

**Participation in international student mobility programmes for
educational purposes
CALL FOR APPLICATION
for the academic year 2022/2023**

This call serves to define conditions of participation in mobility programmes abroad offered by Corvinus University of Budapest. Rules apply to all mobility programmes coordinated by the University (towards Erasmus+ universities and universities which do not take part in the Erasmus+ programme).

For *general rules* of participation in mobility programmes, see Study and Examination Regulations, the Regulations of University partial trainings, the Doctoral (PhD) Regulation and the Operating Regulations of the relevant Doctoral School.

1. *The aim of this call for application*

It aims to involve the best performing students who are able to manage at partner universities in mobility programmes best suited for them, and as a result, have their expertise and knowledge broadened.

2. *Application period and way of application*

Application period: 8th November 2021 (Monday) 9:00 am – 19th November 2021 (Friday) 12:00 (noon)

Submission of applications: through MOBility Manager:
<https://corvinus.mobilitymanager.hu/hallgato/>

The system opens for applications: at 9:00 am, 8th Nov.

The system closes for applications: at 12:00 (noon), 19th Nov.

3. *Scope of eligible applicants and application conditions*

Beyond complying with the general university rules of application,

1. Full time students of the Corvinus University of Budapest may take part in the mobility programme abroad (exception: Stipendium Hungaricum and Diaspora students, as they are not eligible due to their SH scholarship requirements);
2. Only those Bachelor students, who have completed at least two semesters at CORVINUS at the start of the mobility may participate in the mobility programs.
3. Students may only participate in mobility programmes if they have a minimum of 21 uncompleted credits at the time the mobility programme starts (not counting compulsory internship and degree thesis seminar credits); In the case of a PhD student, the number of credits that can be issued by a foreign host institution may not exceed the maximum credit specified in the Doctoral (PhD)

Regulation of Corvinus University or in the Operating Regulations of the relevant Doctoral School.

4. Only students who have an active student status at Corvinus University of Budapest during the semester of their partial studies abroad may participate in mobility programmes.
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.)
6. During the application, the student may apply to only partner institutions related to their field of study in the first five places, according to Annex 3. From the sixth place, it is possible to apply to a partner institution from another field of science, however, students of the contracted field of study will have an advantage in filling these places.
7. If a student applies for a part-time study abroad belonging to a field of study other than their field of study, they can only obtain it if the students of the given field of study have not used it in the given application period.
8. All documents to be submitted must be uploaded in the MOBility Manager interface.

4. Activities to apply for:

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

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. Research supporting the completion of the dissertation (for PhD students).

5. 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 Corvinus University of Budapest;
2. In the application, applicants need to make an order of preference of minimum three, from maximum ten institutions they chose; The order of preference may not be changed after the submission of the application;
3. 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 the minimum B2 requirements, etc.);

4. It is the student's responsibility to check the list of available courses and language of the courses during the mobility period before submitting the application.
5. During the application, the student may apply to only partner institutions related to their field of study in the first five places, according to Annex 3. From the sixth place, it is possible to apply to a partner institution from another field of science, however, students of the contracted field of study will have an advantage in filling these places.
6. PhD students may only apply to a partner university from which they have an official letter of acceptance or a clear written statement regarding their admission, which the partner (lecturer, researcher using the affiliation of the given institution) has documented. If the acceptance letter or an equivalent document is not yet available before the submission of the application, it can be submitted by 31.01.2022 at the latest.

6. Financial criteria

The University regulations, the Student Requirements System (Part 4, Student Remuneration and Allowance Regulations) and Regulations of University partial trainings apply. Applicants should be aware that Erasmus+ or other available scholarships may only cover part of their expenses during the mobility; the rest should be covered by the student themselves.

