

Call for Applications
for participation in international student mobility programmes for study
purposes
in the 2nd (SPRING) semester of the 2023/2024 academic year
Extended round

1.§ Subject matter of the call

This Call for Applications sets out the conditions for participation in international mobility programmes offered by Corvinus University of Budapest (hereinafter: CORVINUS or the University) on the basis of an inter-institutional cooperation agreement (bilateral or multilateral contract) and applies to all mobility programmes operated by CORVINUS, including:

- 1) ERASMUS+ programme, and
- 2) other programmes based on an inter-institutional cooperation agreement (bilateral or multilateral treaty) not within the framework of the ERASMUS+ programme.

International mobility places awarded under this call do NOT ALWAYS come with financial support! Financial support is provided for in Section 12.

2.§ Legal and regulatory background to the call for applications

The general rules for participation in mobility programmes are set out in the Regulations for Terms Abroad, and for doctoral students in the Doctoral (PhD) Regulations and the rules of operation of the relevant doctoral academic institutions.

In addition to the previous section, the rules applicable to each programme are set out in the following regulations and other provisions:

- 1) In the case of ERASMUS+, the Erasmus Charta, Erasmus Programme Guide, sponsorship agreement between Corvinus University of Budapest and Tempus Public Foundation.
- 2) in the case of other programmes based on an interinstitutional cooperation agreement (bilateral or multilateral contract) not covered by points 1) and 2) a) and b), the cooperation agreement concluded between the universities.

The rules for the recognition of degrees are set out in the Study and Examination Regulation ("Tanulmányi és Vizsgaszabályzat" - TVSZ), and in the case of doctoral students, in the Doctoral (PhD) Regulations and the operating rules of the relevant doctoral school.

3.§ Aim of the call

The aim of the call is to enable students with excellent academic results, who are able to perform well at Corvinus partner universities, to participate in the most suitable mobility programme, in order to broaden their horizons, deepen their professional knowledge and build international contacts with their fellow students abroad, which will also help them in their future professional life.

4.§ Time and method of submission of applications and timetable for the application procedure

Applications **can be submitted between 9:00 2nd June 2023 (Friday) and 12:00 12th June 2023 (Monday).**

Deadline for evaluation of the applications: 28th July 2023.

Students participating in a PhD programme must submit an official letter of acceptance (which is a prerequisite for application) issued by an authorised member of staff of the partner university (lecturer, researcher from the institution applying for the affiliation). If it is not available by the above deadline, then by 12:00 on 12th July 2023 at the latest. The document proving the language proficiency required by the foreign university, i.e. an international language certificate not older than 2 years (provided that the B2 level is otherwise available), must be submitted by on 12th July 2023 at the latest. No points can be given for the language certificate submitted in this way.

5.§ *How to submit the application:*

How to submit the **application**: Via MOBility Manager :
<https://corvinus.mobilitymanager.hu/hallgato/>

The application and all attachments and other documents must be submitted via MOBility Manager, unless otherwise specified in this call for applications.

Proof of the language proficiency required by the foreign university, i.e. an international language certificate no more than 2 years old (if B2 level is otherwise available) and, for PhD students, the letter of acceptance from the foreign university or equivalent document, may be sent using the [MyCorvinus HUB](#) in the Do It Online!. No points can be given for the language certificate submitted in this way.

6.§ *The coordinator of the call and the evaluator*

1. The coordinator of the call for proposal:

- 1) In the ERASMUS+ programme, Student Services and International Relations and Accreditations are responsible for the coordination of the call.
- 2) other programmes based on an inter-institutional cooperation agreement (bilateral or multilateral treaty) not within the framework of the ERASMUS+ programme: Student Services is responsible for the coordination of the call.

2. The evaluator of the call for proposal:

- 1) In the ERASMUS+ programme: Student Services, International Relations and Accreditations, the programme directors, the Students' Union
- 2) other programmes based on an inter-institutional cooperation agreement (bilateral or multilateral treaty) not within the framework of the ERASMUS+ programme: Student Services, International Relations and Accreditations, the programme directors and the Students' Union are responsible.

