

CORVINUS UNIVERSITY OF BUDAPEST
ON THE BASIS OF THE REGULATIONS FOR TERMS ABROAD
INVITES APPLICATIONS FOR

Participation in international student mobility programmes for study
purposes

and

Scholarship to support participation in international student mobility
programmes for study purposes

for the 1st and 2nd semester of the academic year 2024/2025

and

in the DD programme in Porto for the spring semester of the academic year
2023/2024

1.§ Subject 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:
 - a) CEMS,
 - b) double or multiple degree programs,
 - c) other programmes based on an interinstitutional cooperation agreement (bilateral or multilateral contract) not covered by points 1) and 2) a) and b).

Students will NOT ALWAYS be awarded financial support to participate in international student mobility programmes for study purposes. The University will first decide whether the student is eligible to participate in international student mobility programmes for study purposes (international mobility place) and, if so, for which international mobility place). It then decides separately on the financial support, i.e. whether or not to provide the student with a grant for international mobility and, if so, how much.

Financial support is provided for in § 12.

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

The general rules for participation in mobility programmes within the University are set out in the Regulations for Terms Abroad, and for doctoral students in the Doctoral (PhD) Regulations and the operating rules of the relevant doctoral schools.

In addition to the previous paragraph, the following non-university regulations and other rules apply to each programme:

- 1) In the case of ERASMUS+, the Erasmus Charter, Erasmus Programme Guide, grant agreement between Corvinus University of Budapest and Tempus Public Foundation.

- 2) programmes based on an inter-institutional cooperation agreement (bilateral or multilateral treaty) other than ERASMUS+:
- a) In the case of CEMS, the common requirements set by the CEMS Association on <https://cems.org/> and the application criteria on the Corvinus website: <https://www.uni-corvinus.hu/main-page/programs/cems/application/?lang=en> define the rules for participation more information: <https://www.uni-corvinus.hu/main-page/programs/cems/application/?lang=en>;
 - b) for double- or multiple-degree programmes, a cooperation agreement between the universities more information: [Double Degree Programs - Corvinus University of Budapest \(https://www.uni-corvinus.hu/main-page/programs/double-degree-programs/?lang=en\)](https://www.uni-corvinus.hu/main-page/programs/double-degree-programs/?lang=en);
 - c) in the case of other programmes not covered by points 1) and 2) a) and b), cooperation agreements concluded by the universities on the basis of an interinstitutional cooperation agreement (bilateral or multilateral treaty).

The rules for the awarding 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 as many students with excellent academic results who are able to perform well at CORVINUS partner universities to participate in the most suitable mobility programme, thereby broadening their horizons, deepening their professional knowledge and building international contacts with their fellow students abroad, which will also help them in their future professional life.

4.§ Minimum application requirements

Minimum requirement for participation in mobility programmes

- **an average grade point average of 3.00 or above (cumulative average of completed semesters)**
- **At least B2 complex language exam in the language of the intended studies**
- **Motivation letter in the language of your planned studies**

5.§ Application deadline and timetable for the application procedure

Applications can be submitted between 8:00 (Monday) 6 November 2023 and 16:00 (Monday) 20 November 2023.

Deadline for the evaluation of the application: 18.03.2024.

Students participating in a PhD programme can submit an official letter of acceptance (which is a prerequisite for the application) issued by an authorised staff member of the partner university (lecturer, researcher of the institution's affiliation), if not available by the above deadline, by 24:00 on 9 February 2024 at the latest.

In addition to the minimum language proficiency required by the foreign host university on the part of Corvinus (see § 4), a language examination or other proof of language proficiency required by the foreign host university may be submitted no later than 24:00 on 9 February 2024. The international language test certificate must be no more than 2 years old (see § 11.d.). No points will be awarded for the language test certificate submitted in this way.

6.§ How to apply

How to **apply**: via MOBility Manager:

<https://corvinus.mobilitymanager.hu/hallgato/>

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

In addition to the minimum language proficiency required by the foreign host university (see § 4), a document proving the existence of language proficiency or otherwise certified language proficiency, and in the case of PhD students the host university's letter of acceptance or equivalent document, can be submitted as a supplementary document via the [MyCorvinus HUB](#) in the Do It Online!, if it was not possible to upload it to the MOBility Manager during the application period. No points will be awarded for the language examination certificate submitted in this way.

