

## **Participation in international student mobility programmes for educational purposes – for 2021/2022 academic year**

These regulations serve to define conditions of participation in mobility programmes abroad offered by Corvinus University of Budapest. Rules apply to all mobility programmes coordinated by the University (towards Erasmus+ universities and universities which do not take part in the Erasmus+ programme). It aims to involve the best performing students who were able to manage at partner universities in mobility programmes best suited for them, and as a result, have their expertise and knowledge broadened.

For general rules of participation in mobility programmes, see the Regulations of University partial trainings

**Application period: 9th November 2020 (Monday) 9:00 am – 27th November 2020 (Friday) 12:00 (noon)**

Submission of applications: through the Neptun (Administration – Requests).

### **1. Eligible for application:**

Beyond complying with the general university rules of application,

1. Full time students of the Corvinus University of Budapest may take part in the mobility programme abroad (exception: Stipendium Hungaricum students, as they are not eligible due to their SH scholarship requirements);
2. Students may only participate in mobility programmes if they have a minimum of 21 uncompleted credits at the time the mobility programme starts (not counting compulsory internship and degree thesis seminar credits);  
Students may apply for all available places offered, keeping their own study fields and acceptable courses in mind. We recommend to carefully and thoroughly check the offering of the partner university.
3. Students who do more majors simultaneously are required to indicate the major from which they applied for the mobility programme. When the applications are evaluated, only the results of this major will be considered (e.g. number of completed semesters, average of grades, etc.)

### **2. Activities to apply for:**

In the course of a mobility programme for educational purposes, only the following activities may be accepted:

1. Full-time studies at a BA/BSc, MA/MSc, or doctoral training of higher education which result in graduation: e.g. taking part in compulsory and optional courses (the mobility programmes are not available if the applicant needs it exclusively for finishing their degree thesis);
2. Writing a dissertation (PhD programme participants).

### **3. Places to apply for:**

Beyond those determined by the general university rules of application:

1. Studies may only be pursued at foreign institutions of higher education which have a valid agreement with the Corvinus University of Budapest;

2. In the application, applicants need to make an order of preference of minimum three, from maximum ten institutions they chose; this order of preference is not to be modified beyond the application deadline;
3. Before submitting the application, the applicant needs to make sure whether the institution they intend to apply to imposes requirements which may hinder their studies abroad (e.g. language examination requirement which exceed the minimum requirements, etc.);
4. It is the student's responsibility to check the list of available courses and language of the courses during the mobility period before submitting the application.

#### **4. Financial criteria**

\* The general university rules of application are valid, there are no further requirements. Applicants should be aware that Erasmus+ or Campus Mundi scholarship may only cover part of their expenses during the mobility; the rest should be covered by the student him/herself.

#### **5. Decision and results**

1. The following students may take part in faculty mobility programmes:
  - a. who, by the deadline, submitted applications which met formal and content-related requirements
  - b. who meet the minimal requirements imposed on applicants (see Annex 1: grade average, language criteria);
  - c. whose preference list include universities with vacancies which they might get based on their score;
2. Usually there are two application periods in each academic year: in the first one (November) students may apply for the next academic year Autumn/Spring terms; in the second one for the remaining Spring spots.
3. Applicants submit their application materials through the Neptun system.  
IMPORTANT change: Only language certificates registered in Neptun would be taken into consideration, certificates not registered in Neptun could not be considered.
4. The application deadline (27th November 2020, 12:00 (noon)) must be kept. The Student Mobility, Student Services will assess the applications by a score chart;
5. The Student Mobility, Student Services collects grade averages of the applicants;
6. The final decision on the applications will be made by the head of International Relations and Accreditations.
7. Based on the rules discussed above, and the criteria discussed in Annex 1., the Student Mobility, Student Services adds up the applicants' scores and makes them public on their home page.
8. After the results have been disclosed, applicants may file appeals against their scores, with detailed reasoning, to the Student Mobility, Student Services in a set period. Pursuant to Articles 57-58 of Act CCIV of 2011 on National Higher Education, the student may lodge an appeal against the decision within 15 days of its notification or his/her becoming aware of it. The application for remedy shall be submitted in writing to the International Relations and Accreditations, addressed to the Student Review Committee (1093 Budapest, Fővám tér 8.).
9. After judging appeals, the Student Mobility, Student Services prepares the subject area ranking of applicants, based on which placements are arranged; the preference list of applicants is also taken into consideration by the International Relations and Accreditations.
10. After the application has been submitted, the preference list must not be altered. Applicants need to accept the institution of higher education they get based on their scores, otherwise they may not participate in this application round, they may apply from the next period on.