7.§ *Who is eligible to apply*

1. For all programmes:

- 1.1. Corvinus University of Budapest students pursuing an undergraduate, divided or one-tier postgraduate or doctoral degree programme may apply regardless of their student status, with conditions as follows:

- a) students studying under the Stipendium Hungaricum and Diaspora scholarship programmes are not eligible to apply;
 - b) undergraduate students can only apply if they have completed at least two (2) semesters at Corvinus at the start of their mobility.
 - c) undergraduate, divided or undivided postgraduate degree students may apply only if they have to complete at least 21 credits before they can obtain their degree, provided that the 21 credits do not include the compulsory internship and the thesis seminar, while for PhD students the number of credits awarded by the host institution abroad may not exceed the maximum number of credits specified in the Regulations of the Doctoral (PhD) Programme and the rules of the relevant doctoral school;
 - d) Only students who have an active student status at Corvinus University of Budapest during the semester abroad can participate in the mobility programmes.
- 1.2. In the application process, students may only indicate partner institutions in the first five places in their field of study (see Annex 3 for the list of partner institutions by field of study). From the sixth place onwards, they can also nominate a partner institution in another field of study. **Attention! However, the rules set out in Section 9. § 3. must be observed when the application is being assessed.**
- 1.3. Students who are pursuing studies in more than one degree programme at the same time must indicate in their application from which degree programme they are applying for the mobility programme and only their results related to the chosen degree programme (e.g. number of semesters completed, average number of credits per semester) will be taken into account when assessing the application.
2. In the case of participation in other programmes based on interinstitutional cooperation agreements (bilateral or multilateral contracts), the conditions of application laid down in the partnership agreements concluded by the universities apply.

8.§ Eligible activities

Only the following activities carried out abroad are accepted for mobility for learning purpose:

- 1. full-time study in a higher education undergraduate, postgraduate or doctoral programme leading to a recognised diploma or degree: e.g. compulsory, compulsory elective and elective modules (mobility programmes are not available for solely thesis writing purposes);
- 2. For students on a PhD programme, research supporting the preparation of a dissertation.

9.§ Eligible places

Conditions for participation in the University's mobility programmes:

- 1. Studies can be carried out at higher education institutions abroad with which Corvinus University of Budapest has a valid student mobility partnership agreement.
- 2. Students participating in a PhD programme may only apply to a partner university from which they have an official letter of acceptance or a clear written confirmation of their acceptance, agreed in advance and documented by the collaborating partner (the lecturer or researcher who is affiliated to the institution).

3. In the application, applicants will establish an order of preference of a minimum of three and a maximum of ten institutions of their choice. The order of preference and the semester selected cannot be changed after the submission of applications.
4. Applicants may only nominate partner institutions related to their field of study in the first five places. From the sixth place onwards, it is possible to choose a partner institution from another discipline, but students from the field of study indicated at the institution will have priority in filling these places in the MOBility Manager. The list of disciplines is set out in Annex 3 to the call for applications.
5. Before submitting the application, applicants must check that the institution they wish to apply to does not have any requirement(s) that would prevent them from studying abroad (e.g. a language requirement that exceeds the minimum conditions - complex B2 in the language of study).
6. It is the responsibility of the applicant students to check the course list of the universities for the period applied for and the language of the modules before submitting the application. If the course list for the semester of the mobility is not available during the application period, they can find out about the course list of previous semesters.
7. It is the students' responsibility to check the course list of the universities they are applying to before submitting the application, as the courses taken at the partner institution must be accepted at Corvinus.

10.§ The mobility (support) period

This call for applications is open only for mobility in the 2nd (spring) semester of the academic year 2023/2024.

11.§ Application to be submitted

The application must be submitted via the MOBility Manager.

There is no possibility to re-submit missing documents, except for language exams and doctoral letters of acceptance, which can be submitted until 12.00 o'clock, 12th July 2023. Section 4 §.

Only activities that have been completed in full by the deadline can be included in the application (e.g. an ongoing professional course or foreign language course does not count, but certified professional work that is still ongoing in the semester of the application does).