7.§ The organiser of the call and the evaluator

1. The organiser of the tender:

- 1) In the ERASMUS+ programme, the International Relations and Accreditations department of is responsible for managing the application. Student Services will assist in the preparation and management of the application.
- 2) programmes based on an inter-institutional cooperation agreement (bilateral or multilateral treaty) other than ERASMUS+:
 - a) In the CEMS programme, the CEMS office is responsible for the management of the call.
 - b) For double- or multiple-degree programmes, the Student Services and International Relations and Accreditations are responsible for managing the application process;
 - c) for other programmes not covered by points 1) and 2) a) and b), Student Services is responsible for the management of the application.

2.The evaluator of the application for participation in the training abroad (place of training):

- 1) In the ERASMUS+ programme: the international leader, prepared by: the Student Services, the International Relations and Accreditations, the supervisors, the Corvinus Doctoral Schools, the Student' Union, the Students' Union for Doctoral Studies
- 2) programmes based on an inter-institutional cooperation agreement (bilateral or multilateral treaty) other than ERASMUS+:
 - a) the CEMS Manager, prepared by: the CEMS Office, a CEMS Trainer, a CEMS Corporate Partner, the CEMS Programme Manager or the CEMS Corporate Relations Manager and a student representing the CEMS Club

- b) in double- or multiple degree programmes :the programme director, prepares: Student Services, the programme directors, a teaching colleague and a representative of the Students' Union in case of an oral interview other programmes based on inter-institutional cooperation agreements (bilateral or multilateral treaties) other than those referred to in points 1) and 2) a) and b): the international leader, prepares: Student Services, International Relations and Accreditations, the supervisors

In the case of a scholarship to support participation in international student programmes, the evaluator is the international leader.

8.§ Who is eligible to apply

1. For all programmes:
 - 1.1. Corvinus University of Budapest students enrolled in a bachelor's, master's or doctoral programme , regardless of their work schedule and student status, can apply 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 starting their studies abroad, with the exception that the 21 credits do not include the compulsory internship and the professional 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 of the study abroad can participate in the mobility programmes.
 - 1.2. In the application, students may only indicate partner institutions related to their field of study (see Annex 3 for the list of partner institutions by field of study).
 - 1.3. Students who are pursuing studies in more than one field of study at the same time must indicate in their application which field of study they are applying for the mobility programme from and only their results related to the field of study they have chosen (e.g. number of semesters completed, average number of credits per semester) and partner institutions related to this field of study will be taken into account in the evaluation of the application.
2. In the case of participation in the CEMS programme, the conditions of eligibility set by the CEMS office apply.
3. In the case of participation in a double or multiple degree programme, the applicant is subject to the terms and conditions of the partnership agreements concluded by the universities and the programme directors.
4. In the case of participation in other programmes based on interinstitutional cooperation agreements (bilateral or multilateral treaties) other than those referred to in points 1 to 3, the conditions of application laid down in the partnership agreements concluded by the universities apply.

5. There are typically two application periods in each academic year, the first being the main application period (this call) and the second being the reserve application period (which is optional): in the first period (this call), you can apply for both autumn and spring semesters for the next academic year (2024/25), while in the second period (if there are places left for the spring semester), you can only apply for the remaining spring places (reserve application). Students who win an international mobility place in the main competition for the spring semester of the academic year 2024/25 and do not withdraw their place by 20 April 2024 will not be eligible to apply for the reserve competition.

9.§ Eligible activities

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

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.

10.§ Eligible places

Conditions for participation in the University's mobility programmes:

1. Studies can be carried out in a foreign higher education institution with which the University 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 a preference ranking of at least one and up to ten institutions of their choice. The preference order and the semester selected cannot be changed after the submission of the application.
4. Applicants may only indicate partner institutions related to their field of training. The list of disciplines is given in Annex 3 to this call for proposals.
5. Before submitting your application, you must check that the institution you wish to apply to does not have any requirement(s) that would prevent you 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 student to check the course offerings of the universities applied to for the period applied for and the language of instruction of the courses before submitting the application. If the course offerings for the semester of mobility are not available during the application period, it is possible to check the course offerings of previous semesters.
7. It is the student's responsibility to check the course offerings of the universities he/she is applying to in terms of the courses that can be accepted, given that courses taken at the partner institution must be accepted at Corvinus.