7. Decision and results

1. The following students may take part in international mobility programmes:
 - a. who submitted applications through the MOBility Manager platform by clicking the SUBMIT button,
 - b. who, by the deadline, submitted applications which met formal and content-related requirements
 - c. who meet the minimal requirements imposed on applicants (see Annex 1: grade average, language criteria);
 - d. whose preference list include universities with vacancies which they might get based on their score;
2. Usually there are two application periods in each academic year: in the first one (November) students may apply for the next academic year Autumn/Spring terms; in the second one for the remaining Spring spots.
3. Applicants submit their application materials through the MOBility Manager platform.

IMPORTANT:

- Only those applications will be considered, which have been submitted through the MOBility Manager platform by clicking the SUBMIT button.
- After the application has been submitted, the preference list cannot be altered.

- Only language certificates uploaded in MOBility Manager would be taken into consideration.
 - All application documents must be uploaded in MOBility Manager.
4. **The submitted applications** are formally checked by the Student Services Mobility Group and, in the case of PhD students, by the Corvinus Doctoral Schools. Then the applications which were submitted by deadline and formally suitable are evaluated according to the evaluation rules described in Annexes 1 and 2.
 5. After the evaluation of the application, the sub-scores will be published on the website, with the Neptun code of the applicants. The Student Services will inform the applicants about this.
 6. Students may submit observations on differences in scoring in two areas, language skills and other professional activities within 3 working days of prior notice to corvinus.erasmus@uni-corvinus.hu. Please enter "Observations" as the subject of the email.
 7. The Student Services will decide on the subject of the observation within 10 working days and notify the applicant in a Neptun message.
 8. In order to determine the applicant's total score, the Student Mobility, Student Services collects grade averages of the applicants;
 9. Based on the sub-scores and the grade average, the Student Mobility, Student Services adds up the applicants' scores.
 10. The head of International Relations and Accreditations (hereinafter: NKA) decides on the foreign places of partial study obtained on the basis of the total scores and the student's list of preferences.
 11. Students will be notified of the decision made by the head of NKA through the website. Student Services will inform the applicants about this.
 12. Students may appeal against the decision of the head of NKA (and also the rejection of the observation) in accordance with the Act CCIV 2011 on National Higher Education, pursuant §§ 57-58 of the Act, within 15 days of notification or, failing that, of becoming aware of it. The appeal must be submitted via the email address corvinus.erasmus@uni-corvinus.hu.
 13. The Student Appellate Committee shall decide on the subject of the appeal in accordance with the procedure of the Student Requirements System, the First-instance Applications Submitted in Relation to the Student Relationship and the Procedure for Adjudication of Appeals.
 14. After the application has been submitted, the preference list cannot be altered. Applicants must accept the higher education institution they get based on their scores. Those applicants who do not accept the place, will be able to re-apply for one of the remaining places for the spring semester of 2023 in the next (additional) application period.
 15. The Student Mobility, Student Services may advertise the remaining places during the application process for those who met both the formal and professional requirements in the application, but did not have a place left for them at the institutions indicated 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;

8. *The mobility (allowance) period*

During this application period students may apply only for mobility in Fall and/or Spring 2022/2023 academic year.

9. *Extension of the mobility period, multiple participation in mobility programmes*

The extension of the mobility period (in the duration of the same academic year) 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. They should have a minimum of 21 uncompleted credits at the time the extended mobility programme starts (not counting internship and degree thesis seminar credits).

The regulations of the first semester spent abroad apply to extensions and semester(s) spent at different universities. Extension needs to be applied for before starting extra time (deadline: 30th November), with regard to requirements and process set in the Erasmus Guide.

10. *Application material to be submitted*

All application materials need to be submitted via MOBility Manager platform by the deadline, there are no supplementary deadlines for submitting missing documents.

Exceptions: the language examination document required by the foreign university (in case the min. B2 is otherwise available) and in the case of PhD students: the foreign university's letter of acceptance or equivalent document. These can be sent to the Student Mobility, Student Services (corvinus.erasmus@uni-corvinus.hu) up until the last day of the appeals the latest. No points are given for language examination certificates submitted in this way.

