



Corvinus Information Sheet Exchange Programs

Updated in November 2020

Institutional Details

Name of the Institution	Corvinus University of Budapest (Budapesti Corvinus Egyetem)
ERASMUS code	HU BUDAPE03
ERASMUS University Charter number	51840-EPP-I-2014-I-HU-EPPKA3-ECHE
Address	Student Mobility, Student Services Fővám tér 8., H-1093 Budapest, Hungary
Website	https://www.uni-corvinus.hu/?lang=en
Head of the Institution (Rector)	Prof. Dr. András Láncki
President	Dr. Anthony Radev
Vice-Rector for Education	Prof. Dr. Lajos György Szabó
Vice-Rector and Vice-President for International Relations and Accreditations	Prof. Dr. Zoltán Oszkár Szántó
Strategic Director of International Relations	Dr. Zita Kelemen
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Team Leader, Student Mobility Telephone: E-mail:	Ms. Doris Keszthelyi +36 1 482 5195 doris.keszthelyi@uni-corvinus.hu

International Staff

(International Relations and Accreditations)

Head of International Relations and Accreditations	Prof. Dr. Zoltán Oszkár Szántó z.o.szanto@uni-corvinus.hu
International Relations Assistant International delegations and embassy contacts, conferences, travel preparations, Erasmus Staff Week	Ms. Tímea Vörös +36 1 482 5373 timea.voros@uni-corvinus.hu
Institutional Erasmus Coordinator Contact person to Tempus Public Foundation, the Erasmus+ national agency; monitoring the institutional implementation of Erasmus projects	Ms. Krisztina Csiba +36 1 482 5558 krisztina.csiba@uni-corvinus.hu
Exchange Program Manager Agreements (Business and Management), balance, partner contact, nominations	Ms. Dora Szakonyi +36 1 482 5546 dora.szakonyi@uni-corvinus.hu
Exchange Program Manager Agreements (Social Sciences, Economics), balance, partner contact, nominations	Ms. Esztella Varga +36 1 482 5435 esztella.varga@uni-corvinus.hu
CEMS Program Manger CEMS partner contact	Ms. Anita Szöllősi +36 1 482 5421 anita.szollosi@uni-corvinus.hu
Double Degree Program Coordinator Double Degree partnerships, nomination, contracts	Ms. Edina Gazda +36 1 482 5098 edina.gazda@uni-corvinus.hu
Accreditations Manager Management of international accreditation processes	Ms. Monika Csizmár monika.csizmar@uni-corvinus.hu
Junior Accreditations Manager Management of international accreditation processes	Ms. Tímea Nagy +36 1 482 5312 timea.nagy@uni-corvinus.hu
Director of International Student Recruitment Agencies (student recruitment), study fairs and expos	Mr. Matt Jansen +36 30 010 3751 matthew.jansen@uni-corvinus.hu
International Student Recruitment Coordinator Agencies (student recruitment), study fairs and expos	Ms. Viktória Vida +36 1 482 5259 viktoria.vida2@uni-corvinus.hu
Director of American Corner Planning, managing, programming the operation of the American Corner	Mr. Ferenc Maurer +36 1 482 7578 ferenc.maurer@uni-corvinus.hu

International Staff (Student Services)

<p>Erasmus Outgoing Coordinator for Studies Dealing with the applications, LA-s, LA During the Mobility, incoming transcripts, etc.)</p>	<p>Ms. Blanka Lévai +36 1 482 5097 corvinus.erasmus@uni-corvinus.hu</p>
<p>Erasmus Outgoing Coordinator for Studies Dealing with the applications, LA-s, LA During the Mobility, incoming transcripts, etc.)</p>	<p>Ms. Tímea Oli +36 1 482 5097 corvinus.erasmus@uni-corvinus.hu</p>
<p>Erasmus Outgoing Coordinator for Studies (Contracting) Erasmus+ Program (outgoing Erasmus students): contracts, Certificate of Arrival, Certificate of Departure, scholarship funds</p>	<p>Mr. Károly Kocsi +36 1 482 5438 corvinus.erasmus@uni-corvinus.hu</p>
<p>Erasmus Outgoing Traineeship Coordinator Erasmus+ Program (traineeship); EEA Grants and Campus Mundi Programs, Erasmus Credit Mobility Program</p>	<p>Ms. Zsófia Vattay +36 1 482 5025 internship@uni-corvinus.hu</p>
<p>International Incoming Coordinator Incoming exchange students: applications, courses in general, LA-s and LA-s During the Mobility, Certificates of Arrival and Departure, transcripts</p>	<p>Ms. Borbála Aczél +36 1 482 5403 corvinus.incoming@uni-corvinus.hu</p>
<p>International Incoming Coordinator Incoming exchange students: applications, courses in general, LA-s and LA-s During the Mobility, Certificates of Arrival and Departure, transcripts</p>	<p>Ms. Beáta Csentős +36 1 482 5403 corvinus.incoming@uni-corvinus.hu</p>