11.§ The mobility (support) period

This call for applications is open only for mobility in the 1st (autumn) and/or 2nd (spring) semester of the academic year 2024/2025, except for the DD programme in Porto, where

applications are open for the spring semester 2023/2024 and the autumn semester 2024/2025.

12.§ Application material to be submitted

The application must be submitted via the MOBility Manager.

There is no possibility to re-submit missing documents, except for the language examination and doctoral diploma requested by the host institution in addition to the complex B2 language examination, which can be submitted until 9 February 2024 via the [MyCorvinus HUB](#) in the Do It Online! (§ 4).

Only activities that have been completed in full by the deadline (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) can be included in the application.

Mandatory application material:

- a. online application in MOBility Manager
- b. a letter of motivation (no signature required) in the language of instruction 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, using the form in the MOBility Manager Documents section.
- d. an electronic copy of any valid language test certificate or other document certifying language proficiency. Rules on language proficiency: see Annex 1.
- e. any other document (signed by the person(s) specified in the Regulation on Student Fees and Benefits) proving the activities and results to be taken into account in the evaluation of the application, as specified in the table of Activities in Annex 1.
- f. For PhD students: official letter of acceptance (signed) or equivalent written confirmation by email.
- g. student organisation and student club activities must be verified on the O365 form provided in MOBility Manager. Retroactive (2022-23 or older) student organisation and student union activity, in addition to filling in the form, must be certified by filling in the template in the MOBility Manager Documents section (signed by the persons specified in the Regulation on Student Fees and Benefits)
- h. The template and the form are only valid together in this case.
- i. the 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, you can upload the credit certificate (transcript) document downloadable from Neptun under Information/General Forms to the MOBility Manager.

ATTENTION: all uploaded documents are accepted in pdf format only. Applications containing documents in any other format will be rejected for formal reasons.

13.§ *Financial conditions*

1. To be eligible for a scholarship to support participation in international student mobility programmes, students must apply for the scholarship in the MOBility Manager application form at, in the field provided.
2. A student who is awarded a study abroad may receive the following ERASMUS+ funded financial support, depending on the source of the grant, the country, the mobility period and other conditions (e.g. equal opportunities, green travel):
 - 2.1. ERASMUS+ scholarship support
 - 2.2. travel allowance
 - 2.3. equal opportunities support
 - 2.4. long-term sickness allowance
 - 2.5. green travel support

The International Leader will keep the winners of the call informed on the funding source, the scholarships available and the funding modalities.

Attention! The title and amount of the grant awarded are still being determined at the time of publication of this call for applications and will depend on the source.

3. Eligibility criteria for students who have been awarded a non-bilateral (**current Erasmus+**) place:

The resources currently available are allocated according to the following principles:

- 3.1. Students travelling to partners in current Erasmus+ partner countries have priority over students travelling to bilateral partners.
 - 3.2. Students participating in the CEMS programme have priority over other students, up to the amount available.
 - 3.3. CEMS students are followed by students who have been awarded a place on a Double Degree programme and DSG programmes, in order of their basic score reached on this call, subject to the amount available.
 - 3.4. The remaining amount will be awarded to students on the basis of their score in this call, up to the amount available. In case of equal scores, the student with the highest cumulative grade point average will be awarded the grant. In case of withdrawal, the next student in order of priority will be awarded the grant.
4. For visits to countries under a **bilateral** agreement (outside the EU), the University may award grants to the successful applicants, subject to the following order of priority, up to the available funding (the successful applicants will receive the maximum basic grant under the Erasmus rules, which will be awarded from the programme based on the length of mobility and the distance travelled.)
The funds available at any given time will be distributed among the students who have been awarded a place in **this call** and have applied for funding, as follows:
 - 4.1. Students travelling to the following partner universities:
 - Bentley University (USA)
 - University of Michigan- Ross Business School (USA)
 - 4.2. Students participating in the CEMS programme - in order of the students' scores in this call for applications, up to a maximum of the first 10 students applying for a bilateral place, subject to the amount available. In the case of equal scores, the average of the students' undergraduate degrees will determine the order.

