1. **Grade average**: maximum 30 points

<table>
<thead>
<tr>
<th>Average</th>
<th>Average</th>
<th>Average</th>
<th>Average</th>
<th>Average</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,96-</td>
<td>30</td>
<td>4,61-</td>
<td>23</td>
<td>4,26-4,30</td>
<td>16</td>
</tr>
<tr>
<td>4,91-</td>
<td>29</td>
<td>4,56-</td>
<td>22</td>
<td>4,21-4,25</td>
<td>15</td>
</tr>
<tr>
<td>4,86-</td>
<td>28</td>
<td>4,51-</td>
<td>21</td>
<td>4,16-4,20</td>
<td>14</td>
</tr>
<tr>
<td>4,81-</td>
<td>27</td>
<td>4,46-</td>
<td>20</td>
<td>4,11-4,15</td>
<td>13</td>
</tr>
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<td>4,76-</td>
<td>26</td>
<td>4,41-</td>
<td>19</td>
<td>4,06-</td>
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<tr>
<td>4,71-</td>
<td>25</td>
<td>4,36-</td>
<td>18</td>
<td>4,01-4,05</td>
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</tr>
<tr>
<td>4,66-</td>
<td>24</td>
<td>4,31-</td>
<td>17</td>
<td>3,96-4,00</td>
<td>10</td>
</tr>
</tbody>
</table>

Participation in Faculty of Business Administration mobility programmes requires the applicant to reach an academic average of minimum 3.0, which needs to be calculated in the way discussed below. Those students who intend to continue their studies abroad at their current level (Bachelor or Master):

At the level of training (Bachelor or Master) of the planned foreign studies, all completed semesters in the course of which the applicant completed at least 20 credit points;

The grade average of the incomplete semester in which the application period takes place (for students in their first semester, this is the only one that counts).

Calculation rules are the same as that of the "scholarship average" in SER. It applies to all semesters. All semesters are weighted equally.

For those students who commenced their MSc studies in the spring semester but file their applications in the autumn application period:

The average of the BSc degree is to be considered.

If the applicant does several majors simultaneously, they need to indicate in their application which of their majors would relate most to their planned foreign training. Averages will be calculated accordingly.

2. **Language skills**: maximum 20 points

In the application, the applicant needs to make a statement of their mother tongue. The truth content of this statement may be checked in the course of the oral examination.

a) **The language of studies**: maximum 13 points

- Advanced level, spec. purpose C 13 points
- Advanced level, general C 12 points
- Advanced level, spec. purpose C 11 points
- Advanced level, spec. purposes „A“ or „B“ type 10 points
Advanced level, general „A“ or „B“ type 9 points

A minimum requirement of participation in mobility programmes is that the applicant should have a Common European Framework of Reference for Languages language examination of B2 level, or something which is of equal value (general intermediate level complex) of the language of studies. The certificate needs to be attached to the application. This is a prerequisite of nomination at host institutions. Points are only given for language skills higher than that.

If the applicant’s mother tongue and the language of studies are the same, and they certify this fact (by submitting a certificate of previous studies for instance), they will be given maximum score in the "language of studies" category.

b) Language skills: maximum 7 points

For language skills beyond the language of studies and the student's mother tongue:

<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced level, spec. purpose C</td>
<td>7</td>
</tr>
<tr>
<td>Advanced level, general C</td>
<td>6</td>
</tr>
<tr>
<td>Advanced level, spec. purpose C</td>
<td>5</td>
</tr>
<tr>
<td>Advanced level, spec. purposes „A“ or „B“ type</td>
<td>4</td>
</tr>
<tr>
<td>Advanced level, general C</td>
<td>3</td>
</tr>
<tr>
<td>Advanced level, general „A“ or „B“ type</td>
<td>2</td>
</tr>
</tbody>
</table>

(More languages are acceptable, but only one language examination can be accepted for each language.)