Application Procedure

<p>Online nomination – to be done by the Home Institution COORDINATORS!</p>	<ul style="list-style-type: none"> ▶ The exchange coordinators of the partner institutions nominate the selected exchange students in the MOBility Manager online system (MOB) of Corvinus University in the nomination period. ▶ Link to MOB for coordinators: http://mob.uni-corvinus.hu ▶ Nomination by coordinators can be completed <ul style="list-style-type: none"> • for fall or fall + spring semesters: in April Deadline May 30 • for spring semester: in October Deadline October 30 ▶ Prolongation of study period: Deadline April 30 / October 30
<p>Online Student Registration – to be done by the STUDENTS!</p>	<ul style="list-style-type: none"> ▶ Once nominated, the exchange students receive an e-mail containing instructions and the login information to our on-line system (MOBility Manager). They complete their online registration (entering their personal data) in MOB and select courses in the so-called Neptun system (tool used by many HEI's in Hungary). The course registration works on a first come, first served basis. ▶ Deadline of online applications: <ul style="list-style-type: none"> • for fall or fall + spring semesters: May 5 • for spring semester: November 5
<p>Application materials</p>	<p>Two files to be uploaded by students in MOB:</p> <ul style="list-style-type: none"> • E-photo and • English Language Certificate – level B2 according to CEFR

Courses, subject areas, languages of instruction

<p>Courses</p>	<p>https://corvinus.mobilitymanager.hu/courses/</p>
<p>Main subject areas</p>	<ul style="list-style-type: none"> ▶ Business and Management ▶ Economics ▶ Social Sciences (Political Science, Sociology, International relations, Communication)
<p>Languages of instruction and language requirements</p>	<p>English, German, Hungarian Please note that we require a level B2 (CEFR) English certificate</p>

Academic Calendar

Detailed academic calendar	<ul style="list-style-type: none"> ▶ Please visit our website at https://www.uni-corvinus.hu/main-page/life-at-corvinus/student-education-affairs/schedule-of-the-school-year/?lang=en (Calendar for guest students) ▶ One semester consists of 14 academic weeks, plus the exam period. WHILE WE CANNOT INFLUENCE THIS, EXCHANGE STUDENTS USUALLY HAVE THE OPPORTUNITY TO PASS ALL THEIR EXAMS DURING THE FIRST WEEK OF THE EXAM PERIOD. MAKE-UP EXAMS FOR EXCHANGE STUDENTS ARE USUALLY OFFERED FROM THE SECOND WEEK ONWARDS, TILL THE END OF THE EXAM PERIOD.
Fall semester in general	September – December/January (with exam period)
Spring semester in general	February – May/June (with exam period)
Orientation	An orientation programme is organised each semester before the start of classes. Details will be provided by the Student Mobility Team, Student Services

Accommodation

Accommodation offer	<p>Corvinus University cannot offer on-campus (dormitory) accommodation. Therefore, it is suggested that students rent a flat or share a rented flat. There are individual owners as well as real-estate agencies to be contacted. In addition, a group email service is offered for incoming students by which they can contact each other before arrival and find roommates, flat-mates, or even apartments to rent. Each student is assigned a Hungarian ‘buddy’, the so-called Tandem partner. Tandem partners may help to find accommodation. IMPORTANT: Students should not sign a final rental contract prior to having seen the actual accommodation in person. Moreover, we recommend that students read the terms and conditions of the rental contract very carefully before signing. They should also pay attention to the conditions for the return of any deposit paid.</p>
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Other useful info

<p>Health insurance</p>	<p>Students should arrange for appropriate health insurance in their home country. Those with chronic illnesses should take care to ensure that these, too, are covered by the health insurance.</p>
<p>Students with learning disability</p>	<p>Students with any learning disability should indicate this as soon as possible but no later than the Orientation Week to be eligible for relevant allowances. Notice about any learning disability should be sent to disability@uni-corvinus.hu and must be accompanied by official supporting documents from the student's home university (disability allowances due to the student at his/her home university). We will check the allowances due to the student and inform him/her about the accommodations we are able to provide.</p> <p>IMPORTANT: We can only guarantee disability allowances that were agreed upon prior to, but no later than the start of the academic semester. For more information: https://www.uni-corvinus.hu/main-page/life-at-corvinus/student-support-and-counseling-services/studying-without-barriers/?lang=en</p>
<p>Visa requirements for non-EU/EEA students</p>	<p>Non EU-EEA citizens should check the website of the relevant Hungarian Consulate/Embassy for the visa application requirements prior to making an appointment. Visa applications cannot be handed in earlier than 3 months prior to the planned date of arrival. For the contact details of the Hungarian Diplomatic Mission in or responsible for your country can be found here: https://www.kormany.hu/en/ministry-of-foreign-affairs-and-trade/missions .</p> <p>Please check with the Hungarian Consulate in your country for any specific entry requirements to Hungary. The Student Mobility Team will keep you updated should any new requirements or restrictions are introduced.</p> <p>Information on the visa regulations and visa application requirements for 3rd country citizens can also be found here: https://konzulizsolgalat.kormany.hu/en and http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=70&Itemid=824&lang=en</p> <p>The Letter of Acceptance from Corvinus that will have to be handed in with the visa application will be sent out to non-EU/EEA citizens as soon as possible after the online nomination system has closed. Please make sure that your passport is valid for at least 6 months after the planned end of your stay in Hungary. The residence permit for which the visa is issued must be picked up within 30 days from the time of entry to Hungary. Information on when and how students will be able to pick up their residence permits will be provided during the Orientation Session.</p>