

Application for an international exchange semester

Frequently asked questions

Academic Year of 2024/25

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Can I apply in my first year/semester?

Yes.

Where can I find the call for applications?

You can find it [here](#), it will be published mid-October 2023.

Which semester can I apply for?

The call for applications is open for the academic year of 2024/2025.

Is there a minimum requirement regarding grade point average?

Yes, a minimum GPA of 3.00 is required. Applicants with a GPA below 3.00 will be automatically disqualified from the application.

How can I apply?

Applications can be submitted via the [Mobility Manager](#) system, where you will be asked to provide the requested information and upload the documents specified in the call for applications.

Can I complete an exchange semester in the last term of my study programme?

Yes, but all students who go abroad in the last semester of their studies will have to enrol for an extra semester before graduation, as the Credit Transfer Committee will only be able to decide on the crediting of the courses, credits and marks completed abroad at the beginning of the semester following the exchange term.

Can I apply if I finish my bachelor's degree at Corvinus this year and I would like to continue my studies here in a master's programme?

Yes, you can apply. Of course, you will only be able to go abroad if you are accepted to the master's programme at Corvinus.

What are the language proficiency criteria?

A B2 level complex language proficiency certificate in the language of your future studies is a basic requirement for application. Further language requirements are specified [here](#). All available language proficiency certificates must be uploaded to [MOBility Manager](#) upon application.

Are there financial conditions for applying?

Students are required to finance their studies at Corvinus during their exchange studies abroad if they are self-financed. In addition, the general university application conditions apply, no further conditions apply. However, applicants should be aware that the scholarship will most likely cover only part of the actual costs incurred, the difference being financed by the student.

Where can I find a list of universities?

[Here](#).

Which field of studies can I apply to?

For the first five places, you must choose only the field corresponding to your study programme, for the other five places you can choose from other fields of study, according to the fields of study indicated in MOBility Manager. Any field that is included in your studies can be taken into account, i.e. you can also look for a place that is not fully related to yours but there are compulsory, recommended, or elective subjects in that area which can be included in your main training programme. It is recommended that you include as many relevant subjects as possible in your study plan for your semester abroad. With this you can make sure you can finish your studies according to the original curriculum.

How many places are available?

Make sure to set up your preference list that comprises maximum 10 universities.

As a master's student, can I register for bachelor's degree courses?

No.

Can I change the order of preference after submitting my application?

Once the application has been submitted, the preference list cannot be changed. The applicant must accept the higher education institution that has been selected for them based on their score. If you do not wish to do so, you may withdraw from the mobility. This way you will be able to re-apply in the next application period only. It is possible to change the order only before the student clicks on the "Submit my application" button.

Can I write more than one cover letter?

Write a cover letter only to the first 3 universities you included in your preference list.

What language do I write my cover letter in?

The cover letter must be written in the language of your studies abroad. You may choose a German university, but if the language of instruction is English, the cover letter should also be written in English. The document should also include specific details regarding why you have chosen the university and what subjects you will be able to take there that fit into your original programme of study.

Do I have to send the cover letter to my preferred universities?

No. The cover letter must be attached to the application. It will be assessed by the relevant Corvinus supervisors, not by the partner university.

How is my application assessed?

This is thoroughly explained in the call for applications.

Results of which semesters are taken into consideration?

The points are calculated based on the cumulative grade point average weighted by the number of credits exported from Neptun. The grade point average in the semester of application is also included.

How many points do I need for admission?

Frequented places require a higher score. The number of applications to a particular university and the number of places available determine the entry point threshold for a university, so this varies from year to year.

How can I learn more about language proficiency requirements?

In the comment column of the [partner list](#). A B2 level complex (intermediate written and oral) language proficiency exam certificate is a basic requirement for application. It is the applicant's responsibility to decide whether their language skills are sufficient to follow the classes. Some partners have higher requirements (e.g., C1 or IELTS/TOEFL, TOIC, etc.). The language proficiency exam result must be valid for the whole mobility period, even if this means two consecutive language tests.

Which language proficiency certificates can be evaluated?

Only those uploaded to MOBility Manager can be considered during scoring. Neptun will not be checked, so it does not matter what is uploaded there. If the document expires before the departure date, it is mandatory to take and pass a new exam before the departure date. Please note that language proficiency documents not uploaded in MOB will not be taken into consideration during the calculation of points.