Mandatory application material:

- a. online application
- b. a motivation letter (no signature required) in the language of study of the first three institutions applied for, using the form available in the MOBility Manager Documents section.
- c. For PhD students, a detailed research plan and work plan (signed by the student) instead of a motivation letter.
- d. an electronic copy of all valid documents proving the language skills (only the highest level of language certificate per language needs to be uploaded).
Important: at Corvinus, IELTS, TOEFL, TOEIC and other, internationally recognized language exams obtained more than 2 years ago are also accepted in this call for applications. However, if the host institution requires an international language certificate, it will only accept a language

certificate issued no more than 2 years ago. (Applicants must have a valid language certificate at the time of placement, at the time of departure and, in many cases, throughout the mobility period, as required by the host university. Accordingly, they must provide proof of language proficiency in their application, i.e. a language certificate issued within 2 years.)

- e. any other document (signed) certifying the activities and results to be taken into account in the evaluation of the application, as set out in the table of Activities in Annex 1.
- f. For PhD students: official letter of acceptance (signed) or equivalent written confirmation by email.
- g. any activities in a student organisation or at a college for advanced studies must be confirmed on the O365 form provided in MOBility Manager
- h. earlier activities (2021-22 or older) in a student organisation or at a college for advanced studies must also be verified (signed) by completing the template in the MOBility Manager Documents section.
- i. any teaching assistant activity must be certified (signed) by filling in the template in the MOBility Manager Documents section.
- j. to certify a professional course or studies in a foreign language, students can upload the credit certificate (transcript) document downloadable from Neptun under Information/General Forms to the MOBility Manager.

12. § Financial terms

1. Students who are awarded may receive the following ERASMUS+ funding - if the fund is available from the supporter - depending on the country, the mobility period and other conditions (e.g. equal opportunities, green travel):

- 1.1. ERASMUS+ scholarship support
- 1.2. on-travel support
- 1.3. equal opportunity support
- 1.4. special needs support
- 1.5. green travel support

If the source is not available to private universities in the framework of ERASMUS+, according to the decision of the competent body of the European Union, the source will be provided by the Maintainer.

2. In the case of visits to countries (outside the EU) under bilateral agreements, the University may award scholarships to the successful applicants **in accordance with the following order of priorities, subject to the available funding** (According to the rules of the Erasmus program, the winning applicants will receive the maximum support that can be given from the program based on the length of the mobility and the travel distance.)

- 2.1. Great Britain - students with a cumulative adjusted credit index of 4.50 or more will be supported, up to the amount available.
- 2.2. The remaining amount will be awarded to students based on their score in the terms abroad application, up to the amount available. In the case of equal scores, the student with the higher cumulative adjusted credit index will receive the support.
- 2.3. In case of withdrawal, the next student in the order of priority will be awarded the support. E.g. in the case of a Great Britain withdrawal, the next highest scoring applicant to Great Britain can travel.

3. For universities not participating in the ERASMUS+programme, Corvinus will keep the students informed of the funding schemes available other than those detailed in Section 12.
4. In addition to the above, students who have been awarded an international semester abroad may apply for a Scholarship for Partial Studies Abroad in the semester abroad, based on the Student Requirements (Part 4, Section 31 of the Regulation on Student Fees and Benefits). For more information visit [Scholarship - Budapesti Corvinus Egyetem \(uni-corvinus.hu\)](https://www.uni-corvinus.hu/fooldal/kepzes/nemzetkozi-lehetosegek/hallgatoknak/erasmus-reszkepzes/#accordion-item-1000)

ATTENTION! Applicants should be aware that the ERASMUS+ and other available scholarships cover only a part of the actual costs, the difference must be covered by the student.