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

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

Application materials to be submitted:

- application form

- letter of motivation, for the top three places on the student's preference list (written in the language of studies abroad). Using the form in MOBility Manager is mandatory.
For PhD students, a detailed research plan and work plan instead of a motivation letter.
- All language examination certificates. Only the highest-level language exam should be uploaded per language. (Please remember that IELTS and TOEFL are valid for 2 years after the test date!)
- certificate of any other, professional activity to be assessed
- For PhD students: official letter of acceptance or equivalent written confirmation.

Annex 1. Assessment rules of submitted applications for international student mobility programmes for educational purposes offered by the Corvinus University of Budapest

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

1. **1./a Scholarship Grade Point Average (GPA):** maximum 30 points

2. The following table applies to the Bachelor students in upper classes (enrolled before September 2021) and to Master students!

GPA		GPA		GPA		GPA		GPA	
4,96-5,00	30	4,61-4,65	23	4,26-4,30	16	3,91-3,95	9	3,56-3,60	2
4,91-4,95	29	4,56-4,60	22	4,21-4,25	15	3,86-3,90	8	3,51-3,55	1
4,86-4,90	28	4,51-4,55	21	4,16-4,20	14	3,81-3,85	7	3,00-3,50	0
4,81-4,85	27	4,46-4,50	20	4,11-4,15	13	3,76-3,80	6		
4,76-4,80	26	4,41-4,45	19	4,06-4,10	12	3,71-3,75	5		
4,71-4,75	25	4,36-4,40	18	4,01-4,05	11	3,66-3,70	4		
4,66-4,70	24	4,31-4,35	17	3,96-4,00	10	3,61-3,65	3		

3.

4. **1/b Scholarship Grade Point Average (GPA):** maximum 35 points

The following table applies to the Bachelor students in their first academic year (enrolled in September 2021)!

5.

GPA		GPA		GPA		GPA		GPA	
4,96-5,00	35	4,61-4,65	27	4,26-4,30	18	3,91-3,95	10	3,56-3,60	2
4,91-4,95	33	4,56-4,60	25	4,21-4,25	17	3,86-3,90	9	3,51-3,55	1
4,86-4,90	32	4,51-4,55	24	4,16-4,20	16	3,81-3,85	8	3,00-3,50	0
4,81-4,85	31	4,46-4,50	23	4,11-4,15	15	3,76-3,80	7		
4,76-4,80	30	4,41-4,45	22	4,06-4,10	14	3,71-3,75	6		
4,71-4,75	29	4,36-4,40	21	4,01-4,05	13	3,66-3,70	4		
4,66-4,70	28	4,31-4,35	20	3,96-4,00	11	3,61-3,65	3		

6.

Participation in Corvinus University of Budapest mobility programmes requires the applicant to reach an academic scholarship 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):

The scholarship 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 "cumulative 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.

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

Advanced level, spec. purpose C: 13 points

Advanced level, general C: 12 points

Intermediate 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. 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 (min. 2 years in high school or min. 1 year at a university studying in the same language) for instance), they will be given maximum score in the "language of studies" category.

b) **Other language in connection the course (language of destination country):** maximum 8 points

Advanced level, spec. purpose C: 8 points

Advanced level, general C: 7 points

Intermediate level, spec. purpose C: 6 points

Advanced level, spec. purposes „A" or "B" type : 5 points

Intermediate level, general C: 4 points

Advanced level, general „A" or "B" type: 3 points

c) For language skills beyond the study and mother tongue: maximum 4 points

Advanced level, spec. purpose C: 4 points

Advanced level, general C: 3 points

Intermediate level, spec. purpose C: 2 points

Intermediate level, general C: 1 points

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

3./a Further professional activities: maximum 33 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.

The following table applies to the Bachelor students in upper classes (enrolled before September 2021) and to Master students!