- 4.3. Participants in the DD programme - taking into account the students' cumulative average academic results (minimum 4,00) up to the amount available.
 - 4.4. Support awarded on an individual consideration basis.
 - 4.5. Great Britain - students who apply in this call and who have a cumulative grade point average of at least 4.50 will be supported, up to the amount available.
 - 4.6. The remaining amount will be awarded to students on the basis of their score in **this call**, up to the amount available. In the event of equal scores, the student with the highest cumulative grade point average will be awarded the grant.
 - 4.7. In the event of withdrawal, the next student with a place in this competition will be awarded the grant.
5. For universities not participating in the ERASMUS+ programme, information on available forms of funding other than those detailed in § 6 will be provided on an ongoing basis by the International Leader.
 6. In addition to the above, students who have been awarded a scholarship for an international study place and participation in a study abroad programme may apply for a Scholarship for Partial Studies Abroad in the semester of the study abroad programme in accordance with § 5 of the Student Requirements (Part 4, the Regulation on Student Fees and Benefits). For more information, see [Scholarships - Corvinus University of Budapest \(uni-corvinus.hu\)](https://uni-corvinus.hu/scholarships)

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

14.§ Decision-making and announcement of results

1. Applications will be rejected without a merit check from applicants who:
 - a)** have not submitted their application on time and in full via the MOBility Manager interface (ATTENTION! Applications can be submitted by clicking on the SUBMIT APPLICATION button) (for details see § 4-5, § 7 and § 11) and/or
 - b)** do not meet the minimum requirements for admission (see Annex 1: academic average, language criteria);
 - c)** you have submitted a non-compliant application: this should be understood as:
 - i.: If the cover letter is not written in the template for the relevant application period
 - ii: If the cover letter is not written in the language of the intended study abroad.
 - iii: If you do not upload a complete document proving your language skills (min. B2 in the language of study abroad).
 - iv.: In case of incomplete uploaded document (Only a complete certificate containing all pages of the supporting document will be accepted.)
 - v.: If the mandatory documents are not in pdf format
 - 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. Proposals not rejected under point 1(a) to (d) without a substantive examination will be examined on the merits in accordance with point 3.
3. **Applications that are submitted and not rejected without substantive examination** will be evaluated by the Student Services (hereinafter referred to as

- "HSZ") Mobility Group, and in the case of PhD students by the Corvinus Doctoral Schools, according to the evaluation rules described in Annexes 1 and 2.
4. After the evaluation of the application, the sub-scores will be published on the website by the HSZ, with the Neptun code of the applicants. This will be notified to the applicants 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, via the Intézd Online! interface.
 6. The HSZ will decide on the comments within 10 working days of receipt and will publish them on the Intézd Online!. There is no independent right of appeal against the decision of the HSZ in the complaints, i.e. can only be challenged in an appeal against the (substantive) decision communicating the final result of the application.
 7. To determine the applicant's overall score, the HSZ Mobility Team will score the applicant's cumulative average academic results on based on Neptun data.
 8. Based on the above (the sub-score and score from the cumulative 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 NKA leader will include the decision in an official decision by 18.03.2024. Decisions must be sent to students via Neptun. This is done by the HSZ.
 11. The applicant must accept the higher education institution awarded on the basis of its score and preference list.
 12. The NKA leader decides who will receive financial support from the applicants who are awarded a scholarship to participate in a part-time training course abroad.
 13. The NKA leader will include the decision in an official decision by 31.03.2024. The decisions will be sent to the students via Neptun. This is done by the HSZ.

15.§ Allocation of remaining places

NKA may advertise the remaining places during the application process to those who have met both the formal and professional requirements of the application, but do not have a place left at the institutions on their preference list. Candidates who do not choose one of the places offered by the deadline will not be able to participate in the mobility programme announced for that semester and will be able to reapply during the secondary round of application.

