 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 9	Version number: 00. File number: JISZ-SZ/23/2023.
Regulation on Study Abroad		

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 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 9</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/23/2023.</p>
<p>Regulation on Study Abroad</p>		

Table of Contents

Purpose of the Regulation on Study Abroad.....	3
Scope of the Regulation on Study Abroad.....	3
Related regulatory documents	3
Definitions.....	4
Bodies and persons involved.....	6
The application process, evaluation of applications and signing of contracts with students....	8
Study conditions and credit for studies abroad (credit recognition).....	12
Financial terms and conditions.....	16
Extension of the duration of the study abroad.....	16
Force majeure and its special conditions	17
Miscellaneous provisions	17
Final provisions.....	18
1. Annex	19
Short-term mobility of doctoral students	19
Practice period abroad	20

	STUDENT REQUIREMENTS PART 9	Version number: 00. File number: JISZ-SZ/23/2023.
Regulation on Study Abroad		

Purpose of the Regulation on Study Abroad

1.§

- (1) The Regulation on Study Abroad (hereinafter: Regulation or RSA) lays down the conditions, rules, responsibilities and competences for the announcement of calls for applications to study abroad and for scholarship applications to support participation in study abroad programmes, as well as for participation in such calls announced and organised by Corvinus University of Budapest (hereinafter: University) for its students.

Scope of the Regulation on Study Abroad


2.§

- (1) The scope of this Regulation shall apply to all calls for applications to study abroad and double degree programmes, as well as to calls for scholarship applications to support participation in study abroad and double degree programmes, announced and organised by the University for its students, it being understood that for special programmes (see Point i) of Subsection (1) of Section 4), the programme coordinator may lay down additional and/or different rules in the call for applications. In the absence of such a rule, the provisions of this Regulation shall apply to these special programmes.
- (2) This Regulation does not apply to participation in study abroad programmes that are not organised and organised by the University or to special study abroad programmes. In this case, studying abroad and credit recognition are possible according to the Study and Examination Regulations.
- (3) Studying abroad of doctoral students may, in addition to this Regulation, be subject to special provisions concerning the professional content in the Doctoral Regulations.
- (4) This Regulation sets out the rules for outgoing student mobility, i.e. it does not cover incoming student mobility, nor does it cover mobility of lecturers and staff members.
- (5) The personal scope of the RSA covers the students of the University who apply for or participate in study abroad in accordance with this Regulation, it being understood that different rules may be laid down for students participating in special programmes as provided for in subsection (1).
- (6) In addition, the personal scope of the RSA covers the persons, organisational units and bodies involved in the preparation, evaluation and implementation of applications to study abroad.

Related regulatory documents

3.§

- (1) Enabling legislation and internal regulatory document for formulating this Regulation: Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Nftv.).
- (2) Related legislation and internal regulatory documents:
- a) Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Nftv.),

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 9	Version number: 00. File number: JISZ-SZ/23/2023.
Regulation on Study Abroad		

- b) Government Decree No. 87/2015 (9 April) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Vhr.),
- c) Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing ‘Erasmus+’: the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC (Text with EEA relevance),
- d) Organisational and Operational Procedures,
- e) Admission Regulation,
- f) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: SSP),
- g) Study and Examination Regulations (hereinafter: SER),
- h) Regulations on Student Fees and Benefits (hereinafter: RSFB),
- i) Regulations ensuring equal academic opportunities for students with disabilities,
- j) Student Disciplinary and Compensation Regulations,
- k) Doctoral Regulations,
- l) Code of Ethics,
- m) Anti-plagiarism Regulations,
- n) Provisions issued by the Vice-Rector for Education on the design and operation of double-degree programmes.


Definitions

4.§

- (1) For the purposes of this Regulation:
 - a) Studying abroad: the period of study which the student spends at a foreign university or a foreign professional training facility through a study abroad programme organised by the University, or by winning a non-university call for applications, or individually organised with the support of the University, and during which period of studies the student has an active student status with the University and has the subjects (including practice periods) completed at the foreign university credited to his/her studies at the University in accordance with the Study and Examination Regulations. It does not qualify as study abroad if the student suspends his/her student status with the University during his/her study abroad (passive student status).
 - b) Study abroad programme organised by the University: a study abroad programme which offers students the opportunity to study abroad on the basis of a bilateral or multilateral international agreement concluded by the University, and which is announced by the University and in which students may participate following a successful application.