11. The Student Mobility, Student Services will advertise remaining places for those who (although they did comply with minimum requirements) did not get a place simply because there was no capacity at the institutions they included in their preference list. Applicants who fail to choose from the places offered by the set deadline will be excluded from the mobility programme of that particular academic semester;

### **6. *The mobility (allowance) period***

During this application period students may apply only for mobility in Fall and/or Spring 2021/2022 ay.

### **7. *Extension of the mobility period, multiple participation in mobility programmes***

The extension of the mobility period (in the duration of the same academic year) at the particular institution of higher education and partaking in several mobility programmes at different institutions one after another is possible for those who excelled in their studies both in Hungary and abroad, and they still can transfer the courses to be completed into their academic studies pursued at CUB. Erasmus+ regulations need to be kept. They should have a minimum of 21 uncompleted credits at the time the extended mobility programme starts (not counting internship and degree thesis seminar credits)

The regulations of the first semester spent abroad apply to extensions and semester(s) spent at different universities. Extension needs to be applied for before starting extra time (deadline: 30<sup>th</sup> November), with regard to requirements and process set in the Erasmus Guide.

Even in cases discussed above it needs to be taken into consideration that at least two thirds of the credits necessary for a degree must be acquired at the Corvinus University of Budapest.

### **8. *Application material to be submitted:***

All application materials need to be submitted via Neptun by the deadline, there are no supplementary deadlines for submitting missing documents. The only exception is the language examination document required by the foreign university. This can be sent to the Student Mobility, Student Services up until the last day of the appeals the latest. No points are given for language examination certificates submitted in this way.

Only those activities may be listed in the application which have been fully completed (no subjects in progress will be accepted for example).

The application material must include all activities and certificates which the applicant intends to get accepted.

Application materials to be submitted:

- application sheet
- letters of motivation, one for each of the top three places on the student's preference list (written in the language of studies abroad)
- language examination certificates fulfilling language certificate requirements of the foreign university e.g. IELTS, TOEFL. (Please remember that IELTS and TOEFL are valid for 2 years after the test date!)
- certificate of any other, professional activity to be assessed

**Annex 1. Assessment rules of submitted applications for international student mobility programmes for educational purposes offered by the Corvinus University of Budapest**

Applications submitted for mobility programmes are assessed on a scale of 1-100, as follows:

1. **1/a Scholarship Grade Point Average (GPA):** maximum 30 points

**2. The following table applies to the Bachelor students in upper classes and to Master and PhD students!**

GPA		GPA		GPA		GPA		GPA	
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		

3.

4. **1/b Scholarship Grade Point Average (GPA):** maximum 35 points

**The following table applies to the Bachelor students in their first academic year!**

5.

GPA		GPA		GPA		GPA		GPA	
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		

6.

Participation in Corvinus University of Budapest mobility programmes requires the applicant to reach an academic scholarship average of minimum 3.0, which needs to be calculated in the way discussed below. Those students who intend to continue their studies abroad at their current level (Bachelor or Master):

The scholarship grade average of the incomplete semester in which the application period takes place (for students in their first semester, this is the only one that counts).

Calculation rules are the same as that of the "cumulative average" in SER. It applies to all semesters. All semesters are weighted equally.

For those students who commenced their MSc studies in the Spring semester but file their applications in the Autumn application period:

The average of the BSc degree is to be considered.

If the applicant does several majors simultaneously, they need to indicate in their application which of their majors would relate most to their planned foreign training. Averages will be calculated accordingly.

**2. Language skills:** maximum 20 points

In the application, the applicant needs to make a statement of their mother tongue.

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

Advanced level, spec. purpose C: 13 points

Advanced level, general C: 12 points

Intermediate level, spec. purpose C: 11 points

Advanced level, spec. purposes „A" or "B" type: 10 points

Advanced level, general „A" or "B" type: 9 points

A minimum requirement of participation in mobility programmes is that the applicant should have a Common European Framework of Reference for Languages language examination of B2 level, or something which is of equal value (general intermediate level complex) of the language of studies. This is a prerequisite of nomination at host institutions. Points are only given for language skills higher than that.