More information on the ERASMUS+ scholarship support is available at: <https://www.uni-corvinus.hu/fooldal/kepzes/nemzetkozi-lehetosegek/hallgatoknak/erasmus-reszkepzes/#accordion-item-1000>

13.§ Decision-making and announcement of results

1. The applications will be rejected without assessing the merits if students:
 - a. have not submitted their application on time or in full using the SUBMIT APPLICATION button in the MOBility Manager interface (Section 4-5)
 - b. do not meet the minimum requirements for admission (see Annex 1: grade point average, language criteria);
 - c. have submitted a formally inappropriate application: this should be understood as the following:
 - i.: If the letter of motivation was not prepared in the template of the given application period
 - ii: If the letter of motivation was not written in the language of the studies.
 - iii.: If no complete document confirming language skills (min. B2 in the language of studies abroad) was uploaded
 - iv.: In the case of an incompletely uploaded document (Only a complete certificate containing all pages of the certifying document can be accepted.)
 - d. In other cases specified in paragraph (1) of § 23 of the regulations entitled "Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status" (hereinafter: HJR).
2. Applications that are not rejected without any examination of the merits according to points a-d of point 1, will be examined on the merits according to point 3.
3. **The applications submitted and not rejected without any examination of the merits** are assessed by the Student Services (hereinafter: HSZ) Mobility Group, and in the case of PhD students, the Corvinus Doctoral Schools, according to the evaluation rules, as described in Annexes 1 and 2.
4. After the evaluation of the application, the partial scores will be published by the HSZ on the website, with the Neptun code of the applicants. Applicants will be informed of this by the HSZ.
5. Students may submit a complaint against the partial scores in two areas, language and other professional activities, within three (3) working days of notification of the scores, using the [MyCorvinus HUB](#) in the Do It Online!.
6. The HSZ will decide on the complaints within 10 working days and will notify the applicant by Neptun message. There is no place for an independent legal remedy

against the HSZ's decision regarding comments, i.e. it can be challenged in a legal remedy against a substantive decision.

7. In order to determine the overall score of the applicant, the HSZ Mobility Team collects the applicants' average academic results weighted by credits from Neptun.
8. Based on the above (the partial score and the score calculated from the credit-weighted grade point average), the HSZ Mobility Team will aggregate the scores of the applicants.
9. The Head of International Relations and Accreditations (hereinafter: NKA) decides on the places awarded on the basis of the aggregated scores and the order of preference indicated by the applicants.
10. The decision of the NKA leader will be communicated to students on the [webpage](#) by 28.07.2023 at the latest. Applicants will be informed of this by the HSZ.
11. The applicants must accept the higher education institution awarded on the basis of their score and preference list.

14.§ Scholarship support for bilateral places

Applicants who have been awarded a bilateral place will be notified whether they have been awarded an ERASMUS+ scholarship after the closure of the 2023 extended round of application.

15.§ Remedies

Applicants have the right to appeal against the decision of the head of the NKA (including the rejection of the comments) within 15 days of the notification or, if they have not been notified, then of becoming aware of the decision, pursuant to Sections 57-58 of Act CCIV of 2011 on National Higher Education. The request for remedy can be sent through Neptun addressing the Committee for the Review of Students' Judicial Remedy Appeals.

The Committee for the Review of Students' Judicial Remedy Appeals decides on the appeal in accordance with the procedure set out in HJR.

The administration deadline is thirty (30) days, excluding the periods set in HJR 15.§ (3), especially the period when there is no university administration due to annual closure.

16.§ Extension of the mobility period, multiple participation in the mobility programme

The possibility to extend the mobility period **within one academic year** to participate in several successive mobility programmes at the same higher education institution or at different institutions is open to those who have achieved outstanding results in both their studies at their home country and abroad, and who still need to obtain at least 21 credits in the extended mobility period.

Based on the above, extending the awarded spring semester of 2024 mobility period to the fall semester of 2024 is not possible.

Annex 1: Rules for the evaluation of applications for mobility programmes for study purpose

Applications for mobility programmes are assessed on a scale of 1 to 100 points as follows.

1) Credit-weighted grade point average

1a) **Credit-weighted grade point average:** max. 30 points

The table below applies to undergraduate students admitted BEFORE September 2022 and to all postgraduate students.

average		average		average		average		average	
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		

1b) **Credit-weighted grade point average:** max. 35 points

The table below applies to undergraduate students admitted in September 2022.

average		average		average		average		average	
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		

The minimum requirement for participation in mobility programmes is a credit-weighted grade point average of 3.0 or above, calculated as follows:

For students who are planning to study abroad at their current level (bachelor or master), the credit-weighted average of the following semesters will be taken into account for the scoring:

- The total number of semesters of study already completed at the intended study level abroad (bachelor or master), for the course of study covered by the application, including the cumulative grade point average weighted by the credits for the semester of the application period;
- For students completing their first semester, the grade point average of the first semester is taken as the weighted grade point average of the semester of the application period.

