Onboarding Booklet for Stipendium Hungaricum and Hungarian Diaspora Scholarship Students

Autumn semester
2021/2022 academic year

CORVINUS UNIVERSITY of BUDAPEST

Contents

Welcome

Dear Stipendium Hungaricum and Hungarian Diaspora Scholarship Students,

Congratulations on your successful application to one of Corvinus University's degree programs, we look forward to hosting you not only at the University, but also in Budapest and Hungary!

We trust your studies and stay in Hungary will provide you with not only the opportunity to achieve a degree in your chosen field of study, but that the duration of your studies will also give you plenty of time to get to know Hungarian culture and Hungary as a whole. Small as it is, Hungary offers a wide range of incredible experiences. Take time out to get to know it!

This Booklet aims to provide you with the most important initial information needed to help you prepare for your travel to Hungary and the start of your studies smoothly.

Please, take time to read the contents carefully (and keep it in mind even later on as a possible reference guide). We will keep you updated on the upcoming administrative and academic deadlines and requirements via e-mails, so please check your mailbox regularly (including the Spam folder) to avoid missing out on some possibly essential information.

We wish you successful studies and trust that you will take full advantage of the opportunities provided by the scholarship you have been awarded!

Best regards,
Student Services

CORVINUS UNIVERSITY OF BUDAPEST

Roadmap

Successful application to Corvinus

Congratulations and welcome!

Set up your CUSMAN ID

Register as an active student in Neptun

Enroll in the University

Complete the online Fire and Safety Training

Register for your courses

Take part in the Academic and Orientation Session

Check the Academic calendar and the Regulations

Give us feedback on your Onboarding experience

Sign your scholarship contract and arrange private insurance

Check the information on your Scholarship

Succesful semester starting!

Contact Corvinus

CONTACT DETAILS

The Stipendium Hungaricum/Diaspora Office of Corvinus is responsible for all Stipendium Hungaricum and Hungarian Diaspora scholarship related matters such as your signing of the scholarship contract, your registration – in person - at the beginning of every semester, the disbursement of allowances, health insurance & medical examination, TAJ card, scholarship period extension procedures and all scholarship related questions.

Program Coordinators at the Student Administration Office will provide you with the most up-to-date info on degree programs, questions regarding the Study and Exam Regulations, exam period related tasks, academic schedules, mandatory internship, specialization selection, final examination process, etc. from enrollment to graduation. They are responsible for generating and maintaining the most accurate personal and academic records of our students in the University's official student database (Neptun). Your dedicated Program Coordinator will guide you through your entire student life-cycle from registration to diploma hand-over.

Once you have officially enrolled at Corvinus University, you can contact the Student Office via email or use the Self Care digital platform. To learn more visit the International and Administrative Student Services page.

After you have set up your CUSMAN login, you will receive an official ...@stud.uni-corvinus.hu student email address. When this is available, you must use this to contact anyone within Corvinus University (your coordinator, your professors, etc.). This is required in the case of all students studying at Corvinus due to identification and GDPR reasons. E-mails coming from non- uni-corvinus.hu e-mail addresses are usually not responded to, nor will the Stipendium/Diaspora Office or your academic coordinator discuss any issues with you via Teams. (Any exceptions to this latter, will, of course, be communicated to you)

You can find the contact details to various offices at Corvinus below:

Field	Whom to contact	Topics
Stipendium Hungaricum / Diaspora Scholarship Office	corvinus.stipendium@uni-corvinus.hu corvinus.diaspora@uni-corvinus.hu	• All scholarship related matters • Private health insurance • TAJ card application
Student Office	student.office@uni-corvinus.hu	• All study related questions • I have forgotten my Neptun code • I have forgotten my Neptun password
Neptun Problem	neptun@uni-corvinus.hu	• I can't log in to Neptun • System related problem
Moodle System	moodlehelpdesk@uni-corvinus.hu	• I can't log in to Moodle • I can't see all my registered courses in Moodle
IT Problem	helpdesk@uni-corvinus.hu	• Cusman login and password issues • Microsoft Office365, Teams, Outlook related problems • Wifi, VPN problems • IT security
MyCorvinus App	MyCorvinus@uni-corvinus.hu	• I can't log in to the app • Feedback regarding the app (suggestions for improvement, comments)
Library	library@uni-corvinus.hu	• Registration for Library Card, • Book catalogue, electronic databases • Loaning out books • Renewing the deadline for returning loaned out books • Library Services (eg training sessions)
Mental Health	pszichologus@uni-corvinus.hu	• Intercultural issues • Anxiety, stress • Family and relationship conflicts • Loss, grief
Disability	disability@uni-corvinus.hu	• Support for students with special needs
Career Support	careersupport@uni-corvinus.hu	• Career advice
Learning Support	learningsupport@uni-corvinus.hu	• Learning strategies • Exam stress • Performance anxiety
COVID-19 Info	coronavirusinfo@uni-corvinus.hu	• Reporting coronavirus infection (after you have arrived to Hungary) • Questions regarding coronavirus restrictions

CONTACTING YOUR COORDINATOR

Prior to arrival, the most effective way to contact your coordinator is via email. For up-to-date information please check the website.

EMAIL QUERIES

For the time being, you can contact everyone via your private e-mail address. After having set up your CUSMAN account and receiving your official …@stud. uni-corvinus.hu student email address, you must always use this when contacting university staff. From the beginning of the semester onwards, emails coming from student's private email addresses will not be responded due to GDPR and university regulations.

Keeping the following guidelines will make your email communication smoother faster, and more effective:

▸ Please use "official" format and style

  ▸ Start your email with a salutation (Dear…) ("Hey" is not an appropriate salutation)

  ▸ Give your full name and your Neptun code (there may be others with similar names, your Neptun code will help us identify you without doubt)

  ▸ Summarize your question or problem in a precise, understandable way

  ▸ Provide all supporting information that may assist the coordinator help solve your problem faster (attach documents, screenshots). If your problem involves anyone else (academic or non-academic staff, please keep in mind that while ensuring full anonimity for you, we will check with the other side, as well)

  ▸ Close your email with Regards, Best regards

  ▸ Sign your email with your official name

  ▸ When continuing an already started discussion on a given topic, please use the "reply / reply all" option instead of starting a new email. This will help the coordinator(s) recap the situation and problem and the stage reached in solving it.