Regulation on Study Abroad

- c) Call for applications to study abroad: a call for applications which offers applicants the opportunity to be included in a study abroad programme organised by the University without receiving scholarships. Therefore, this call for applications does not offer any scholarships, and students may qualify for them through a separate call for applications/application stage.
- d) Call for scholarship applications to support participation in study abroad: a call for applications under which an applicant who has already been awarded a study abroad place in a *Call for applications to study abroad* can obtain a scholarship. The aim of the application is therefore to obtain a scholarship to support participation in study abroad. (Points (b) and (c) are collectively referred to as “applications to study abroad”).
- e) Scholarship: Financial support available in the context of a call for scholarship applications to support participation in study abroad, i.e. a contribution to the costs of study abroad as specified in the call for applications.
- f) Organisational unit announcing and coordinating the call for applications:
- International Relations and Accreditations for ERASMUS+, Erasmus Credit Mobility and CEEPUS programmes. The Head of International Relations and Accreditations decides on the conditions for student participation and announces the call for applications. International Relations and Accreditations coordinates the application process, prepares the call for applications (in consultation with Student Services), publishes it, keeps in touch with Student Services during the processing of applications, prepares student applications for decision by the Head of International Relations and Accreditations, prepares resolutions on applicants for signature, receives student requests for legal remedy, prepares them, if necessary, for the Student Appeals Committee in accordance with the SSP and, in accordance with the relevant regulations, forwards them to the Student Appeals Committee for further processing.
 - In the case of calls for applications for participation in double degree programmes and calls for scholarship applications to support participation in double degree programmes, the entire call for applications procedure is handled by International Relations and Accreditations with the assistance of the relevant study programme leaders.
 - In the case of calls for applications to the DSG programme, the entire call for applications procedure is handled by Education Management, DSG Office. In the case of calls for scholarship applications to support participation in study abroad, the entire call for applications procedure is handled by International Relations and Accreditations, with the assistance of Education Management, DSG Office and Student Services.
 - In the case of calls for applications to the CEMS programme, the entire call for applications procedure is handled by Education Management, CEMS Office. In the case of calls for scholarship applications to support participation in study abroad, the entire call for applications procedure is handled by International Relations and

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 9	Version number: 00. File number: JISZ-SZ/23/2023.
Regulation on Study Abroad		

Accreditations, with the assistance of Education Management, CEMS Office and Student Services.

- For other specific programmes, the process owner and the decision-maker are defined by the relevant internal regulations (in particular the Regulations on Student Fees and Benefits or the Provisions of the Presidential Committee governing scholarships related to the programme).
 - g) Organisational unit coordinating in the application process: Student Services for ERASMUS+, Erasmus Credit Mobility, CEEPUS and double degree programmes and Corvinus Doctoral Schools and the University Doctoral Office for doctoral students. The coordinating organisational unit receives applications, processes them in accordance with the call for applications and the request of International Relations and Accreditations, and forwards them to International Relations and Accreditations for decision preparation, communicates the points to the students and delivers the resolutions to the students. For scholarship applications to support participation in study abroad in CEMS and DSG programmes, the coordinating organisational unit is Education Management, the CEMS Office and the DSG Office.
 - h) Special programmes: priority study abroad programmes for which the University has set up dedicated organisational units and which are not within the scope of the tasks and responsibilities of International Relations and Accreditation, such as CEMS and DSG.
 - i) ECTS credit: a unit of the European Credit Transfer and Accumulation System (ECTS).
- (2) With regard to the terms used in this Regulation, the definitions set out in the legislation, external and internal regulatory documents listed in the related documents, in particular the Nftv., Vhr., the SER and the RSFB, shall apply.


Bodies and persons involved

5.§

- (1) Organisational units and persons competent to act in matters covered by this Regulation:
- a) The Senate, the Presidential Committee, the Vice-Rector for Education and the Vice-Rector for Research with regulatory powers;
 - b) The Education Committee with right of consultation with regard to the regulations;
 - c) the competent dean with decision-making powers (person authorised to enter into commitments),
 - d) the Head of International Relations and Accreditations (hereinafter: Head of International Relations) with decision-making powers (person authorised to enter into commitments),
 - e) Student Services (hereinafter: SS), Corvinus Doctoral Schools of the University Doctoral Office (hereinafter: CDS UDO) for doctoral students, with preparatory and implementing duties,