16.§ Remedies

Applicants have the right to appeal against the decision of the head of the NKA (including the rejection of the complaints) within 15 days of the notification or, if they have not been notified, then of becoming aware of the decision, pursuant to Articles 57-58 of Act CCIV of 2011 on National Higher Education. The appeal must be submitted to the Student Appeals Committee and submitted in Neptun.

The Student Appeals Committee will decide on the appeal in accordance with the procedure set out in the HJR.

The time limit is thirty (30) days, excluding the periods provided for in paragraph 15(3) of the HJR, in particular the period during which the administration of the case is suspended at university level (i.e. the period of university closure).

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

- a)** It is possible to extend the mobility period **within one academic year** to participate in several consecutive mobility programmes at the same higher education institution or at different institutions, subject to ERASMUS+ rules and the Regulations for Terms Abroad, for those who still need to complete at least 21 credits in the extended mobility period to obtain the diploma. The following cannot be counted towards the minimum of 21 credits: compulsory internships, professional seminars, or courses taken at a reduced tuition rate during the semester of the study abroad.

For extensions or additional semester(s) at another university, the rules for the first semester abroad apply. An extension must be requested before the start of the extension period, but no later than 30 November 2024, by submitting a downloadable "extension request form" on the university website.

- b)** Candidates can apply for both the autumn **and** spring semesters of the 2024/2025 academic year, regardless of whether they wish to spend the two semesters at the same or a different higher education institution. In this case, your application will be evaluated first for the semester that appears at the top of your preference list. Applications for the other semester will be considered on a first-come, first-served basis, subject to the availability of places, after the applications of students applying exclusively for that semester have been assessed.

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) Cumulative grade point average for closed semesters

1a) **Cumulative grade point average for completed semesters: max 30 points**
The table below applies to undergraduate students admitted BEFORE September 2023 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) **Cumulative grade point average for completed semesters: max.35 points**
The table below refers to undergraduate students admitted in September 2023.

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 a mobility programme is a **grade point average of 3.00** or above (**cumulative average of semesters completed**), which is determined as follows :

For students who are planning to study abroad at their current level (bachelor, master or master's degree), the cumulative 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 credit-weighted grade point average for the 2023/24/1 semester counts.

The calculation will be based on the cumulative grade point average as defined by the Examination and Studies Regulation (TVSZ), with all semesters being assessed being weighted equally.

If the applicant is studying more than one course in parallel, he/she must specify in his/her application which course he/she intends to study and only the data related to that course will be taken into account when determining the score related to the study result and in all other questions.

2) **Language skills:** max 20 points

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 student's language exams.

Minimum language requirement: **at least B2 in the language of the intended studies**

LANGUAGE SKILLS TO BE CONSIDERED :

In the language of the training course applied for or in the official language of the country of destination or in another language (other than the language of the training course applied for, other than the official language of the country of destination and other than the mother tongue):

Intermediate language skills

Advanced languages skills

Mother tongue

Intermediate language skills:

In the language of the planned study abroad (point 2a) complex type B2 level (intermediate) state-recognised language examination or equivalent language proficiency in accordance with the relevant Government Decree (137/2008 (16.V.)).

You can provide proof of: **a language test certificate or a school-leaving certificate or a diploma certifying higher education.**

Language tests not accepted: Duolingo, TOEFL iBT Special Home Edition.

Ineligible certificate: certificate of studies in a foreign language.

Advanced level of language skills:

In the language of the planned study abroad (point 2a) complex type C1, C2 level (**advanced level**) state-recognised language examination or equivalent language proficiency according to the relevant Government Decree (137/2008 (16.V.)).

You can provide proof of **a language test certificate or a diploma certifying higher education.**

Ineligible certificate: certificate of studies in a foreign language.

Attention! Language exams that are only ACCEPTABLE for EXTRA POINTS are Duolingo, TOEFL iBT Special Home Edition.

That is, in the case of a Duolingo or TOEFL iBT Special Home Edition Advanced Level exam, **intermediate knowledge of the language of study must be**

demonstrated by another language test certificate or a school-leaving certificate or diploma.