▸ Treat all university staff with courtesy and respect

▸ **Please wait at least 2 working days before sending a reminder**

    ▸ Coordinators deal with a large number of queries. Sending reminders about about a previously sent email will only slow down the process

▸ **Do not leave problems and important questions till the very last moment**, allow sufficient time for the issues to be sorted out.

DON'T MISS THE LATEST NEWS

You can find the latest news about the university on the website, in the newsletter and in the MyCorvinus application (IOS or Android). You should also check out the following social media platforms:

While the different social media platforms are a good way to collect information, please use the official university addresses in case of any questions or problems regarding your university studies and administrative matters.

Schedule of the Academic year

You can download the detailed schedule of the academic year from our website ("for all bachelor and master programmes").
To have a quick overview of upcoming events or recent news, you may wish to check out the International Blog.

How to schedule your arrival

ENTERING HUNGARY

The rules and regulations on entering Hungary vary depending on your citizenship and place of residence. Please check the relevant information prepared for you carefully to ensure that you will be able to enter Hungary without any difficulties.

You can download our guide on Entering Hungary from here. You will find detailed information on the requirements for entering Hungary depending on where you are coming from.

Do not panic. We are perfectly aware of the fact that in many cases, the coronavirus situation has resulted in a delay in the issuing of high school degrees and university degrees. As your Letter of Acceptance can only be issued once you have provided the documents requested from you by the Admissions Office and you will be able to apply for a D type visa (visa for study purposes) only after you have received your Letter of Acceptance and your official Letter of Award for the scholarship, your arrival to Hungary will – in many cases – be delayed till after the start of the Registration/Enrollment period, as it will take time for you to arrange for an appointment at the relevant Hungarian Consulate for the visa. The university has dealt with these obstacles in the past and will do so now, as well. You will not be endangering your scholarship by late arrival due to valid, official administrative reasons.

In addition to applying for and getting the visa, because of the coronavirus situation worldwide, you will also need to apply for a Police Equity Request to Hungary. You should apply for this only after you know exactly when and how you will be arriving to Hungary, but preferably at least one week, but no later than 2 days before your planned date of arrival.

If you will be transiting through another country when travelling, we suggest that you check the transit regulations in effect in the given country (you can do this by contacting the given country's consulate in your home country).

Please rest assured that if there are any changes in the regulations for entering Hungary, you will be informed via e-mail. The situation is changing frequently depending on the pandemic situation.

POLICE EQUITY REQUEST FORM

At the time this booklet is being prepared, a Police Equity approval is required for all people of foreign nationality entering Hungary by airplane. If this regulation continues to be in effect at the time you plan to arrive – as in all probability it will be, make sure to hand in a police equity request at least a week before travelling to Hungary. Here you can find a step by step guide helping you acquire the Police Equity Request.

When preparing the police equity request, you will need to be able to give the date of entry and the border station you will be using to enter Hungary.

A step-by-step guide on how to fill in and submit a Police Equity Form is available here.

Should there be any change in this, you will, of course, be informed by e-mail.

COVID-19 INFORMATION

As the Coronavirus epidemic situation is changing rapidly, we highly recommend that you visit the official website for valid and up to date information.

Information on the countries with which Hungary has signed an agreement on the mutual acceptance of the coronavirus vaccination card can be found here While the countries are listed in Hungarian, we trust you will be able to check whether or not your country is among these.

Measurements and restrictions of the Corvinus University regarding the coronavirus epidemic can be found here.

If - after your arrival to Hungary - you feel you have symptoms of the COVID-19:

▸ Call 104 (+36 104) – Ambulance

▸ Be ready to go to hospital (have your health card or private insurance with you)

▸ If you have a mentor, inform him/her

▸ Notify us: corvinus.stipendium@uni-corvinus.hu, corvinus.diaspora@uni-corvinus.hu and koronavirusinfo@uni-corvinus.hu
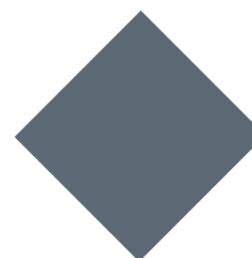
▸ Accommodation

As already indicated, first year students (whether in a bachelor or a master degree program) will be able to apply for a dormitory place in one of the Corvinus dormitories. Precise information on the application process will be made available soon.

As the number of places in the university dormitories is rather limited and many Corvinus students (regular degree and visiting students, as well) will have to arrange for accommodation on their own.

To assist international students, the management of the Corvinus dormitories has searched for possible alternative accommodations that offer similar services at varying, but not inaccessible prices.

PARTNER ACCOMMODATIONS

The list of accommodations below have been checked and approved by Corvinus staff, and to ensure that the expected quality and level of services are maintained throughout the semester, Corvinus has contracted with these accommodation providers.

As an added benefit, by using the "voucher" of the accommodations when contacting them, you will be given a special "Corvinus student" discount price.

While in the case of these accommodations Corvinus will monitor the provider's compliance with the terms of the contract, Corvinus, will not in any way be liable (legally or financially) for any problems or misunderstandings you may encounter.

It is the student's responsibility to contact the accommodation they are interested in, to make the reservations, etc.

▸ If you contact these places, please remember to use the „Voucher number" given for each as in this case you will be eligible for a discount price.

▸ Please note that Corvinus does not own and does not participate in the operation of these places, therefore Corvinus staff will not be able to assist you, you must contact the accommodation provider directly. It will be your responsibility to sort out everything with the accommodation of your choice.

All the places given above have English speaking representatives who will reply to your inquiries. Please contact them directly using the contact details of the accommodation providers.

Dean's College Hotel
Click here to check the website.
Download the brochure from here.
Voucher code: #Corvinus2122

Mavrick Student Lodge
Click here to check the website.
Download the brochure from here.
Voucher code: Corvinus2021

Belvárosi Albérletház
Click here to check the website.
Download the brochure from here.
Voucher code: CORVINUS11

If, you prefer to rent/co-rent an accommodation, however, you will find extremely useful information in our Housing Guide. Please do take the time to check out our recommendations.