Regulation on Study Abroad

- f) International Relations and Accreditations (hereinafter: IRA) with preparatory, coordinating and implementing duties,
 - g) Legal, Administrative and Regulatory Services with powers of legal control;
 - h) the Student Union with preparatory and consultative powers,
 - i) the PhD Students Union with preparatory and consultative powers,
- (2) Bodies with powers in matters covered by this Regulation:
- a) Credit Transfer Committee,
 - b) Study Committee,
 - c) Student Appeals Committee,
 - d) Ethics Committee,
 - e) Student Disciplinary Committee,
 - f) Student Disciplinary Appeals Committee,
 - g) Disability Committee,
 - h) the committees conducting each hearing.
- (3) The provisions on the composition of the Credit Transfer Committee and the Study Committee are set out in the SER and the rules of procedure of each committee.
- (4) The rules of procedure of the Student Appeals Committee are laid down in the regulations called Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status, the rules of procedure of the Student Disciplinary Committee and the Student Disciplinary Appeals Committee are laid down in the Student Disciplinary and Compensation Regulation, the rules of procedure of the Ethics Committee are laid down in the Code of Ethics, and the rules of procedure of the Disability Committee are laid down in the Regulations ensuring equal academic opportunities for students with disabilities.
- (5) In respect of applications to study abroad, if an oral interview is to be held as part of the selection process, the interview committees will act as ad hoc committees as part of the selection process. The committee shall consist of at least two (2) members, one (1) lecturer and one (1) student delegated by the Student Union, and in the case of doctoral programmes, one (1) doctoral student delegated by the PhD Student Union. The lecturer member(s) of the committee will be invited by the Head of International Relations and will issue them a letter of invitation. In the case of scholarship applications to support participation in double degree programmes, the study programme leader may also decide (in accordance with the partnership agreement) to hold an oral interview. Also in this case, the committee shall consist of at least two (2) members, one (1) lecturer and one (1) student delegated by the Student Union. In this case, the study programme leader invites the lecturer member of the committee.
- (6) If the committee is not set up in accordance with this Regulation, or if the rules for the oral interview are violated (e.g. the representative of the Student Union is not present), the applicant may request a repeat of the interview.


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 9	Version number: 00. File number: JISZ-SZ/23/2023.
Regulation on Study Abroad		

- (7) To avoid any conflict of interest, students/doctoral students carrying out the assessment of applications may not be involved in giving an opinion on their own application in any form, they may not be present when their application is evaluated and they shall refrain from influencing the assessors in any manner. Any violation of the rule or any attempted violation shall be considered as a material breach and shall result in being excluded from application. In addition, the person who detects the irregularity may initiate ethical and/or disciplinary proceedings against the applicant who has acted in violation of the University's regulations.
- (8) Should, in the course of the evaluation of applications, other irregularities beyond those referred to in subsection (7) be suspected, such suspicion shall be reported to the Head of International Relations, who shall take the necessary measures and, if necessary, initiate ethical and/or disciplinary proceedings in accordance with the University's regulations.


The application process, evaluation of applications and signing of contracts with students

6.§


- (1) Students may apply to participate in study abroad programmes organised by the University.
- (2) The call for applications offers study opportunities based on bilateral or multilateral international agreements to students in the fields of study specified in the agreement.
- (3) For ERASMUS+, Erasmus Credit Mobility, CEEPUS and double degree programmes, the organisational unit publishing the calls for applications is the IRA, which, after prior consultation with the SS and, in the case of double degree programmes, with the study programme leaders, determines the content of the calls, the deadlines, the procedure and details of the selection process and the announcement and publication of the results. Legal review of calls for applications is carried out by Legal, Administrative and Regulatory Services. In the case of other applications, the organisational unit specified in point (f) of subsection (1) of Section 4 shall be the publisher of the call for applications.
- (4) Subsections (5) to (22) below set out the rules for applications to study abroad under ERASMUS+, Erasmus Credit Mobility, CEEPUS and double degree programmes.
- (5) The tendering procedure has two rounds:
 - a) for participation in study abroad (study abroad place, without a scholarship), and
 - b) for those who have been awarded a study abroad place, to receive a scholarship to support their study abroad.
- (6) A call for applications under points a) and b) of subsection (5) may be implemented in a single call. The University first evaluates applications to study abroad, and then evaluates scholarship applications to support participation in study abroad.
- (7) In case of study abroad under the Erasmus+ programme, the principles and guidelines published by the Tempus Közalapítvány (Tempus Public Foundation), which are published in the call for applications, should be followed.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 9	Version number: 00. File number: JISZ-SZ/23/2023.
Regulation on Study Abroad		


- (8) The call for applications shall include its purpose, the scope of eligible applicants, the application terms and conditions, the list of documents to be submitted, the deadline, place and method of submitting the application, the formal and content requirements, the academic and financial conditions of the call, the name of the evaluator and the evaluation criteria, the deadline for the evaluation of applications, information on the right to legal remedy, the date of the call for applications and the signature of the person issuing the call for applications.
- (9) The official interface to publish the call for applications is the University website. In addition to publication on the website, the University may also notify students by Neptun message, but failure to notify them in Neptun will not invalidate the call for applications.
- (10) The call for applications is for two types of assistance:
- a) to obtain a place for study abroad and
 - b) to obtain a scholarship to financially support study abroad (hereinafter: study abroad scholarship).
- (11) The decision-making process is as follows:
- a) decision on study abroad places in the first phase of the call for applications process, including any subsequent application,
 - b) decision on scholarships in the second phase of the call for applications process.
- (12) Applications will be scored as follows:
- a) Awarding of sub-scores: applicants are awarded sub-scores in different areas according to the current call for applications under this Regulation, it being understood that no sub-score is awarded to doctoral students. These are as follows:
 - cover letter,
 - certified language skills,
 - other professional activities.
 - b) Final scores are calculated on the basis of the sub-scores and the cumulative average of all the completed semesters of the programme, except for doctoral students.
 - c) For doctoral students, the final score is the sum of the scores for the following:
 - research plan,
 - work plan,
 - publication activities,
 - successful comprehensive examination,
 - achievement of credits on a time-proportional basis.
- (13) In connection with the evaluation of scholarship applications to support participation in study abroad, the International Committee may set priorities for specific programmes in its resolution. The call for applications shall indicate the priorities set out in the resolution of the International Committee.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 9	Version number: 00. File number: JISZ-SZ/23/2023.
Regulation on Study Abroad		