	Activity	Maximum score
1	Studies conducted in a foreign language (CUB BSc/MSc or other higher institution trainings, completed or in progress), or study abroad semester - 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) Certified by: an official transcript (downloadable from Neptun)	9

2	<p>Students' Scientific Circle activity (maximum two papers can be accepted)</p> <p>National Conference of Student's Scientific Circles 1st-3rd places: 7 points</p> <p>Student's Scientific Circles 1st-3rd places: 5 points</p> <p>National Conference of Student's Scientific Circles participation: 3 points</p> <p>Students' Scientific Circle participation: 2 point</p> <p>Out of the Students' Scientific Circle and National Conference of Student's Scientific Circles activities, the ones with the highest scores will be accepted.</p> <p>Further school competitions, case study competitions:</p> <p>Abroad 1st-3rd places: 4 points</p> <p>In Hungary 1st-3rd places: 3 points</p> <p>Participation abroad: 2 points</p> <p>Participation in Hungary: 1 point</p> <p>Certified by: certificate of participation, proof of placement</p>	14
3	<p>Work as a teaching assistant: 5 points/course (maximum two courses can be accepted)</p> <p>Certified by: institutional/departmental certificate</p>	10
4	<p>Work at Colleges for Advanced Studies and further university organisations, based on the "Student organisation regulations" of the Student Council (work at max. two organisations can be accepted):</p> <p>Students' Union:</p> <ul style="list-style-type: none"> - Presidency and area managers in the Students' Union: 10 points - Coordinators in the Students Union: 8 points - Members of working groups, project teams in the Students' Union: 5 points <p>“A” categorie:</p> <ul style="list-style-type: none"> - Heads of student organization: 9 points - Intermediate level leadership of student organization: 7 points - Member of a student organization: 4 points <p>“S1-K1” categorie:</p> <ul style="list-style-type: none"> - Heads of student organization: 7 points - Intermediate level leadership of student organization: 4 points - Member of a student organization: 2 points <p>“S2-K2” categorie:</p> <ul style="list-style-type: none"> - Heads of student organization: 5 points - Intermediate level leadership of student organization: 3 points - Member of a student organization : 1 point <p>Certified by: credentials</p>	15

5	Participation in programmes which help foreign students to get by: Tandem programme: On a 10 point assessment scale: 10-8 points: 3 points 7-5 points: 2 points Certified by: certificate issued by ESN or, in the case of English language training, by Student Services Participation in CEMS Club event organisations: 3 points per semester (max. two occasions can be accepted) Certified by: CEMS Club certificate Students' Union International Division International Area: (at least half a year of activity in a given position) Head of division, coordinator: 3 points members: 2 points Certified by: credentials	6
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3./b Further professional activities: maximum 28 points

The following table applies to the Bachelor students in their first academic year (enrolled in September 2021)!

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.

The following table applies to the Bachelor students in their first academic year!

	Activity	Maximum score
1	Studies conducted in a foreign language (CUB BSc/MSc or other higher institution trainings, completed or in progress), or study abroad semester - 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	9

	(Maximum two courses can be accepted - except for language and translation courses) Certified by an official transcript (downloadable from Neptun)	
2	<p>Work at Colleges for Advanced Studies and further university organisations, based on the "Student organisation regulations" of the Student Council (work at max. two organisations can be accepted):</p> <p>Students' Union:</p> <ul style="list-style-type: none"> - Presidency and area managers in the Students' Union: 10 points - Coordinators in the Students Union: 8 points - Members of working groups, project teams in the Students' Union: 5 points <p>“A” categorie:</p> <ul style="list-style-type: none"> - Heads of student organization: 9 points - Intermediate level leadership of student organization: 7 points - Member of a student organization: 4 points <p>“S1-K1” categorie:</p> <ul style="list-style-type: none"> - Heads of student organization: 7 points - Intermediate level leadership of student organization: 4 points - Member of a student organization: 2 points <p>“S2-K2” categorie:</p> <ul style="list-style-type: none"> - Heads of student organization: 5 points - Intermediate level leadership of student organization: 3 points - Member of a student organization : 1 point <p>Certified by: credentials</p>	13
3	<p>Participation in programmes which help foreign students to get by: Tandem programme: On a 10-points assessment scale used by the International Office: 10-8 points: 3 points 7-5 points: 2 points Certified by ESN or in case of full-time studies in English, by Student Services Participation in CEMS Club event organisations: 3 points per semester (max. two occasions can be accepted) Certified by: CEMS Club Students' Union International Division International Area: (at least half a year of activity in a given position) Head of division, coordinator: 3 points members: 2 points Certified by: credentials</p>	8