The calculation will be based on the weighted grade point average as defined by the Examination and Studies Regulation (TVSZ), with equal weight given to all semesters assessed.

If applicants are studying more than one course in parallel, they must specify in their application which course they intend to pursue in relation to their placement, and only

the data related to that course will be taken into account for the average calculation and all other questions.

2) **Language skills:** Max. 20 point

IMPORTANT: Only language exams uploaded to the MOBility Manager during the application period can be taken into account for the calculation of extra points for the students' language exams.

Applicants must declare their mother tongue in their application.

2a) **language of studies:** maximum 13 points

Advanced professional C - 13 points

Advanced general C - 12 points

Intermediate professional C - 11 points

Advanced professional A or B - 10 point

Advanced general A or B - 9 point

The *minimum requirement* for participation in the mobility programmes is to have a language exam corresponding to the Common European Framework of Reference for Languages (CEFR) level B2 or equivalent (intermediate general type C) in the language of the selected courses at the international institution. This is considered by the host institutions as a prerequisite for nomination, so points can only be awarded for a higher level of language proficiency.

If the applicants' mother tongue is the same as the language of study, they will receive maximum points in the language of study category.

2b) **other language relevant to the course (language of the country of destination):** maximum 8 points

Advanced professional C - 8 points

Advanced general C - 7 points

Intermediate professional C - 6 points

Advanced professional A or B - 5 points

Intermediate general C - 4 points

Advanced general A or B - 3 points

2c) **any language relevant to the course and knowledge of languages other than mother tongue:** maximum 4 points

Advanced professional C - 4 points

Advanced general C - 3 points

Intermediate professional C - 2 points

Intermediate General C - 1 points

(More than one language is acceptable, but only the highest level per language will be considered.)

3) Other professional activities

3a) Other professional activities: max. 33 points

The table below applies to all postgraduate students and to undergraduate students admitted BEFORE September 2022!

Other professional activities of undergraduate applicants must be assessed on the basis of their undergraduate course, whereas of postgraduate applicants it must be assessed on the basis of their undergraduate and postgraduate course, in accordance with the table below. Each activity must be supported by appropriate supporting documents (even if carried out at other higher education institutions), no score will be awarded if these are not provided.

	ACTIVITY	Max. score
1	Studies in a foreign language (undergraduate and postgraduate degree courses in progress or completed within CORVINUS or in another higher education institution) or terms abroad - 3 points per completed semester (those who have received points in this category cannot receive points for a professional course in a foreign language in the semester concerned) (max. 3 semesters may be considered) Professional course in a foreign language - per semester completed: 1 point (max two courses may be considered - not a language, grammar or translation course) Supporting document: Neptune index extract (transcript)	9
2	TDK (Students' Scientific Association) activity (max. two different course works may be considered): OTDK (National Scientific Students' Associations Conference) 1st-3rd place: 7 points TDK 1st-3rd place: 5 points OTDK participation: 3 points TDK participation: 2 points (The highest number of points obtained from TDK and OTDK activities in one title will be taken into account.) Other academic competitions, case study competitions: international, foreign language 1st-3rd place: 5 points national 1-3 location: 4 points international participation: 3 points national participation: 2 points Certifying document: certificate of participation, diploma	14
3	Activity supporting demonstrator teaching; assisting in the work of a demonstrator's department: as certified by the institute or department concerned, including the number of points offered from 0 to 5 (max. two courses can be considered) Supporting document: a certificate from the institute or department, with the points offered, according to the template provided	10
4.	Work in a college for advanced studies, or other university organisation according to the 'Student Organisation Regulations' of the Student Union (max. two organisations can be considered, one semester for each organization, in the case of several completed semesters, the one in which the student held a higher position): Activities in a Students' Union (HÖK):	15