For the categories Other language relevant to the training (official language of the country of destination) (2.b)) and Language knowledge other than the language relevant to the training and other than mother tongue (2.c)), language knowledge may be certified by any language examination certificate, or by a school leaving certificate or a higher education diploma.

IELTS, TOEFL and TOEIC etc. exams taken at Corvinus more than 2 years ago are also acceptable, and will be awarded points in the categories indicated.

In any case, only language certificates issued no more than 2 years previously may be accepted for this application, even if the host institution accepts a language certificate that is more than 2 years old. Applicants must hold a valid language certificate at the time of placement, at the time of departure and, in several cases, throughout the mobility period, as required by the host university. Accordingly, proof of language proficiency must be provided in the application, i.e. a language certificate within 2 years.

In their application, applicants must declare their mother tongue, in the appropriate section of the MOB.

2a) language of study: maximum 13 points

Advanced professional C - 13 points

Upper General C - 12 points

Intermediate professional C - 11 points

Higher professional A or B - 10 points

Higher General A or B - 9 points

The minimum requirement for participation in a mobility programme is to have a Common European Framework of Reference for Languages (CEFR) language examination of at least complex level B2 or equivalent (complex intermediate level B2) in the language of the selected courses at the international institution. This is considered by the host institutions as a prerequisite for nomination and therefore points can only be awarded for language proficiency above this level.

If the applicant's mother tongue is the same as the language of study and this has been indicated in the MOBility Manager interface, he/she 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

Upper General C - 7 points

Intermediate professional C - 6 points

Higher professional A or B - 5 points

Intermediate General C - 4 points

Higher General A or B - 3 points

2c) knowledge of a language other than the language relevant to the course and knowledge of a language other than your mother tongue: maximum 4 points

Advanced professional C - 4 points

Upper General C - 3 points

Intermediate professional C - 2 points

Intermediate General C - 1 point

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

3) Other professional activities

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.

3a) Other professional activity: max 33 points

The table below applies to all undergraduate and postgraduate students admitted BEFORE September 2023!

	Activity	Max score
1	<p>Studies in a foreign language (bachelor's and master's degree courses in progress or completed within CORVINUS or in another higher education institution) or part-time studies 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 can be counted)</p> <p>Professional course in a foreign language - 1 point per completed semester (max. two courses can be counted - not linguistic, grammar or translation)</p> <p>Supporting document: Neptun index extract (transcript/ credit certificate)</p>	9
2	<p>TDK activity (max. two different papers can be counted):</p> <p>OTDK 1st-3rd place: 7 points</p> <p>TDK 1-3 place: 5 points</p> <p>OTDK participation: 3 points</p> <p>TDK participation: 2 points</p> <p>(The highest score obtained from TDK and OTDK activities in one title will be taken into account.)</p> <p>Other study competitions, case study competitions:</p> <p>foreign, foreign language 1st-3rd place: 5 points</p> <p>home 1-3 place: 4 points</p> <p>foreign participation: 3 points</p> <p>domestic participation: 2 points</p> <p>Supporting document: certificate of participation, diploma</p>	14
3	<p>Activity supporting demonstrator teaching; participation in demonstrator departmental work : as certified by the institute or department concerned, including the number of points offered from 0 to 5 (max. two courses can be considered)</p> <p>Supporting document: a certificate from the institute or department, with the points offered, according to the template provided</p>	10

4.	<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 Students' Union:</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 12 § Application file to be submitted</p>	15
5.	<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 Supporting document: certificate issued by the ESN or, in the case of English-language training, by the HSZ</p> <p>-Participation in the organisation of CEMS Club events: 3 points per semester (max. two times can be counted) Supporting document: CEMS Club certificate</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 § 12 Application material to be submitted</p>	6

3c) **Other professional activities:** max 28 points

The table below applies to undergraduate students admitted in September 2023.