We very definitely recommend that you do not arrange for a long-term private accommodation before your arrival to Hungary. As many students have already experienced – internet advertising can be misleading. Make sure to check out the accommodation and the neighborhood before committing yourself. There are many options available in Budapest for short-term accommodation for your arrival.

Important: While Airbnb may be a suitable option for short-term accommodation, it will most definitely not be acceptable as a long-term one. In order to pick up your residence permit for the purpose of studies, you will have to provide not only an official rental contract signed by you and the owner(s) of the apartment, but you will also have to have the owner(s) sign your address card. Airbnb owners (and at times private landlords) do not provide these!

OTHER ACCOMMODATION OPTIONS

For short-term accommodation you can check the following websites:

Hostelworld

Budgetplaces

Please note that the Corvinus University of Budapest is not and will not be liable for the content of the websites or any choice you may make.

Academic matters to be taken care of at the beginning of the semester

Things to be taken care of during the Enrollment Week and the start of the semester

1. Set up your Cusman ID and official Corvinus student e-mail address

2. Complete the Fire and Safety Training in Moodle

3. Enroll in the university as a full-time student (30th August 2021 – 3rd September 2021)

4. Register as an active student for the 2021/22/1 semester in the Neptun system

5. Register for your courses

6. Take part in the academic and the scholarship orientation sessions (precise information on dates and times will be provided in due time)

7. Apply for a permanent student ID (possible only after you are already in Hungary)

8. Check the Academic Calendar for the 2021/22 academic year

9. Familiarise yourself with the Study and Exam Regulations, Student Fees and Benefits Regulations

10. Check out the information on the website of the Stipendium Hungaricum/Diaspora Office

11. Sign your scholarship contract, register, and arrange for your private insurance at the Stipendium Hungaricum/Diaspora Office
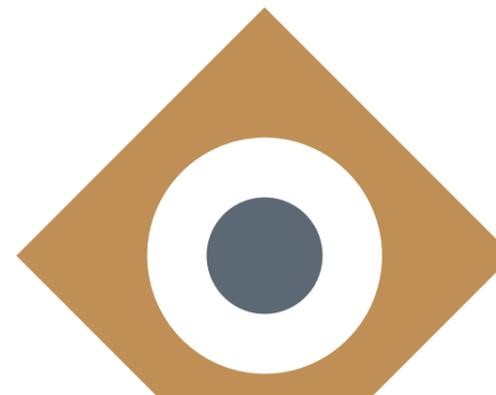
SET UP YOUR CUSMAN ID

You can register in the CUSMAN system here.

Your registration will be complete once you change your password in the system.

This will allow you to use the same login details in multiple programs and platforms. This is essential as you will receive your university email address (...@stud.uni-corvinus.hu) with the registration. Going forward this will be the only official communication channel with Corvinus University due to identification and GDPR purposes. Please note, that your queries will be answered only in case you send your emails from this address, and we will send you important information strictly to this mailbox. If you forget your student email address, you can always check it at the top of the CUSMAN site.

FIRE AND SAFETY TRAINING

Before enrolling to Corvinus you need to familiarize yourself with the Fire and Safety requirements. An online training will be provided to you what you need to complete before your enrolment.

Further information on the training will be communicated in due time.

ENROLL IN THE UNIVERSITY

Enroll in the university as a full-time student between
30th August, 2021–3rd September, 2021

Information on the Enrolment and Orientation will be available here.

During the official enrolment, all freshman students must submit the following original documents and a photocopy.

If any of the documents below are missing when you come to enroll (exceptions: residence permit, tax ID, TAJ card, bank account) then you will be able to enroll at a later date!
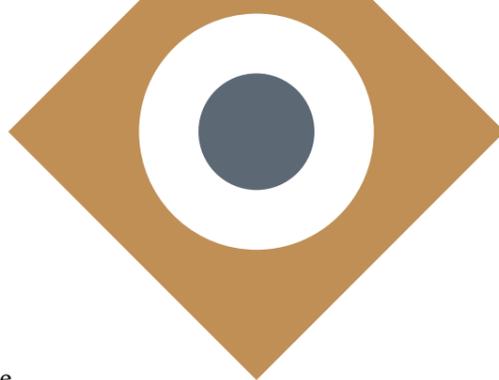
DOCUMENTS FOR THE ENROLLMENT				
How many?		**What?**	**Comment**	
Original	Photocopy			
2	0	Printed, filled-in and signed Enrollment form	Neptun-> Information-> General forms -> Enrollment form	☐
1	0	The original version of the filled-in and signed Request for the Acceptance of a Degree form	You already sent this to the International Admissions Office as part of your application	☐
1	0	Filled-in and signed Statement on the Responsibility of Obtaining Residence Permit	Certificate for the duration of studies at Corvinus University of Budapest	☐
1	0	Student Personal Data Sheet	Typed or printed in block letters	☐
1	1	Your passport	Plus the photocopy of the photo-page	☐
1	1	Your address card	If available, otherwise you must present it later to your program coordinator	☐
1	1	Your social security / health insurance card	If available, otherwise you must present it later to your program coordinator	☐
1	1	Your tax ID card	If you do not have one, please make arrangements to get one as soon as possible	☐
1	1	Your residence permit	If available, otherwise you must present it later to your program coordinator	☐
1	0	A passport photo	35 x 45 mm, 413 x 531 pixel (in case of 300 dpi)	☐
1	1	Your original official intermediate (B2) or higher-level English language certificate and its copy	And any other language certificats you may have	☐
1	1	Your original secondary school diploma and its copy. A certified copy is needed if the original certificate was not issued by a Hungarian education institution.	For Bachelor students	☐
1	1	Your original secondary school graduation exam results and its copy. A certified copy is needed if the original certificate was not issued by a Hungarian education institution.	For Bachelor students	☐
1	1	Your original Bachelor degree certificate and its certified copy	For Master students	☐
1	1	Your original BA diploma supplement and its certified copy	For Master students	☐
1	0	Blue pen		☐

REGISTER AS AN ACTIVE STUDENT IN THE NEPTUN SYSTEM FOR THE AUTUMN SEMESTER OF THE 2021/2022 ACADEMIC YEAR

According to the Academic calendar for the 2021/2022 academic year, students can register:

Bachelor students:
10:00 hrs 2nd September, 2021 - 12:00 hrs (noon) 10th September, 2021

Master students:
12:00 hrs (noon) 3rd September, 2021 - 12:00 hrs (noon) 10th September, 2021

In order to register for the 2021/2022 autumn semester as an active student, you must enter your Neptun page via the university's website at the top left corner or in this link.