- (14) Concerning deviations from this Regulation and/or the call for applications (violation of the Regulation), students may submit comments on the sub-scores in two areas, language skills and other professional activities. Students can submit their comments to the SS via the IntézdOnline interface. The comments are assessed by SS and the Head of International Relations shall be informed of the outcome of the assessment. The decision on the comments shall be taken by the Head of International Relations and SS shall inform the student of the decision via the IntézdOnline interface. The decision on the sub-scores (including the decision before the comments and any decision after the comments) cannot be challenged separately, but only in an appeal against the resolution on the final scores.
- (15) A resolution(s) shall be taken on the place awarded and any scholarship(s) earned. The resolution(s) shall include the number of the resolution, the final score, the place awarded, the semester of the course, information on the scholarship awarded if the student has been awarded a scholarship, and, in the case of applications not fully funded, information on the right of legal remedy and the reasons for the decision, as well as the provisions of the regulations on the basis of which the decision was taken and the authority on which the decision was based.
- (16) The decision shall be formalised in a resolution and signed by the Head of International Relations. The document shall be certified by the Erasmus coordinator of the institution. The resolution shall be delivered to the student via Neptun in case of electronic signature or by post in case of paper resolution.
- (17) The decision is subject to appeal, according to the SSP.
- (18) The following contracts shall be concluded with the students whose applications have been successful, after the resolution on the decision to support their studies has become final, if grants are linked to their studies abroad:
- a) a tripartite study contract ((Online) Learning Agreement LA or OLA, hereinafter: study contract),
 - b) a grant contract in case the student is also awarded a scholarship (hereinafter: grant contract).
- (19) The tripartite study contract contains the study programme that the student is required to complete at the receiving institution during the period of study abroad. The study programme (specific subjects, projects, research, etc.) is agreed between the sending and receiving institutions and the student. In the case of subjects undertaken by the student, the study contract shall specify the credit value of the subjects. The credit value is the same as the credit value in the sample curriculum (the credit value is not included for free elective subjects). The rules on the study programme are set out in Section 7.
- (20) The grant contract sets out the obligations of the University and the student, the financial terms and conditions, and the cases and rules for possible repayment of the scholarship (reimbursement of costs).
- (21) The organisational unit coordinating the programme shall, as far as possible, conclude the tripartite study contract with the successful applicants before the start of the trip and, if they are also eligible for a scholarship, the grant contract.

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 9</p>	<p style="text-align: right;">Version number: 00.</p> <p style="text-align: right;">File number: JISZ-SZ/23/2023.</p>
<p>Regulation on Study Abroad</p>		

- (22) For double degree programmes, the rules for applying to the programme are approved by the Dean on the recommendation of the study programme leader. The call for applications shall include its purpose, the eligible applicants, the application terms and conditions, the list of documents to be submitted, the deadline, place and method of submitting the application, the formal and content requirements, the name of the evaluator and the evaluation criteria, the deadline for the evaluation of applications, information on the right to legal remedy, the date of the call for applications and the signature of the person issuing the call for applications. The decision on the applications (nomination decision) shall be made by the Dean.
- (23) In the case of DSG programmes, the rules for calling for applications for participation in the programme are approved by the Dean on the recommendation of the study programme leader. The call for applications shall include its purpose, the eligible applicants, the application terms and conditions, the list of documents to be submitted, the deadline, place and method of submitting the application, the formal and content requirements, the name of the evaluator and the evaluation criteria, the deadline for the evaluation of applications, information on the right to legal remedy, the date of the call for applications and the signature of the person issuing the call for applications. The decision on the applications (nomination decision) shall be made by the Dean.
- (24) In the case of DSG programmes, the rules for calling for applications for participation in the programme are adopted by the CEMS Director on the recommendation of the study programme leader. The call for applications shall include its purpose, the eligible applicants, the application terms and conditions, the list of documents to be submitted, the deadline, place and method of submitting the application, the formal and content requirements, the name of the evaluator and the evaluation criteria, the deadline for the evaluation of applications, information on the right to legal remedy, the date of the call for applications and the signature of the person issuing the call for applications. The decision on the applications (nomination decision) shall be made by the CEMS Director.
- (25) In case of a call for scholarship applications to support participation in study abroad in a double degree programme, the call for applications procedure and the evaluation of the applications shall be in accordance with the relevant call for applications, the decision being taken by the Head of International Relations.
- (26) In case of a call for scholarship applications to support participation in study abroad in a DSG programme, the call for applications procedure and the evaluation of the applications shall be in accordance with the relevant call for applications, the decision being taken by the Head of International Relations.
- (27) In case of a call for scholarship applications to support participation in study abroad in a CEMS programme, the call for applications procedure and the evaluation of the applications shall be in accordance with the relevant call for applications, the decision being taken by the Head of International Relations.
- (28) If, after the closing of the call for applications procedure (principal application), there are still vacant places with regard to the number of students (quotas) set out in bilateral or multilateral international agreements concluded by the University, the University may call for applications for such vacant places. Only vacant spring term places remaining after the


