

Corvinus Information Sheet Exchange Programs

Updated in May 2023



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. Előd Takáts
President	Dr. Anthony Radev
Vice-Rector for Education	Assoc. Prof. Dr. Réka Franciska Vas
Vice-President for International Relations	Dr. Péter Fehér
Head of International Programmes	Dr. Zita Kelemen
Head of the Student Services Telephone: E-mail:	Mr. Péter Major +36 1 482 5322 peter.major@uni-corvinus.hu
Team Leader, Student Mobility Telephone: E-mail:	Mr. Loránd Papp +36 1 482 5583 lorand.papp@uni-corvinus.hu

International Staff

(International Relations and Accreditations)

International Relations Officer Assistant to the head of the International Relations and Accreditations department, protocol events, conferences, Corvinus 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. Agapé Szkárosi +36 1 482 5435 agape.szkarosi@uni-corvinus.hu
Faculty and Staff Mobility (Incoming/Outgoing)	Ms. Viktória Simon +36 1 482 5098 viktoria.simon@uni-corvinus.hu
Erasmus Incoming Internship Coordinator Erasmus+ Program (incoming Erasmus students): application for traineeship / internship.	Ms. Tímea Vörös +36 1 482 5373 incoming.internship@uni-corvinus.hu
CEMS Program Manager CEMS partner contact	Ms. Anita Szöllösi +36 1 482 5421 anita.szollosi@uni-corvinus.hu
Double Degree Program Coordinator Double Degree partnerships, nomination, contracts	Ms. Erika Komjáthy double.degree@uni-corvinus.hu
Accreditations Manager Management of international accreditation processes	Ms. Monika Csizmár monika.csizmar@uni-corvinus.hu
International Relations and Accreditations Coordinator Management of international accreditation processes	Ms. Varga Andrea +36 1 482 5312 andrea.varga@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
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)

Erasmus Outgoing Coordinator for Studies

Dealing with the applications, LA-s, LA During the Mobility, incoming transcripts, etc.)

Ms. Anna Damásdi

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Erasmus Outgoing Coordinator for Studies

Dealing with the applications, LA-s, LA During the Mobility, incoming transcripts, etc.)

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Erasmus Outgoing Coordinator for Studies (Contracting)

Erasmus+ Program (outgoing Erasmus students): contracts, Certificate of Arrival, Certificate of Departure, scholarship funds

Ms. Alexia Hesz

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Erasmus Outgoing Traineeship Coordinator

Erasmus+ Program (traineeship);
EEA Grants and Campus Mundi Programs, Erasmus Credit Mobility Program

Ms. Zsófia Vattay

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International Incoming Coordinator

Incoming exchange students: applications, courses in general, LA-s and LA-s During the Mobility, Certificates of Arrival and Departure, transcripts

Ms. Eszter Szabados and

Mr. Gergely Kovacs

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Main contact for the students arriving in the Freemover and the Study Abroad program

Assistance with the application and the onboarding process before arrival, assistance with administrative and academic issues during the semester

Ms. Natália Balogh

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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: April 1 to April 30 • for spring semester: October 1 to 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>One file to be uploaded by students in MOB:</p> <ul style="list-style-type: none"> • Minimum CEFR B2 level English language proficiency certificate or CEFR B2 level English language proficiency certificate issued by the student's home university <p>Native speakers of English do not have to submit an English language proficiency result.</p>

Courses, Subject Areas, Languages of Instruction

<p>Courses</p>	<p>https://www.uni-corvinus.hu/main-page/life-at-corvinus/international-and-administrative-student-services/for-exchange-program-students/course-offer/?lang=en</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</p> <p>Please note that we require a min. CEFR B2 level English language proficiency 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/international-and-administrative-student-services/for-exchange-program-students/schedule-of-the-academic-year-exchange/?lang=en (Calendar for guest students) ▶ One semester consists of 14 academic weeks, plus 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	While Corvinus University cannot offer on-campus (dormitory) accommodation, we do have a selected number of places that offer dormitory-like accommodation (checked by Corvinus staff members) at similar prices. Information on these will be sent out to all incoming students after the preliminary course registration period, well before their date of arrival. Information on what to keep in mind and check if arranging for accommodation individually will also be sent out to students.
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Other Useful Info

Health insurance	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. Students taking any medication regularly should make sure that they will have access to it during their stay in Hungary.
Students with disabilities	Students with disabilities should indicate this as soon as possible but no later than the Orientation Week to be eligible for relevant benefits. Notice about any disabilities should be sent to disability@uni-corvinus.hu and must be accompanied by official supporting documents from the student's home (sending) university. We will check the all the documents from the home university to make sure we accept the requested accommodations. IMPORTANT: We can only guarantee disability support 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-services/studying-without-barriers/?lang=en
Visa requirements for non-EU/EEA students	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://konzulizsolgalat.kormany.hu/hu-missions-abroad . 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. 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 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 your planned final date of departure from 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.
COVID-19 - official sources of information	Information on entering Hungary during the COVID-19 period is sent out to all incoming students via e-mail 2-3 months before the start of the semester. All changes that may have taken place as compared to previous months are updated regularly in the information materials.