In connection with the classification of the student organizations, the following things must be considered (the period of the activity needs to be given by the candidate):

- The accreditation of spring 2020 must be considered, so the current category counts, not the retroactive.
- If the organization currently does not exist/is not accredited, the latest category is considered.
- If the candidate refers to a previous (but not earlier than 5 years) activity, then the category where the given student organization belonged at the end of the candidate's active activity must be considered.
- If the candidate ended his/her activity in the student organization before the new accreditation system (fall of 2019), then the category reached in the first accreditation of the fall of 2019 is considered.

If the candidate attends to MA/MSc, he/she can get point for his/her activity in the BA/BSc programs as well. If the candidate was the member of a student organization or Students' Union not accredited in the Corvinus University of Budapest, then the candidate can get points by the S2-K2 categories to his/her past activities.

The work, roles and status of the applicant - with regards to organization rules - is considered by the leader of the organization. The organization leader needs to explain the score given, attached to the duly signed and sealed certificate of the organization (since when the participant has been a member of the organization, 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 to also be certified appropriately. Only one category can be accepted into each organization.

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).

3. **Letter of motivation in the language of studies:** maximum 17 points

One letter of motivation has to be uploaded to the application, for each of the three first places on the student's preference list. The motivation letter has to be filled in the given form downloaded from the MOBility Manager platform.

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 necessary, the motivation letter can be multilingual in the part concerning universities, if the student applies to institutions with different languages of study);

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).

Annex 2. Evaluation scores for applications for study mobility programs for doctoral students

Research plan	maximum 40 points
Work plan	maximum 20 points
Publications	maximum 20 points
Successful complex exam	maximum 10 points
Completion of credits in a timely manner	maximum 10 points

PhD students cannot earn extra points for language skills, but they must have a B2 language exam in the language of studies / research and meet other language requirements of the partner university.

Further information can be obtained at the following email address: phd.office@uni-corvinus.hu

Annex 3. Study programmes and study fields

Bachelor level

Study programmes	Study fields	In MOBility Manager
Applied Economics	Business Studies	Economics
Business and Management	Business Studies	Business and Management
Communication and Media Science	Social sciences	Social sciences
International Business	Business Studies	Business and Management
International Relations	Social sciences	Social sciences
Sociology	Social sciences	Social sciences

Master level

Study programmes	Study fields	In MOBility Manager
Business Informatics	Informatics	Business and Management
Communication and Media Studies	Social sciences	Social sciences
Economic Analysis	Business Studies	Economics
Economics of Family Policy and Public Policies for Human Development	Business Studies	Business and Management / Economics
Finance	Business Studies	Business and Management
Health Policy, Planning and Financing	Social sciences	Social sciences
International Economy and Business	Business Studies	Business and Management / Economics
International Relations	Social sciences	Social sciences
International Taxation	Business Studies	Business and Management

Marketing	Business Studies	Business and Management
Public Policy and Management	Business Studies	Economics
Regional and Environmental Economic Studies	Business Studies	Business and Management/ Economics
Sociology	Social sciences	Social sciences

Zoltán Oszkár Szántó

Head of International Relations and Accreditation