To change to English, please click on the British flag.

Neptun-> Administration -> Enrollment ->Registration
- Click on „+" next to the current semester (2021/22/1)
- Click on "REGISTER"
- Choose "ACTIVE", then
- Click on "SAVE" and "ENROLLMENT/REGISTRATION".

Register for your courses, based on your study program

Bachelor students:
10:00 hrs 2nd September, 2021 - 12:00 hrs (noon) 10th September, 2021

Master students:
12:00 hrs (noon) 3rd September, 2021 - 12:00 hrs (noon) 10th September, 2021

In order to register for subjects
- Go to "SUBJECTS" (top menu, 3rd option from the left)
- Select "REGISTER FOR SUBJECT"
- Make sure that "Terms" is set to **2021/22/1.**
- Click on "LIST SUBJECTS" ▸ the courses available in your curriculum will be listed
    - Please check your curriculum for your first year, autumn semester courses – semester 1 in your curriculum.
    - Do not register for higher year courses.
- Click on the "SUBJECT NAME" to put the list in alphabetical order
- Select "Page size" to 500 (top right corner of the list) –> you see the whole list on one page
- Click on your course's SUBJECT NAME you want to register for –> new window pops up

This is where you will be able to see when your courses are available.
- Put a tick in the box at the end of the row both for the Theoretical course (if any) and for a Practical course
- Click on "SAVE". –> if accepted a green tick sign will appear

Follow the same process for all courses you want to take!

If the elective course you registered for is deleted due to the low number of registered students, you will have the opportunity to choose and register for another elective course between

16:00 hrs, 11th September, 2021 – 23:59 hrs 13th September, 2021.

IMPORTANT: you will not be able to deregister from courses during this period.

ACADEMIC AND SCHOLARSHIP ORIENTATION SESSION

Information regarding the Academic and the Scholarship Orientation Session will be provided via email.

APPLY FOR A PERMANENT STUDENT ID

Obtain a permanent student ID and enjoy its numerous benefits, including discounted monthly transportation tickets and preferential access to recreational facilities
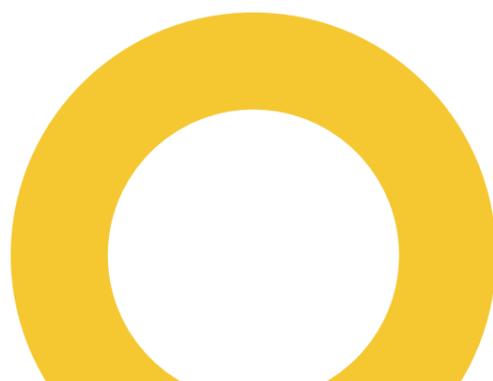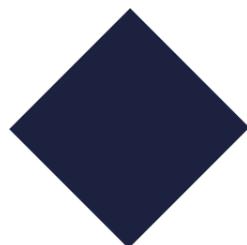
How you can obtain a permanent student ID?
- ▸ Visit the Document Registry Office ("Okmányiroda"). Address: 1051 Budapest, Erzsébet tér 2-3.
- ▸ Make sure to take your passport with you
- ▸ You will have your photo taken and sign an application. Make sure that all the data you provide in the Document Registry Office is perfectly identical with your data in Neptun (any discrepancy will result in a delay!).
- ▸ You will receive a "NEK-code" that you must register in Neptun.

Registering your NEK code in Neptun and applying for the Student ID card
- ▸ Go to NEPTUN –> Administration –> Student Card Request –> Click on "Add New"
- ▸ Register your NEK-code.
- ▸ This will be on the right side of the NEK document you receive.
- ▸ Enter the numbers and letters only.
- ▸ Choose: First Application
- ▸ Confirm your permanent address in your home country and save it.
- ▸ You can request a temporary student card from your Study Coordinator whilst you wait for the permanent card (which takes around 2-4 months).

Note that the university will provide you with a temporary student card (which can be used for reduced price public transportation ticket, etc.) only after you have applied and registered for a permanent student ID. The temporary student ID is valid for a maximum of 60 days. You should request another one if it expires before your permanent card arrives to the University. When you receive your permanent card, get it validated by your Programme Coordinator. It must be validated each semester with a new sticker.

ACADEMIC CALENDAR OF THE 2021/2022 ACADEMIC YEAR

Make sure that you familiarise yourself with the Schedule of the Academic year of 2021/2022.

It is the students' responsibility to keep track of and know what their tasks/responsibilities are at any time during the official study period (teaching and examination period).

Do not expect to receive separate notification during the academic year regarding the specific events and deadlines detailed in the Academic Calendar.

STUDY AND EXAM REGULATIONS

This document contains the most important academic and administrative rules and regulations regarding your studies. You can find it on the University's website.

Please note that not being familiar with rules and regulations will not exempt you from the consequences should you violate them.

STIPENDIUM HUNGARICUM AND HUNGARIAN DIASPORA WEBSITE

Check out all the information available on the website of the Stipendium Hungaricum and Hungarian Diaspora Office.

Please make sure, that you pay special attention on how to
- ▸ apply for a residence permit,
- ▸ open a Hungarian bank account,
- ▸ request a tax number an
- ▸ obtain a health insurance / TAJ card.

Please note that your Program Coordinator needs to enter all these data in the Neptun system. Therefore as soon as you receive any of these documents, please send the scanned copies (both sides of the card) to student.office@uni-corvinus.hu.