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 9	Version number: 00. File number: JISZ-SZ/23/2023.
Regulation on Study Abroad		

closing of the principal call for applications may be applied for in such a call for applications.

Study conditions and credit for studies abroad (credit recognition)

7.§

- (1) Students studying in Bachelor programmes or single-cycle Master programmes may participate in study abroad programmes organised by the University after two completed semesters, while students studying in two-cycle Master programmes, specialist postgraduate study programmes or doctoral programmes may participate in study abroad programmes organised by the University, subject to the rules requiring the completion of the minimum number of credits and/or the period of study at the University, in accordance with the rules of the SER and the rules of the relevant scholarship programme (e.g. Erasmus+, CEEPUS) and/or special programme (double degree, DSG, CEMS). If Erasmus funding is linked to a study abroad programme, applicants are also required to comply with the rules for Erasmus programmes (<https://erasmus-plus.ec.europa.eu/hu/erasmus-programme-guide>).
- (2) Students who participate in study abroad in the last semester of their studies, whether organised by the University or on their own initiative, shall acknowledge that due to time constraints in the official rules of procedures, the earliest they can take their final examination is the semester after their return from the study abroad.
- (3) The relevant call for applications may set additional conditions in terms of the number of completed semesters required to be eligible.
- (4) A student may participate in study abroad if he/she has an active student status with the University during the entire period of study abroad and has taken the subject “semester abroad” during the preliminary or final subject registration period. Students participating in a part-time study abroad must register at the University for the semester in question, if possible before departure.
- (5) Before departure, the student shall complete the following:
 - a) At least four (4) weeks prior to departure, the student shall be in possession of a copy of the study contract concluded between the University and the student. The study contract shall include the subjects the student wishes to take at the receiving institution and their respective foreign and home credit values.
 - b) The student shall endeavour to take those subjects at the receiving university which correspond to the current (up-to-date) compulsory and compulsory elective subjects of the curriculum in force at the University in the semester in question.
 - c) As regards compulsory and compulsory elective subjects in the student’s home programme, the student shall also obtain the prior written approval of the relevant subject leader(s), subject leader and study programme leader in the case of special programmes, (mandatory annex) and send it to the SS as indicated in the call for applications. The syllabus issued by the receiving university shall be enclosed to facilitate the conclusion of the contract. In the absence of the mandatory annex, compulsory and compulsory elective subjects taken in the context of training with the

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 9	Version number: 00. File number: JISZ-SZ/23/2023.
Regulation on Study Abroad		

purpose of acquiring specialised knowledge may only be taken as free elective subjects.


- d) For one semester of study abroad, the student shall take a minimum of thirty (30) ECTS (24 ECTS for CEMS) and a minimum of five (5) subjects, i.e. this is the number of credits required for the student, based on the number of credits of the receiving institution. The number of credits to be earned and the number of subjects to be completed for a study abroad period that is shorter or longer than one semester is proportionally less or more, twenty (20) ECTS for trimester¹ programmes. In cases where the receiving institution does not apply ECTS, the study contract shall include at least fifteen (15) credits applicable at the University. Students doing research work (e.g. doctoral students) during their studies abroad shall indicate the research work in their study contracts. Deviation from the foregoing is only possible if the rules of the receiving institution do not allow this requirement to be met and the student attaches supporting evidence to the study contract. In this regard, evidence may include, in particular, an email from a responsible staff member at the receiving university or a page or regulation providing information in this respect on the official website of the receiving university.
 - e) In the case of scholarship programmes involving financial support, the student shall have a grant contract with the University. A grant contract may be concluded with a student who is eligible for a scholarship on the basis of a resolution of the Head of International Relations and who has already concluded a study contract signed at least by the student and the University.
- (6) It is the responsibility of the student (e.g. doctoral student) doing research work during his/her study abroad to find a lecturer (supervisor or consultant) at the receiving institution to supervise and/or assist him/her in his/her work, who will be able to provide the certificate specified in subsection (7). On the basis of the evidence of the work, the corresponding credit value is calculated in accordance with the ECTS credit calculation rules, within the framework set by the doctoral school.
 - (7) For Erasmus+ programmes, the final study contract (Before the mobility), signed by all three parties, must be sent to the SS before the student departs.
 - (8) If the student has any problems with the implementation of the study contract, he/she should immediately report them to the SS. If this is not done, the consequences shall be borne by the student.
 - (9) A student may be granted a preferential study schedule based on the student's participation in study abroad or a practice period abroad. The preferential study schedule is regulated by the SER.
 - (10) Students participating in study abroad shall send the study contract (Before the Mobility) signed by the foreign receiving institution to the SS as soon as possible, but not later than thirty (30) days after the confirmed date of arrival.
 - (11) If any changes have been made to the original grant contract (subject drop or subject registration), the student shall indicate this in the "Changes during the mobility" section