	<ul style="list-style-type: none"> - Students' Union presidency and regional leaders: 10 points - Students' Union coordinators: 8 points - Members of Students' Union working groups/project teams: 5 points <p>Activity in an "A" category student organisation:</p> <ul style="list-style-type: none"> - Senior management of a student organisation: 9 points - Mid-level managers of a student organisation 7 points - Member of a student organisation: 4 points <p>Activity in a student organisation in "B1" category (in the case of retroactive activities, S1 and K1 according to the previous accreditation system):</p> <ul style="list-style-type: none"> - Senior management of a student organisation: 7 points - Mid-level managers of a student organisation 4 points - Member of a student organisation: 2 points <p>Activity in a student organisation in "B1" category (in the case of retroactive activities, S2 and K2 according to the previous accreditation system):</p> <ul style="list-style-type: none"> - Senior management of a student organisation: 5 points - Mid-level managers of a student organisation: 3 points - Member of a student organisation: 1 point <p>Supporting document: engagement letter</p> <p>To be submitted with the application: see: Section 10 Application material to be submitted</p>	
5.	<p>Participation in programmes to help foreign students' integration:</p> <p>- Tandem programme: based on the 10-point rating scale used:</p> <p>10-8 points 3 points</p> <p>7-5 points 2 points</p> <p>Supporting document: Certificate issued by ESN or by the HSZ in the case of English language courses</p> <p>- Participation in the organisation of CEMS Club events: 3 points per semester (max. two events can be counted)</p> <p>Supporting document: CEMS Club certification</p> <p>- Students' Union International Area: (minimum of six months in a given position) area manager, coordinator: 3 points [Members]: 2 points</p> <p>Supporting document: engagement letter</p> <p>To be submitted with the application: see: Section 10 Application material to be submitted</p>	6

3b) Other professional activities: Max. 28 points

The table below applies to undergraduate students admitted in September 2022.

	ACTIVITY	Max. score
1	<p>Studies in a foreign language (undergraduate and postgraduate degree courses in progress or completed within CORVINUS or in another higher education institution) or terms abroad - 3 points per completed semester (those who have received points in this category cannot receive points for a professional course in a foreign language in the semester concerned) (max. 3 semesters may be considered)</p> <p>Professional course in a foreign language - per semester completed: 1 point (max two courses may be considered - not a language, grammar or translation course)</p> <p>Supporting document: Neptune index extract (transcript)</p>	9
2	<p>Work in a college for advanced studies, or other university organisation according to the 'Student Organisation Regulations' of the Student Union (max. two organisations can be considered):</p> <p>Activities in a Students' Union (HÖK):</p> <ul style="list-style-type: none"> - Students' Union presidency and regional leaders: 10 points - Students' Union coordinators: 8 points - Members of Students' Union working groups/project teams: 5 points <p>Activity in an "A" category student organisation:</p> <ul style="list-style-type: none"> - Senior management of a student organisation: 9 points - Mid-level managers of a student organisation 7 points - Member of a student organisation: 4 points <p>Activity in a student organisation in "B1" category (in the case of retroactive activities, S1 and K1 according to the previous accreditation system):</p> <ul style="list-style-type: none"> - Senior management of a student organisation: 7 points - Mid-level managers of a student organisation 4 points - Member of a student organisation: 2 points <p>Activity in a student organisation in "B2" category (in the case of retroactive activities, S2 and K2 according to the previous accreditation system):</p> <ul style="list-style-type: none"> - Senior management of a student organisation: 5 points - Mid-level managers of a student organisation: 3 points - Member of a student organisation: 1 point <p>Supporting document: engagement letter To be submitted with the application: see: Section 10 Application material to be submitted</p>	13
3	<p>Participation in programmes to help foreign students' integration:</p> <p>-Tandem programme: based on the 10-point rating scale used: 10-8 points 3 points 7-5 points 2 points</p> <p>Supporting document: Certificate issued by ESN or by the HSZ in the case of English language courses</p>	8

	<p>- Participation in the organisation of CEMS Club events: 3 points per semester (max. two events can be counted) Supporting document: CEMS Club certification</p> <p>- Students' Union International Area: (minimum of six months in a given position) area manager, coordinator: 3 points [Members]: 2 points Supporting document: engagement letter To be submitted with the application: see: Section 10 Application material to be submitted</p>	
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For the classification of student organisations, the following should be taken into account (applicants must indicate if the activity is active or retroactive):