	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 can be considered - not language, grammar or translation)</p> <p>Supporting document: Neptun 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 12 Application material to be submitted</p>	13
3	<p>Participation in programmes to help foreign students' integration:</p> <ul style="list-style-type: none"> - Tandem programme: based on the 10-point rating scale used: 10-8 points: 3 points 7-5 points: 2 points <p>Supporting document: certificate issued by the ESN or, in the case of English-language training, by the HSZ</p>	8

	<p>-Participation in the organisation of CEMS Club events: 3 points per semester (max. two times can be counted) Supporting document: CEMS Club certificate</p> <p>-Students' Union International Area: (minimum of six months in a given position) area manager, coordinator: 3 points members: 2 points Supporting document: credentials To be submitted with the application: see 12 § Application file to be submitted</p>	
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The classification of student organisations should take into account the following (applicants must indicate when the activity is active or retrospective):

- If the student is actively involved in a student organisation in the same semester as his/her application, the category of the student organisation awarded in the July 2023 accreditation will be taken into account. So the category that is currently in effect will count, not the retroactive one.
- If the organisation does not currently exist/is not accredited, the most recent category awarded will be taken into account, provided the student was already an active member at the time.
- If the student refers to a previous activity (but not older than 5 years), the accreditation category to which the student organisation belonged at the end of the student's active activity will be taken into account, provided that the student can provide a retrospective activity certificate.

If the student is pursuing a Master's degree, the undergraduate activity is also worth points. If the student has not been a member of a student organisation or a student council accredited by Corvinus University of Budapest, he/she can receive points for his/her past, verified activities under category B2.

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

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

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 (where appropriate, the letter of motivation may be multilingual in the section on universities if the student is applying to institutions in different languages);
- In the letter of motivation, the applicant 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 subjects chosen, indicate the subjects already taken and those still to be taken and refer to their availability at the foreign institution (the range of subjects offered by the target university)).
- If you intend to take courses in more than one language at the same institution, you should prepare your application in the language that will dominate your studies;
- The cover 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. s. Annex: Scores for the evaluation of applications for mobility programmes with study purpose in the case of doctoral students

Research plan	maximum 40 points	
Work plan	maximum 20 points	
Publication output up to 20 points		
Successful complex exam	maximum 10 points	
Credits to be completed on a pro rata basis	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

Annex 3: Majors and fields of study

English language courses

Undergraduate (English)	Study field in MOBility Manager
Applied Economics	Economics
Business and Management	Business and Administration
Communication and Media Science	Communication Science Social Sciences
Data Science and Business	Business and Administration Computer Science
International Relations	International Relations Social Sciences
Sociology	Sociology Social Sciences
Philosophy, Politics, Economics (PPE)	Economics Social Sciences
International Business	Business and Administration

Graduate (English)	Study field in MOBility Manager
Advanced supply chain management	Business and Administration
Business Informatics	Business and Administration Computer Science
Communication and Media Science	Communication Science Social Sciences
Economic Analysis	Economics
Economic Behavior Analysis	Business and Administration
Finance	Business and Administration Economics
Health Policy, Planning and Financing	Social sciences Economics
International Economy and Business	Business and Administration Economics
International Relations	International relations
Management and leadership	Business and Administration
Marketing	Business and Administration
Marketing Strategy and Innovation	Business and Administration
Political economy	Political science Economics Social Sciences
Public governance	Social sciences
Public Policy and Management	Economics Social Sciences
Regional and Environmental Economic Studies	Business and Administration Economics
Sociology	Sociology Social Sciences

MBA programs	Study field in MOBility Manager
Corvinus-MSM-SEED Executive MBA	Business and Administration
Masters of Business Administration (Full-time)	Business and Administration
Doctoral Programmes	Study field in MOBility Manager
Business Informatics Doctoral Program	Business and Administration Computer Science, Social Sciences, Engineering, Social Sciences
Communication Science Doctoral Program	Communication Social Sciences
Doctoral School of Business and Management Program	Business and Administration
Economics Doctoral Program	Economics, Social Sciences
Geopolitics and Sustainable Development Doctoral Program	Business and Administration Economics Social Sciences, Political Sciences
International and Security Studies Doctoral Program	Political Science, Social Science
Political Science Doctoral Program	Political Science, Social Sciences
Sociology Doctoral Program	Sociology Social Sciences
World Economics Doctoral Program	Business and Administration Economics, Social Sciences

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