¹ A trimester is a period shorter than the semester applied at CUB (maximum 3.5 months).


Regulation on Study Abroad

of the grant contract, which shall be signed by both the student and the receiving institution and sent to the SS for acceptance, together with the original grant contract, at least thirty (30) days before the end of the mobility period abroad, or, in the case of trimesters, by the last day of the second subject registration period at the receiving university. A study contract during signed by all three parties and the transcript are required to match in order for the subjects to be accepted. If, during the change, the student takes a subject that he/she wishes to be recognised as a compulsory or compulsory elective subject, he/she shall also obtain the written approval of the subject leader at home of the equivalent subject and send it to the SS, otherwise the new subject(s) shall be recognised as free elective only. In all cases, the Credit Transfer Committee shall decide on the basis of a valid study contract submitted to the SS at least thirty (30) days before the end of the mobility period abroad.

- (12) All students participating in study abroad programmes shall send the “Certificate of Arrival” signed by the receiving institution abroad to the SS no later than seven (7) days after arrival.
- (13) The student shall complete at least 21 credits out of the credits to be taken up according to point d) of subsection (5) in order to be considered to have successfully completed the study abroad, otherwise the student shall be liable to repay the scholarship to the extent provided for in this Regulation.
- (14) A student who does not meet the conditions set out in point d) of subsection (5) may be excluded from the study abroad, the study abroad may not be started or the study abroad may be interrupted unless the receiving party limits the number of credits to be taken up and the student provides evidence of this. In the case of such evidence, the number of credits taken up cannot be less than 21.
- (15) A student may request the recognition of credits for subjects completed at a foreign university in accordance with the provisions of the SER.
- (16) The framework for the transfer and accumulation of credits (credit mobility) is set out in the European Credit Transfer and Accumulation System (ECTS) and the Erasmus Charter for Higher Education, as well as in the SER. The University considers the principle of transfer and accumulation to be that recognition is based on the student’s learning outcomes and the competences acquired and is initiated by the student (upon request) in accordance with the provisions of the SER and this Regulation.
- (17) The student shall also have his/her subjects and credits completed during the study abroad recognised as part of his/her academic obligations at the University and shall complete a semester of active status at the University during his/her study abroad. The University does not accept courses closed with an insufficient grade. Exam(s) taken by a student of the University in the framework of mobility abroad and accepted by a resolution of the Credit Transfer Committee shall be considered as if the student had taken them at the University. The Credit Transfer Committee decides on the crediting of subjects completed in the framework of mobility abroad. The way in which subjects are recognised is laid down in the SER.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 9	Version number: 00. File number: JISZ-SZ/23/2023.
Regulation on Study Abroad		

- (18) During their studies abroad, students shall enrol in subjects that are relevant to their studies, it is recommended that they enrol in as many subjects as possible that are relevant to their studies at home, and they shall apply for admission of all their subjects. The substitution does not necessarily have to be for the semester in question; substitution may also be allowed for subjects from a later semester according to the sample curriculum. For compulsory and compulsory elective subjects, subject equivalence is required, while no subject equivalence is required for free elective subjects.
- (19) Students shall have and/or complete the following before and after their return home:
- a) A Certificate of Departure signed by the receiving institution (for all students departing for study abroad).
 - b) Within ninety (90) days after the end of the study abroad, in the case of graduating students, at least two (2) months before the final certificate (final pre-degree certificate), the student shall submit to the SS a document certifying the courses successfully completed (or completed studies) at the receiving university, in accordance with the SER.
 - c) He/she shall submit a Credit Transfer Request via Neptun for all the subjects included in the transcript sent by the foreign partner and successfully completed by the student, provided that they are included in the valid study contract.
 - d) A student who conducts research work (e.g. a doctoral student) during his/her study abroad shall present his/her work and a certificate detailing the student's professional activity abroad issued by the supervising lecturer (supervisor or consultant) at the receiving institution to the unit coordinating the call for applications no later than 30 days after the end of the study abroad, in the case of graduating students, at least 2 months before the final certificate (final pre-degree certificate) is obtained. If possible, the certificate should include credit information. If no such information is provided, or if the receiving institution does not apply ECTS, the Doctoral School may propose the number of credits to be credited at the University on the basis of the certificate in question.
- (20) For any student of the University in an individually organised study abroad programme, the permission is granted by the study committee according to the rules set out in the SER.
- (21) The conversion of grades obtained abroad is based on Annex 4 of the SER.
- (22) The student shall report any withdrawal from the place he/she has been awarded as soon as possible, but no later than 30 November of the previous calendar year in case of a spring semester departure and 15 May in case of an autumn semester departure. If the student fails to do so, he/she will be disqualified from the next call for applications.
- (23) The CEEPUS (Central European Exchange Program for University Studies) programme is published at the same time and under the same conditions as the Erasmus+ programme.
- (24) The same subject recognition rules apply to students going abroad under the CEEPUS freemover programme as to those going abroad under Erasmus+.
- (25) With regard to this section, it should be stressed that different rules may be laid down for special programmes.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 9	Version number: 00. File number: JISZ-SZ/23/2023.
Regulation on Study Abroad		