SCHOLARSHIP CONTRACT, REGISTRATION, PRIVATE INSURANCE

Follow the instructions sent to you by the Stipendium Hungaricum/Diaspora Office via email regarding registration

All first year Stipendium Hungaricum and Diaspora Scholarship Students are required to register in-person at the Corvinus SH/Diaspora Office. This is when you will sign your scholarship contract, register for the stipend and for the private medical insurance provided by the SH program. The SH Office will contact all students in late August regarding the registration dates available to them and issue a list of documents to bring along.

All first year students need to exchange their visa to a residence permit within 30 days of arrival to Hungary, open a Hungarian bank account, apply for a Tax ID and more.

Please visit the Stipendium Hungaricum/Diaspora website to learn more under First steps and Registration at the Stipendium Hungaricum/Diaspora Office.

Most important SH & Diaspora regulations

All first-year Stipendium Hungaricum Scholarship students required to study Hungarian as a Foreign Language for two semesters and pass an exam at the end of the second semester. Failure to attend classes or passing the exam will result in the reduction of the scholarship allowances.

All Diaspora scholarship students are required to study Hungarian as a Foreign Language for the duration of their scholarship and pass a B2 level language exam at the end of their studies. Those who fail to pass the exam will be required to refund their tuition fee.

First-year SH & Diaspora students are required to pass a mandatory medical examination after their arrival to Hungary. The Stipendium Hungaricum/ Diaspora Office will inform students via email regarding the specific details in late August/early September.

In keeping with the study progress regulations, all students need to achieve at least 36 credits in two consecutive active semesters to keep their scholarship. Those who do not meet the 36-credit requirement will be dismissed from the scholarship program and if they wish, have to continue their studies as a tuition fee paying student.

You can learn more about these and other regulations and requirements under General regulations and the Stipend in your scholarship contract. IMPORTANT: While the Corvinus Stipendium/Diaspora Office will do its best to keep you informed of tasks and deadlines, it is the students' responsibility to know the exact terms of the scholarship regulations, deadlines, etc. Not reading the terms and conditions of the scholarship contract will not exempt you from meeting your responsibilities!

IT Systems and Programs

The use of different IT programs and resources is essential in today's world. In order to do this, you will first have to get your Neptun code and password and set up your CUSMAN ID and password (please see a bit later below். Please make sure that you install all the necessary software and applications in order to start and complete your semester successfully.

Login/usernames and passwords:

Do not forget to note down and know your login details. Make sure to have it in hardcopy (i.e. on paper). Others' experience has already shown that phones and laptops can be lost or can break down at the worst possible moments. It is never a good idea to share your login details and passwords. If you require detailed help on how to use these programs, please check out YouTube as there are many tutorials available in English online.

Please be aware that without the below listed programs, you won't be able to complete your semester successfully.

CUSMAN

The CUSMAN program gives you access to the university IT network, moreover, it allows you to use the same login details on the different electronic Corvinus platforms.

When?
Please complete your CUSMAN registration after you have received your Neptun code. Please note: You cannot start the registration process without your Neptun code, which will be sent out to you as soon as possible.

Why is this important?
Apart from giving you access to all the restricted sites of the Corvinus website (e.g. course descriptions, etc.), your official Corvinus student email address is generated in the frame of the CUSMAN registration process. This is vital as throughout your studies at Corvinus your official university email address (xxx@stud.uni-corvinus.hu) will be the only channel you can use to communicate with Corvinus staff members and professors. In accordance with the GDPR rules and university regulations, your official Corvinus student email address is the only official channel through which the Corvinus University will communicate with you.

You will also need your CUSMAN login details to sign into the Microsoft Teams platform which will accommodate not only your classes but will also be the platform for important online events and programs, too. You will keep

in touch with your teachers and fellow students on Teams, so you must have access to this platform. Please note, that communication with the Student Services staff members is not possible via the Teams platform. All communication with the Student Services staff members must take place via e-mail.
You can change your password or check your official Corvinus university email address on the CUSMAN site.
You will need your CUSMAN login details to sign into the University's Wi-Fi system, too.

Where?
You can log in to the CUSMAN system here. When you first sign in, please change your password. Once you proceeded with the password change that automatically indicates your successful CUSMAN registration.

How?
CUSMAN ID: xxxxxx (= your Neptun ID in lower case)
CUSMAN password: has to be set by you – Please follow the steps below to set your password:

- Go to CUSMAN
- Accept the "AUP" and the terms and conditions of usage by putting a tick.
- Log in with your Neptun ID (all characters should be lower case!)
- Add your date of birth without separating characters (YYYYMMDD)
- When you have successfully logged in, the system will ask you to set a new password – we suggest that you use the same password you set for Neptun earlier, so you have the same password both for Neptun and for your "CUSMAN" accounts.
- By logging in to the main page of CUSMAN,
- your *CUSMAN password* and
- your official *Corvinus e-mail address* will be generated.
- Save your Corvinus e-mail address from the front page! (all communication from the administrative staff will be sent to this)

If you forget your CUSMAN password or if you have any technical difficulty accessing Moodle or Office 365, you will need to contact helpdesk@uni-corvinus.hu.

How to access your official Corvinus student e-mail address:
- Click on "E-MAIL LOGIN"
- Enter your Corvinus e-mail address > click on "Next" / "Tovább"
- Enter your Cusman password > Sign in (we suggest that you stay logged-in).

NEPTUN

Neptun is the unified student and educational database system of the Corvinus University. You have to use this site to manage the majority of your administrative duties such as enroll as an active student for the semester during Orientation Week, prior to the final course registration period, check that you are registered for the courses that you really will be taking, fulfill your financial obligations, submit requests, register for exams, double check your final grades at the end of the semester (which are mandatorily registered in Neptun).

When?
Please, always be aware of the administrative obligations and deadlines you need to fulfill during your studies in order to avoid any problems or late administrative fees. In case of important matters further information will be provided by your coordinator however please check frequently the Corvinus website for the latest news.

Why is this important?
Fulfilling your administrative requirements is an integral part of the completion of your studies.

Where?
You can log in the Neptun system here. You can switch the language of the site by clicking on the British flag.

How?
You can log into the Neptun system with your unique Neptun identifier (6-digit code) and your password (your coordinator will inform you about your first password). These will be provided to after you have received your official Letter of Acceptance and the Letter of Award for the scholarship.) If you experience any difficulties in logging into the system (other than a password problem), please contact neptun@uni-corvinus.hu.