3. Further professional activities: maximum 25 points

For the assessment of further professional activities, see the chart below. Activities related to BSc training is to be considered for BSc students, activities related to BSc training and MSc training is to be considered for MSc students. Activities need to be certified with documents (even if the applicant conducted those at different institutions of higher education). If the applicant fails to present them, no points will be given.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Maximum score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Studies conducted in a foreign language (CUB BSc/MSc trainings, completed or in progress) - 3 points for each complete semester (those who were scored in this category cannot be given points for courses completed in a foreign language). Maximum three semesters can be accepted. Specialisation course completed in a foreign language - for one completed semester: 1 point (Maximum two courses can be accepted - except for language and translation courses)</td>
</tr>
<tr>
<td>2</td>
<td>Students’ Scientific Circle activity (maximum two papers can be accepted) National Conference of Student's Scientific Circles 1st-3rd places: 6 points Student's Scientific Circles 1st-3rd places: 4 points National Conference of Student's Scientific Circles participation: 2 points Students' Scientific Circle participation: 1 point</td>
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<td></td>
<td>Out of the Students' Scientific Circle and National Conference of Student's Scientific Circles activities, the ones with the highest scores will be accepted. Further school competitions, case study competitions: Abroad 1st-3rd places: 4 points In Hungary 1st-3rd places: 3 points Participation abroad: 2 points Participation in Hungary: 1 point</td>
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<tr>
<td>3</td>
<td>Work as a teaching assistant: 4 points/course (maximum two courses can be accepted) Teaching or professional activity at Colleges for Advanced Studies or other fora related to the University (except for working as a teaching assistant): 3 points (maximum two courses can be accepted) Working as a teaching assistant at a Department, including participation in research conducted at the Department: 2 points</td>
</tr>
<tr>
<td>4</td>
<td>Scientific publication: Article published in a scientific periodical: 3 points Further professional publications (e.g. newsletters of a professional organisation): 1 point (Maximum two publications can be accepted, translations do not count)</td>
</tr>
<tr>
<td>5</td>
<td>Work at Colleges for Advanced Studies and further university organisations, based on the &quot;Student organisation regulations&quot; of the Student Council (work at max. two organisations can be accepted): 1. High level leadership in the Student Council or of a College for Advanced Studies: 8 points 2. Intermediate level leadership in the Student Council or of a College for Advanced Studies: 5 points 3. Member in the Student Council or of a College for Advanced Studies: 3 points 4. Head of student organization: 7 points 5. Intermediate level leadership of student organization: 4 points 6. Member of a student organization: 2 points 7. Head of student cirlce: 5 points 8. Intermediate level leadership of student cirlce: 3 points 9. Member of a student circle: 1 points</td>
</tr>
<tr>
<td>6</td>
<td>Internship (beyond compulsory internship): 12 weeks (3 months): 3 points (maximum two courses can be accepted) (Minimum 12 week internship periods can be accepted, provided they have been completed and certified by the application deadline. Partial score may not be given.)</td>
</tr>
<tr>
<td>7</td>
<td>Participation in programmes which help foreign students to get by: Tandem programme: On a 10 point assessment scale used by the International Office: 10-8 points: 2 points; 7-5 points: 1 point Participation in CEMS Club event organisations: 2 points per semester (max. two occasions can be accepted)</td>
</tr>
</tbody>
</table>
* The applicant can gain maximum 20 points altogether for activities listed in 2, 3, and 4.

The work, roles and status of the applicant - with regard to organisation rules - is considered by the leader of the organisation. The organisation leader need to explain the score given, attached to the duly signed and sealed certificate of the organisation (since when the participant has been a member of the organisation, what is their position, what tasks do they manage). If the certificate was issued for activities conducted at CUB, the document needs to be countersigned by the CUB Student Council. Activities conducted at other institutions of higher education need also to be certified appropriately. They will be assessed by the Faculty Erasmus Office. Only one category can be accepted in each organisation.

Religious and political activities cannot be accepted. Compulsory activities necessary for graduation cannot be considered as "further professional activities" (e.g. compulsory internship). Activities for considerable financial remuneration cannot be considered. Only officially certified activities can be evaluated (official paper, signed, sealed).

4. **Letter of motivation in the language of studies**: maximum 5 points

Three letters of motivation have to be attached to the application, one for each of the three first places on the student's preference list. If the applicant applied successfully but was only given opportunity to conduct studies at an institution on the 4th-8th place of their preference list, they need to send a letter of motivation to that institution, too, in 2 weeks from getting the results. If the applicant fails to fulfil this requirement, their application will be considered void.

The main aspects of preparing a letter of motivation include:

- It needs to be written in the language of studies of the particular host university;
- If the applicant intends to take up courses in further languages, the letter of motivation needs to be written in the dominant language;
- The letter of motivation needs to contain why the particular institution may be relevant to the studies and professional career of the student;
- The letter of motivation needs to present the objectives set by the student for the mobility programme (e.g. increasing professional competences, broadening insights etc.)

Course registration plans need to be attached to the letters of motivation in a way to match the requirements of the host institution to those of CUB (Course titles need to be listed, completed courses and courses to be completed need to be presented with reference whether these courses would be available at the foreign institution - i.e. are they included in their course spectrum).

Letters of motivation are evaluated by the committee at the oral examination. The decision of the committee is final, no appeals can be filed against it.

5. **Oral examination**: maximum 20 points

An applicant is called in for an oral examination if their scores were found adequate; with regard to the number of places available and the number of applicants.

The aim of the oral exam is to check whether the applicants’ professional and personal competence would be enough to pursue activities at the host institution. The language of the oral examination is/are the language(s) of the studies, and English.
The oral examination is conducted by a committee of two teachers from the Faculty, representatives of the Faculty Erasmus Office and the Student Council. The scores given at the oral examination by the committee are final, no appeals can be filed against them.