If the applicant's mother tongue and the language of studies are the same, and they certify this fact (by submitting a certificate of previous studies (min. 2 years in high school or min. 1 year at a university studying in the same language) for instance), they will be given maximum score in the "language of studies" category.

**b) Other language in connection the course (language of destination country):** maximum 8 points

Advanced level, spec. purpose C: 8 points

Advanced level, general C: 7 points

Intermediate level, spec. purpose C: 6 points

Advanced level, spec. purposes „A" or "B" type : 5 points

Intermediate level, general C: 4 points

Advanced level, general „A" or "B" type: 3 points

**c) For language skills beyond the study and mother tongue:** maximum 4 points

Advanced level, spec. purpose C: 4 points

Advanced level, general C: 3 points

Intermediate level, spec. purpose C: 2 points

Intermediate level, general C: 1 points

(More languages are acceptable, but only one language examination (the higher level) can be accepted for each language.)

### 3./a Further professional activities: maximum 33 points

For the assessment of further professional activities, see the chart below. Activities related to BSc training is to be considered for BSc students, activities related to BSc training and MSc training is to be considered for MSc students. Activities need to be certified with documents (even if the applicant conducted those at different institutions of higher education). If the applicant fails to present them, no points will be given.

**The following table applies to the Bachelor students in upper classes and to Master and PhD students!**

	<b>Activity</b>	<b>Maximum score</b>
1	Studies conducted in a foreign language (CUB BSc/MSc or other higher institution trainings, completed or in progress), or study abroad semester - 3 points for each complete semester (those who were scored in this category cannot be given points for courses completed in a foreign language). Maximum three semesters can be accepted. Specialisation course completed in a foreign language - for one completed semester: 1 point (Maximum two courses can be accepted - except for language and translation courses)	9
2	Students' Scientific Circle activity (maximum two papers can be accepted) National Conference of Student's Scientific Circles 1st-3rd places: 7 points Student's Scientific Circles 1st-3rd places: 5 points National Conference of Student's Scientific Circles participation: 3 points Students' Scientific Circle participation: 2 point Out of the Students' Scientific Circle and National Conference of Student's Scientific Circles activities, the ones with the highest scores will be accepted. Further school competitions, case study competitions: Abroad 1st-3rd places: 4 points In Hungary 1st-3rd places: 3 points Participation abroad: 2 points Participation in Hungary: 1 point	14
3	Work as a teaching assistant: 5 points/course (maximum two courses can be accepted) Teaching or professional activity at Colleges for Advanced Studies or other fora related to the University (except for working as a teaching assistant): 3 points (maximum two courses can be accepted)	10

4	<p>Work at Colleges for Advanced Studies and further university organisations, based on the "Student organisation regulations" of the Student Council (work at max. two organisations can be accepted):</p> <p><b>Students' Union:</b></p> <ul style="list-style-type: none"> <li>- High level leadership in the Students' Union: 10 points</li> <li>- Intermediate level leadership in the Students Union: 8 points</li> <li>- Member in the Students' Union: 5 points</li> </ul> <p><b>"A" categorie:</b></p> <ul style="list-style-type: none"> <li>- Head of student organization: 9 points</li> <li>- Intermediate level leadership of student organization: 7 points</li> <li>- Member of a student organization: 4 points</li> </ul> <p><b>"S1-K1" categorie:</b></p> <ul style="list-style-type: none"> <li>- Head of student organization: 7 points</li> <li>- Intermediate level leadership of student organization: 4 points</li> <li>- Member of a student organization: 2 points</li> </ul> <p><b>"S2-K2" categorie:</b></p> <ul style="list-style-type: none"> <li>- Head of student organization: 5 points</li> <li>- Intermediate level leadership of student organization: 3 points</li> <li>- Member of a student organization : 1 point</li> </ul>	15
5	<p>Participation in programmes which help foreign students to get by:  Tandem programme: On a 10 point assessment scale used by the International Office:  10-8 points: 3 points  7-5 points: 2 points  Participation in CEMS Club event organisations: 3 points per semester (max. two occasions can be accepted)</p>	6

**3./b Further professional activities:** maximum 28 points

For the assessment of further professional activities, see the chart below. Activities related to BSc training is to be considered for BSc students, activities related to BSc training and MSc training is to be considered for MSc students. Activities need to be certified with documents (even if the applicant conducted those at different institutions of higher education). If the applicant fails to present them, no points will be given.