You will be informed of your Neptun code as soon as possible, but definitely before the official preliminary course registration period.

Should you forget your Neptun password, please send an e-mail to student.office@uni-corvinus.hu. It will be reset and your new password for logging in will be sent to you (you will be able to change the password after logging in).

MOODLE

Moodle is the e-learning management system used by Corvinus University. This is the online Learning Platform / Course Management System that most professors use to share course materials with the students.

When?

You will be able to log into the Moodle system after you have registered in CUSMAN, as you will need to use the same login details. Please note that the Moodle platform will be activated around the start of the orientation period, therefore you won't be able to use it earlier.

Why is this important?

The majority of your professors will use Moodle throughout the semester. Updated course syllabi, lecture slides, training materials, presentations, assignments, etc. are usually uploaded on Moodle. You may also be asked to upload written assignments, group projects there, as well.
Moodle can also be used as an online testing platform (quizzes, midterms, end-of-the-semester exams).

Please be aware: **Professors can check Moodle to see how many times you have accessed the course site**, whether you have checked out the additional course materials uploaded, and they can also run any uploaded assignments through Urkund (the plagiarism checker connected to Moodle and used by Corvinus professors), etc.

Where?

You can log into the Moodle system here. You can switch the language of the site in the upper right corner of the page.

How?

You can log into the Moodle system with your CUSMAN login details. If you experience any difficulties when logging into the system, please contact **moodlehelpdesk@uni-corvinus.hu.**
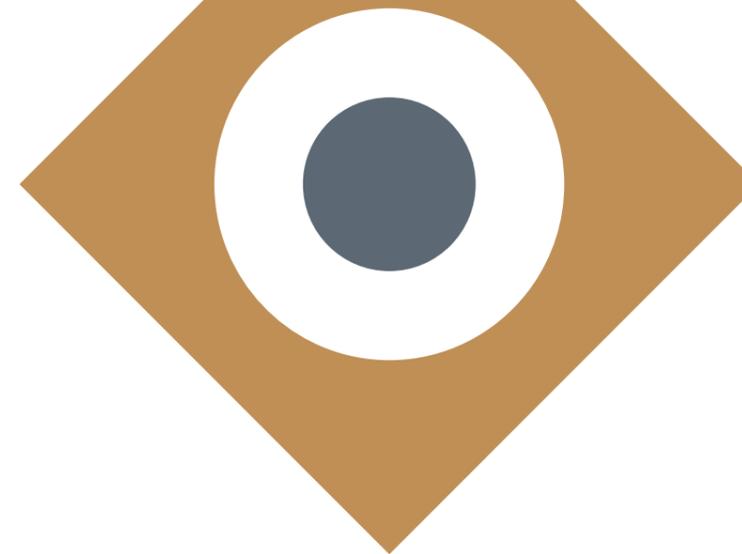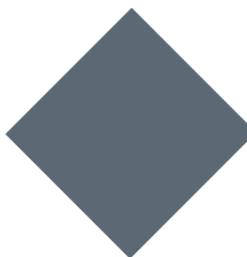
MICROSOFT TEAMS

Microsoft Teams is the communication and collaboration platform used by Corvinus University. You will be able to keep in touch with your teachers and fellow students here, and this program will accommodate all online events, as well as any online classes.

Student Services staff, the Stipendium and Diaspora Office will not communicate with you via Teams. When contacting them, please **always** write an e-mail using your official Corvinus student e-mail address (**xxxx@stud.uni-corvinus.hu**)

When?

We suggest that you download the app to your desktop/laptop/phone as soon as possible, to ensure that it will be already available when you need to use it.

Why is this important?

You can join lectures, seminars and various events organized by the university through Teams.

Where?

Please note that Microsoft Teams is also accessible from the web. You can use this version when you want to join an event quickly. However, for your studies, we suggest you to download the application both to your preferred electronic device (desktop, laptop...etc) and your phone as well.

Teams can be accessed on the web **here**.

You can download the application from **here**.

How?

You can log into Teams by using your university email address (...@stud.uni-corvinus.hu) and your CUSMAN password. If you need any assistance, please contact the following email address: **helpdesk@uni-corvinus.hu**

OFFICE 365, OUTLOOK

The Office 365 is the Microsoft package used by the Corvinus University. It is available free of charge for all officially enrolled students.

You will be able to use the programs through the web or via downloaded application. We strongly recommend that you to **install the Outlook app to your phone and turn on the notification**, so you will be informed about every important news, tasks, changes related to your studies.

When?

You will be able to access the Office 365 package at any time once you have set up your CUSMAN.

We strongly advise that you download the Outlook app to your phone once you have registered in CUSMAN. If you can not log in to your email right after the registration process, please be patient as it might take a bit of time.

Why is this important?

The Office 365 package includes all the essential programs that you will need throughout your studies at Corvinus University: e.g., preparing presentations, calculations, or essays (Word, Excel, Power Point... etc). By using the OneDrive cloud-based service, you will be able to share files or edit them together with other students.

The university's chosen mailing system is Outlook. Due to identification and GDPR reasons, you will receive all communication from Corvinus to your student email address (xxx@stud.uni-corvinus.hu), and you will only receive answer to your emails if you are using the above-mentioned address. The importance of Microsoft Teams has been discussed earlier.

Where?

You can download the Office365 software from **here**.

How?

Once you are officially registered and have set up your Cusman code, you can use Outlook and the other Office 365 programs by using your official Corvinus student email address (...@stud.uni-corvinus.hu) and CUSMAN password. Should you have any login issues, please contact **helpdesk@uni-corvinus.hu**.

Guides on how to use the above programs are available **here**.

MYCORVINUS APP

The MyCorvinus app is the university's mobile application where you will find the most important information related to your studies, e.g. your timetable, grades or the opening hours of the library. It can also assist you in finding the location of a specific room or classroom in any of the Corvinus campus buildings.

When?

While the MyCorvinus app is not essential from the point of view of your studies, it will make your life at Corvinus and getting around the Campus so much easier!

Why is this important?