Financial terms and conditions


8.§

- (1) The financial terms and conditions are set out in the call for applications and in the scholarship contract to be signed with the student.
- (2) As the student is an enrolled/registered student of both the sending and the receiving institution during the period of study abroad, the student shall pay all fees that the University charges to its students (e.g. programme costs) and shall receive all benefits that the University provides to enrolled/registered students.
- (3) A student who has any overdue debts to the University arising from his/her study abroad may not be admitted to the final examination.
- (4) If the student has not obtained the twenty-one (21) credits during his/her study abroad period or fails to comply with the terms of his/her grant contract, he/she will be required to repay in full or in part any scholarship and/or reimbursement of expenses received for his/her study abroad.
- (5) Students who participate in a full-semester international mobility funded by Erasmus+ but whose mobility does not last for at least 60 days shall repay the full amount of the grant. In the case of students going abroad for one trimester, if the length of their mobility is less than the length of the trimester, they shall repay the full amount of the grant.
- (6) The repayment obligation under Erasmus+ is based on the credit values of the receiving institution as follows:
 - a) if 0-9 ECTS credits are obtained, 50% of the grant amount,
 - b) if 10-14 ECTS credits are obtained, the entire grant amount for 30 days,
 - c) if 15-20 ECTS credits are obtained, the entire grant amount for 15 days,
shall be repaid by the student.
- (7) The Head of the IRA decides on the repayment obligation and includes the decision in a resolution. The resolution will be sent to the organisational unit coordinating the call for applications, which will notify the student and ensure that the amount to be refunded is posted in Neptun.
- (8) In case of a practice period, if the professional training facility provides feedback for unsatisfactory performance, the student may be liable to repay up to 30% of the total amount of the grant. The decision is taken by the Head of the International Relations, after hearing the opinion of the study programme leader. The decision shall be recorded in a resolution.

Extension of the duration of the study abroad

9.§

- (1) This section regulates the extension of the duration of the study abroad for ERASMUS+, Erasmus credit mobility and CEEPUS programmes.
- (2) If the programme allows it, the student may initiate an extension of the duration of his/her study abroad within the academic year. The extension of the duration of the study abroad

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 9	Version number: 00. File number: JISZ-SZ/23/2023.
Regulation on Study Abroad		

shall be approved by both the University and the receiving institution. Applications for extensions (for study abroad places and scholarships) shall be sent to the organisational unit publishing the call for applications by 30 November at the latest.

- (3) In the case of programmes with financial support, the extension of the duration of the study abroad does not automatically entail a proportional increase in the scholarship, but requires the student's initiative as described in the previous subsection and a supporting decision by the University and the receiving institution. After that, the study contract and the grant contract need to be amended. If this is not the case, the student cannot receive a scholarship and the study abroad can be self-financed, i.e. the student pays all the costs of the study abroad.
- (4) At the student's request, the decision to increase the duration of the individual grant shall be taken by the Head of International Relations on the basis of the availability of places and the available grant budget, taking into account the following when assessing applications received by the deadline:
 - a) the number of places available in a given semester, as defined in the partner agreement,
 - b) the original application results of the students who submitted applications; and
 - c) the amount of grant that can be awarded to the student (available budget).
- (5) The decision shall be taken by 20 December. Otherwise, subsections (14) to (16) of Section 6 shall be correspondingly applicable to the incorporation of the decision in a resolution and to its communication.

Force majeure and its special conditions


10.§

- (1) If the student files a force majeure claim and at the same time a repayment obligation arises on his/her behalf, he/she is not obliged to pay the debt until the force majeure claim has been processed.