The following table applies to the Bachelor students in their first academic year!

	Activity	Maximum score
1	<p>Studies conducted in a foreign language (CUB BSc/MSc or other higher institution trainings, completed or in progress), or study abroad semester - 3 points for each complete semester (those who were scored in this category cannot be given points for courses completed in a foreign language). Maximum three semesters can be accepted.</p> <p>Specialisation course completed in a foreign language - for one completed semester: 1 point (Maximum two courses can be accepted - except for language and translation courses)</p>	9
2	<p>Work at Colleges for Advanced Studies and further university organisations, based on the "Student organisation regulations" of the Student Council (work at max. two organisations can be accepted):</p> <p><b>Students' Union:</b></p> <ul style="list-style-type: none"> <li>- High level leadership in the Students' Union: 10 points</li> <li>- Intermediate level leadership in the Students Union: 8 points</li> <li>- Member in the Students' Union: 5 points</li> </ul> <p><b>"A" categorie:</b></p> <ul style="list-style-type: none"> <li>- Head of student organization: 9 points</li> <li>- Intermediate level leadership of student organization: 7 points</li> <li>- Member of a student organization: 4 points</li> </ul> <p><b>"S1-K1" categorie:</b></p> <ul style="list-style-type: none"> <li>- Head of student organization: 7 points</li> <li>- Intermediate level leadership of student organization: 4 points</li> <li>- Member of a student organization: 2 points</li> </ul> <p><b>"S2-K2" categorie:</b></p> <ul style="list-style-type: none"> <li>- Head of student organization: 5 points</li> <li>- Intermediate level leadership of student organization: 3 points</li> <li>- Member of a student organization : 1 point</li> </ul>	13
3	<p>Participation in programmes which help foreign students to get by:</p> <p>Tandem programme: On a 10-points assessment scale used by the International Office:            10-8 points: 3 points            7-5 points: 2 points</p> <p>Participation in CEMS Club event organisations: 3 points per semester (max. two occasions can be accepted)</p>	8



In connection with the classification of the student organizations, the following things must be considered (the period of the activity needs to be given by the candidate):

- The accreditation of spring 2020 must be considered, so the current category counts, not the retroactive.
- If the organization currently does not exist/is not accredited, the latest category is considered.
- If the candidate refers to a previous (but not earlier than 5 years) activity, then the category where the given student organization belonged at the end of the candidate's active activity must be considered.
- If the candidate ended his/her activity in the student organization before the new accreditation system (fall of 2019), then the category reached in the first accreditation of the fall of 2019 is considered.

If the candidate attends to MA/MSc, he/she can get point for his/her activity in the BA/BSc programs as well. If the candidate was the member of a student organization or Students' Union not accredited in the Corvinus University of Budapest, then the candidate can get points by the S2-K2 categories to his/her past activities.

The work, roles and status of the applicant - with regards to organization rules - is considered by the leader of the organization. The organization leader needs to explain the score given, attached to the duly signed and sealed certificate of the organization (since when the participant has been a member of the organization, what is their position, what tasks do they manage). If the certificate was issued for activities conducted at CUB, the document needs to be countersigned by the CUB Student Council. Activities conducted at other institutions of higher education need to also be certified appropriately. Only one category can be accepted into each organization.

Religious and political activities cannot be accepted. Compulsory activities necessary for graduation cannot be considered as "further professional activities" (e.g. compulsory internship). Activities for considerable financial remuneration cannot be considered. Only officially certified activities can be evaluated (official paper, signed, sealed).

### 3. **Letter of motivation in the language of studies:** maximum 17 points

Three letters of motivation have to be attached to the application, one for each of the three first places on the student's preference list.

The main aspects of preparing a letter of motivation include:

It needs to be written in the language of studies of the particular host university;

If the applicant intends to take up courses in further languages, the letter of motivation needs to be written in the dominant language;

The letter of motivation needs to contain why the particular institution may be relevant to the studies and professional career of the student;

The letter of motivation needs to present the objectives set by the student for the mobility programme (e.g. increasing professional competences, broadening insights, etc.)

Course registration plans need to be attached to the letters of motivation in a way to match the requirements of the host institution to those of CUB (Course titles need to be listed, completed courses and courses to be completed need to be presented with reference whether these courses would be available at the foreign institution - i.e. are they included in their course spectrum).

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