With the help of MyCorvinus app you will be able to access all necessary study related information within a few clicks. It also has a built-in map which helps you to navigate in and between the university buildings.

Where?

You can download it free of charge from **AppStore** and **Google Play**.

How?

After downloading the MyCorvinus app you can log in with your CUSMAN details.

You can find more information about the app's features in the following **video**.

OTHER

There are also several other IT services available for the students of the Corvinus University. Please check them out and take advantage of the possibilities **here** as needed.

Campus information

The Corvinus University has two Campuses, one in Budapest and one in Székesfehérvár (about an hour from Budapest by car or train). As incoming student, you will study at the Budapest campus, thus this is what we will introduce below.

You can find more detailed information about the Campuses on the University's website.

Feel free to check out our Campus Tour video too, to see the neighbourhood and the buildings of the Corvinus University while learning some interesting facts.

BUILDINGS OF THE BUDAPEST CAMPUS

Building E = Main building: 1093 Budapest, Fővám tér 8.
Building S = Salthouse: 1093 Budapest, Fővám tér 13-15.
Building C = New building: 1093 Budapest, Közraktár u. 4-6.
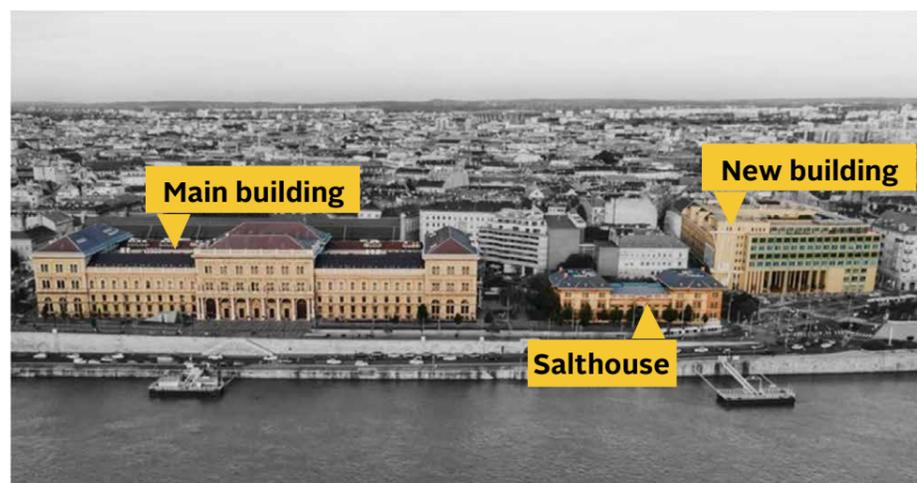
You can take a virtual tour of each building by checking the videos below:
- ▸ Building E
- ▸ Building S
- ▸ Building C

The map of the buildings is accessible in the MyCorvinus app, where you can also search for the location of a specific classroom or office.
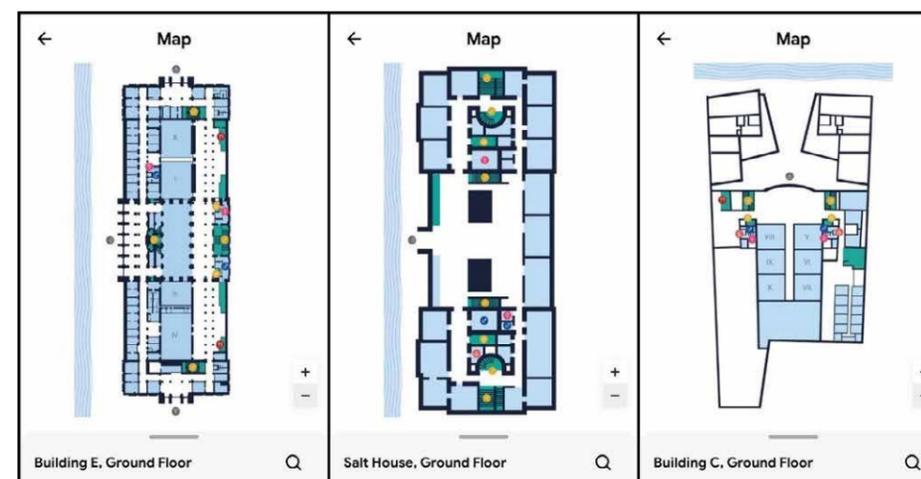
If you haven't downloaded the MyCorvinus app yet, you can do it from the AppStore and Google Play.

CAFETERIA

You can find two buffets in the student lounge of the main building (E.) and there is a buffet on the ground floor of the new building (C.).
Please note, that the opening hours of these facilities may vary due to the Coronavirus situation.
You will also find many small, reasonably priced restaurants around the university neighborhood.

COPY SHOP

You can find a copy shop on the ground floor of the main building opposite the Aula (Main Hall).
Opening hours: Mon-Thu: 08.00-16.30, Fri: 09.00-14.00, Sat-Sun: closed.
Please note that the opening hours may vary due to the Coronavirus situation.

Library

The library is located in building C. You can check the opening hours and facilities on the library's website. The use of the library is free of charge, however, if you plan to loan out any books from the Library, you will have to register once you are here and your student status is active. Once you have registered and your Library card has been issued, you must pay a small, one-time fee of 1.000,-HUF (about 3,-EUR) for the library card via Neptun (this can be paid with a credit/debit card immediately via the SimplePay option). If you forget to pay, you will technically not be able to register for exams until you have settled the debt.

Student Organizations

The Corvinus University offers a very vibrant student life with many Student Organizations who are offering a great variety of programs. Some student groups are specialized in professional development, while others are there to organize social events. It is guaranteed that everybody will find an option which fully fits to his/her needs.

Feel free to have a look around at the University's website where you will find information about those Students Organizations who welcome international members and organize programs in English language, too.

The most popular student organizations among our international student are:

ESN – Erasmus Student Network

Budapest Blend – Student Organization operated by international students living in Budapest

AIESEC – The world's biggest international non-profit organization run by students

Student Council (HÖK)

HÖK is the Student Council whose main goal is to represent the student's interest. You can find out more about their operation and structure here.