Miscellaneous provisions

11.§

- (1) During their higher education studies, students may spend a number of months abroad on an Erasmus+ programme for study abroad and/or completion of the practice period, whether on a scholarship or self-financed basis, in accordance with the current rules of the Erasmus+ programme.
- (2) Students may apply for study abroad organised by the University more than once during their studies, subject to the terms and conditions set out in the SER and the call for applications.
- (3) The study abroad opportunity awarded in a given academic year can only be claimed during the period of the award, i.e. it cannot be carried over to the next semester or academic year.

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 9</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/23/2023.</p>
<p>Regulation on Study Abroad</p>		

- (4) Students may spend two semesters of the same academic year in two different study abroad programmes according to the terms and conditions of the respective call for applications.
- (5) Before submitting their applications, applicants should make sure that the institution they wish to apply to does not have any requirements that would prevent them from participating in study abroad at that institution (e.g. language examination requirements that exceed the application criteria).
- (6) Students participating in study abroad shall make every effort to fairly represent the University and Hungary. A student who has been the subject of a complaint by the receiving university and whose complaint is deemed justified by the Head of the IRA shall be excluded from further participating in study abroad.


Final provisions

12.§

- (1) This Regulation was adopted by the Senate at its meeting of 7 November 2023.
- (2) This Regulations have entered into force on 8 November 2023, at the same time, Regulation on Study Abroad adopted by the Senate under Resolution No. SZ-164/2015/2016. (20 June 2016) shall be repealed.
- (3) Applications launched before the entry into force of this Regulation shall be governed by the provisions in force on 7 November 2023.
- (4) This Regulation shall constitute Part 9 of the Student Requirements.

Annexes:

Annex 1: Special grants: short-term mobility for doctoral students, mobility for practice period abroad and green travel rules


 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 9</p>	<p style="text-align: right;">Version number: 00.</p> <p style="text-align: right;">File number: JISZ-SZ/23/2023.</p>
<p>Regulation on Study Abroad</p>		

1. Annex

Short-term mobility of doctoral students

1.§

- (1) Short-term opportunities for doctoral students (5-30 days mobility) organised by the University shall be published on the University website. It may be published on other additional interfaces, but the official place of publication is the University's website.
- (2) The specific grant will be awarded through a call for applications.
- (3) The organisational unit launching the call for applications is the IRA, which, after prior consultation with the CDI, determines the content of the call, the deadlines, the procedure and details of the selection process, the conditions (taking into account the framework conditions in the case of international programmes), the way the results are announced and published, the scope of applicants and the terms and conditions.
- (4) The call for applications shall include the scope of applicants, the activities for which applications may be submitted, the list of documents to be submitted, the deadline, place and method of submission of applications, and the academic, financial and other conditions of the application, as set out below:
 - a) students who have an active doctoral student status at the relevant doctoral school, both in the study (study and research) and in the degree acquisition (research and dissertation) phases, except for students participating in Stipendium Hungaricum and Hungarian Diaspora Scholarship Programmes,
 - b) eligible activities: participation in workshops, summer university, fieldwork, support for research projects,
 - c) applications can be submitted for programmes organised by partner universities and for external conferences,
 - d) applications may be submitted up to once every six months,
 - e) the scholarship period applied for and earned cannot be extended,
 - f) documents to be submitted: a description of the programme applied for, a recommendation from the supervisor, an accepted abstract, a justification in the case of a summer university application, a work plan,
 - g) if the activity applied for does not take place, the applicant will be liable to repayment,
 - h) applications are received on a first come first served basis until the budget is exhausted.
- (5) Applications are decided by the head of the relevant doctoral school and the programme director.
- (6) The application/programme is coordinated by the CDI EDI.
- (7) The green travel rules apply to these applications as well.
- (8) Doctoral students who take part in short-term Erasmus+ doctoral mobility, but whose mobility does not last at least 5 days, shall repay the full amount of the grant.

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 9</p>	<p style="text-align: right;">Version number: 00.</p> <p style="text-align: right;">File number: JISZ-SZ/23/2023.</p>
<p>Regulation on Study Abroad</p>		

Practice period abroad

2.§

- (1) Where possible, the practice period should be linked to the student's programme of study.
- (2) Prior to completing academic requirements, the practice period successfully completed shall be included in the student's diploma supplement.
- (3) Students who complete an Erasmus+ practice period (including practice periods after completing the academic requirements) but whose mobility does not last for at least 60 days shall repay the full amount of the grant.
- (4) In the case of an Erasmus+ practice period, the scholarship holder is liable for partial repayment if the receiving company's feedback in the Training Agreement indicates that the completion of the practice period is unsatisfactory.
- (5) Applications for international practice periods are open on an ongoing basis.
- (6) In case of practice periods abroad prior to completing the academic requirements, if the practice period partially or entirely coincides with the study period, active student status is mandatory during the mobility.

Green travel rules

3.§

- (1) The conditions for applying for scholarships are set out in the relevant call for applications.