How can I submit my language proficiency documents?

They must be uploaded to [MOBility Manager](#)

What if I do not have a language proficiency exam certificate while applying?

A B2 level complex (intermediate written and oral) language proficiency exam certificate or an equivalent official school-leaving exam certificate is a basic requirement for application, so it must be submitted during the application period. The application is invalid without these documents.

May a certificate of successful completion of a language proficiency exam be accepted, even if the certificate has not yet arrived?

Yes. The institute organising the language exam may issue a temporary certificate of the successful exam.

Can school leaving exam certificates be taken into consideration?

Yes, if it is stated in the annex of the school leaving exam certificate that the language examination result is equivalent to a complex language examination of at least B2. level.

What does the 21-credit rule mean?

The 21-credit rule requires a minimum of 21 credits (excluding thesis seminars and compulsory internships) to be completed abroad. Courses taken at Corvinus based on a preferential study plan (up to 4 courses may be taken plus seminar and internship) are not involved in the 21 credits to be completed abroad but may be involved in the 21 credits required for graduation. Foreign language courses may be involved in the 21 credits in the semester abroad.

What happens if my mobility is scheduled for the last semester of my curriculum?

Students who are going on a mobility in the last semester of their studies should be aware that they will only be able to take their final examinations in the semester following the semester abroad, as credits and marks obtained abroad can only be counted in the following semester.

Where can I access the syllabi/course description?

First check whether it is available on the host university's website. If you can only request it by e-mail, it is very important that you include the exact course code and name of the course in your request.

During a semester abroad, is it specified how many compulsory courses must be taken?

30 ECTS must be taken. However, at least 21 ECTS must be obtained and recognized by Corvinus.

Do I get Corvinus Scholarship if I must enrol for an extra semester?

You can apply for the funding of an additional semester at Corvinus, but you are not given the grant automatically; it has conditions. You can find out more [here](#).

How do I know which courses are suitable for my study plan and are equivalent to Corvinus subjects?

Please visit the website of the foreign university. Two subjects may be equivalent if there is 75% of overlap between their course materials. Professors of the relevant subject at Corvinus can help you to decide this.

Can I register for a subject excluded from my base curriculum?

For elective subjects, it is not necessary that the subject is included in the curriculum. Any subject taken abroad which is not included in the curriculum but which the student successfully completes will be accepted as an elective subject at Corvinus.

Which courses abroad may be accepted as compulsory courses at Corvinus

Please check which courses are offered at the host university of your choice and how many of them fit in your curriculum. You will then need to consult the professors of the particular course, who will decide whether the course in question is equivalent to a certain Corvinus course.

It is possible to have all the subjects completed abroad recognized at Corvinus as compulsory subjects?

There is little chance that you will find a university where the course offer corresponds 100% to your compulsory courses.

Will I receive Corvinus Scholarship while abroad?

Yes. However, if you are a self-financed student, you must pay the tuition fee as well.

If I am awarded a place yet I do not want to start my mobility, what should I do?

Please submit your withdrawal ASAP so we may assign your place to someone else!

Can I extend my studies abroad?

You cannot extend your studies from spring to autumn semester; however, extension from fall to spring is possible upon request.

If the partner university accepts international language proficiency certificates older than 2 years, can I submit an international language proficiency certificate that is more than 2 years old?

No, because according to the Call for Applications at Corvinus the international language certificate that we forward to the partner can only be up to 2 years old. For further information, see the Call for Applications.

Can I get a scholarship/grant to fund my trip?

Corvinus is confident that universities operating in a foundational model will soon be eligible for EU higher education funding, enabling students who are awarded international places in the 2024/25 academic year to receive Erasmus+ grants. However, in case it will be necessary the University will also be able to offer support to the same extent from other sources for those participating in international part-time courses at Erasmus+ partner universities. The University's Board of Trustees is committed to achieving its strategic objective of enabling more students to participate in international mobilities at Corvinus's partner universities and provide funding where necessary.

If I email the host university and they agree to accept me without a language proficiency certificate because my language proficiency is good enough, do I still have to submit a language certificate?

Yes. We cannot take into consideration students' private discussions with partner universities. Only those students can be awarded with an international place who meet the criteria set out in the Call for Applications.