- If the student is actively involved in a student organization in the semester of this application, the category obtained in the December 2022 accreditation of the student organization must be taken into account. So, the current category counts, not the previous category.
- If the organisation does not currently exist/is not accredited, the most recent category awarded will be taken into account, if the student was already an active member during that period.
- If students refer to a previous activity (but not older than 5 years), the category to which the student organisation belonged at the end of the students' active activity will be taken into account.

If students are pursuing a Master's degree, the undergraduate activity is also worth points. If students have not been a member of a student organisation or a student council accredited by Corvinus University of Budapest, they can receive points for their past verified activities in "B2" category.

4) Motivation letter in the language of study: max 17 points

Applications must be accompanied by **1 motivation letter** for the first three places of application in the order of preference. The motivation letter must be filled in using the form available in the MOBility Manager interface.

The main aspects of writing a motivation letter:

- It must be written in the language of the studies to be carried out at the university concerned (where appropriate, the motivation letter may be multilingual in the section on universities if the student is applying to institutions in different languages);
- In the motivation letter, applicants must provide a **concrete preliminary plan with a list of courses to be taken at the chosen institution** in accordance with the requirements in the home country (list the names of the courses chosen, indicate the courses already taken and those still to be taken and refer to their availability at the foreign institution (the courses list offered by the target university)).
- If applicants intend to take courses in more than one language at the same institution, they should prepare their application in the language that will dominate their studies;
- The motivation letter should explain why the institutions are relevant to the student's studies or career;
- The motivation letter should describe the student's objectives for the mobility programme (e.g. to increase professional competence, broaden horizons)

2. Annex: Scores for the evaluation of applications for mobility programmes with study purpose in the case of doctoral students

Research Design	maximum 40 points
Work plan	maximum 20 points
Publication output	maximum 20 points
Successful complex exam	maximum 10 points
Pro rata completion of credits	maximum 10 points

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

For more information, please contact phd.office@uni-corvinus.hu

3. Annex: Majors and scientific disciplines

Undergraduate degree

Majors	Scientific discipline / Branch of study	In MOBility Manager
Applied Economics bachelor program	economics	Economics
business Administration and Management	economics	Business and Management
business Informatics Engineer	IT	Business and Management
economic and financial mathematical analysis	economics	Economics
Communication and Media Science	social science	Social sciences
international Management	economics	Business and Management
international studies	social science	Social sciences
finance and accounting	economics	Business and Management
political science	social science	Social sciences
sociology	social science	Social sciences
tourism and hospitality	economics	Business and Management

Postgraduate degree

Majors	Scientific discipline / Branch of study	In MOBility Manager
* Insurance and financial mathematics master's program	economics	Economics
health policy, planning financing	social science	Social sciences
supply chain management	economics	Business and Management
Business Informatics Engineer	IT	Business and Management
department of Communication and Media Science	social science	Social sciences
business Administration and Management (BA)	economics	Economics
economic analyst	economics	Economics
marketing	economics	Business and Management
international economics and management	economics	Business and Management / Economics
international studies	social science	Social sciences
finance	economics	Business and Management
political science	social science	Social sciences
regional and environmental economics	economics	Business and Management / Economics
sports Economist	economics	Business and Management / Economics
accounting	economics	Business and Management
sociology	social science	Social sciences
enterprise development	economics	Business and Management
leadership and management	economics	Business and Management

Doctoral programme

Majors / Doctoral School	Scientific discipline / Branch of study	In MOBility Manager
Doctoral School of Management,	management and organizational sciences	Business and Management
Doctoral School of Economics and Business Informatics,	economics computer sciences management and organizational sciences	Economics Computer sciences Business and management
Doctoral School of International Relations and Political Science,	economics political sciences	Economics Political sciences
Doctoral School of Sociology and Communication Science.	sociological sciences media and communication sciences	Sociology media and communication sciences

Dr. Péter Fehér
Head of International Relations and Accreditations