Sport and Health

You will find information on the sports options at Corvinus University here. Budapest offers numerous great possibilities for various sports. For more details check out some recommendations at the Life in Budapest section of this Booklet.

Student Support Services

Corvinus will assist you not only with your studies, but also in other aspects of life. Should you need help with your studies, if you face any psychological issues, please feel free to contact our Student Support office. You will find more information about their work here or on their website.

- ▶ If you struggle with academic challenges
- ▶ If you feel concerned about university or personal matters
- ▶ If you have any special needs concerning your studies
- ▶ If you have career related questions

Study Management

- • Learning strategies
- • Exam stress
- • Presentation anxiety
- • Thesis panic
- • Performance anxiety

Disability

- • Support for students with special needs

NapKözi

- • Well-being projects
- • Peer mentors
- • Chill-out zone

Career Coaching

- • Career planning
- • Professional goals and self-awareness
- • Study-work-private life balance
- • Soft skills
- • CV and interview training

Mental Health

- • Intercultural issues
- • Family and relationship conflicts
- • Anxiety, stress
- • Unexpected life events
- • Loss, grief
- • Identity questions
- • Crisis

Corvinus International Blog

Every international student at Corvinus is happy to get some "inside" information – which electives are the best, how the intensive week works, where to go around Hungary during holiday breaks and much more.

This is when the Corvinus International Blog steps in: get all the information in one place, written predominantly by your peers! Not only that, but anyone can write and publish content for CIB with a simple inquire on the platform. From the strictly academic to the absolutely laid-back topics, the blog provides essential information to all incoming internationals. From blogposts about Budapest apartment hunting to interviews with experienced professors and lecturers, you can receive significant help, just a few clicks away. Check out the blog here.

Life in Budapest

Budapest is a stunning city in the heart of Europe which offers everything you could wish for. It has beautiful architecture, a rich history, a unique culture, a vibrant night life and fabulous gastronomy. Below you will find some sites that will help you prepare for your semester here, assist you in making the best of your stay and will also provide you some useful tips.

DISCOVER BUDAPEST

Before your journey you might want to check out some websites to get some inspiration on how to spend your time once you arrive in Budapest.

Websites to get inspired:
Official website of Budapest – News, tourist attractions, transportation, gastronomy, sport

Budapest Travel Guide – Tourism information portal of Budapest

We love Budapest – Possibly the best source to check what's trending in the city. This site is popular among locals too

Videos to get inspired:
2020 Image Video – Budapest 365 – Spice of Europe

Budapest from the sky – Beautiful drone video

Video about Hungarian inventions – Learn about Hungarian inventions while enjoying the Budapest view and Hungarian music

COST OF LIVING

Approximate cost of subsistence
Approximately 100 000-150 000 HUF/month based on your needs.
If you rent a room, you will need the same amount to live on plus the rent. Renting one room costs about 85 000-100 000 HUF/month + utilities (25 000-30 000 HUF). All in all, you will need about 210 000-280 000 HUF/month, again based on your needs.
In the first month you will probably spend more money as you have to buy some basic essentials.
At the below links you can see some useful websites to help you calculate the cost of living in Budapest:

Numbeo - Cost of living in Budapest

Study in Hungary – Cost of living calculator

DISTRICTS OF BUDAPEST

Budapest has 23 districts and the city is divided by the River Danube into Buda and Pest. Buda is hilly, Pest is rather flat and the city center is on the Pest side. Corvinus University is located at the edge of district 9 on the Pest side. The most central and most expensive districts are 5, 6, 7 and 9 and they are all on the Pest side. District 8 is also near the city center, but most parts of it can be dangerous, therefore please avoid this district if you can, except for Corvin-negyed which is at the border of District 8, and is considered safe.

Public transportation is very well-organized in Budapest. You can easily access your destination either with bus, tram, metro or suburban railway (HÉV) within the city, usually much faster than you would with a car. Night service is also provided.

Official website of the Public Transport Company (BKK)

Trip planner (BKK futár)

Metro network Budapest

Public transport Maps

Official website of the Hungarial Railway

Monthly Budapest pass for students:

You are entitled to use the public transportation in Budapest with a reduced price with a valid student ID (3450 HUF/month). Please be aware that you must have your temporary student ID with you at all times, as the student public transportation pass is only valid together with the student ID card. The "on-site fine" is 16 000 HUF. If you do have a valid student ID, but simply forgot to take it along, do not pay on site, but rather choose to show your student ID card later at the designated BKK customer service office. In this case the fine will only be 2000 HUF.

If you only have a temporary Student ID card, please use your "Oktatási azonosító" on your monthly public transportation pass.

You can find more information here.

Single trip transportation ticket:

If you live in the city center, you may not need the monthly transportation pass, but be careful as you mustn't travel on any public transport vehicle without a validated ticket. Blocks of 10 tickets can be bought at a slightly reduced price (single ticket price: 350 HUF, block of 10 tickets: 3000 HUF).

You can find more information here.

USEFUL TIPS AND INFORMATION

Getting around in a new city is not always easy. With our brief Practical Guide we would like to give you some additional information on things of what you might need to know during your stay such as the local emergency numbers, where to exchange money, or which taxi companies are the most reliable.

Discover Hungary

Budapest is truly amazing, but the countryside also has a great deal to offer. Hungary is full of beautiful historical places, amazing landscapes, and great cultural and gastronomic events.
Please find some useful links below to help you plan your trips outside Budapest.

Websites to get inspired:
Visit Hungary – Official tourism site of Hungary

Excursions in Hungary – Organized tours starting from Budapest

Videos to get inspired:
Hungary, Wellspring of Wonders – Official image film

Hungary, World of Potentials – Learn even more about Hungarian inventions while enjoying the rural view and Hungarian music

Greater Budapest – Check out what places are just a couple of hours away from the capital

Thank you for choosing Corvinus University!

We hope that this booklet will assist you in preparing for your studies at Corvinus and travel to Hungary. We also trust it has whetted your appetite to get to know this beautiful country, our culture, and, of course, our language.

We look forward to greeting you in Budapest in the coming autumn semester! Stay „tuned" for more information later on.

**STUDENT SERVICES
CORVINUS UNIVERSITY OF BUDAPEST**