



# Study Guide

**Academic year 2024/2025**

Budapest, 17/07/2024.

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## 1. Basic information on the University

The official name of the University is Corvinus University of Budapest

Abbreviated name of the University: CORVINUS

English name of the University: Corvinus University of Budapest

The University is located at 8 Fővám tér, 1093 Budapest.

University premises: 8000 Székesfehérvár, Budai út 43.

The University's off-campus training locations:

Slovakia, 945 01 Komárno, Dunájske nábrežie 12.

University institutional identification number: FI43814

Official website of the University: [www.uni-corvinus.hu](http://www.uni-corvinus.hu)

The University is maintained by:

Name of the maintainer: Maecenas Universitatis Corvini Foundation

Registered office of the maintainer: 8 Fővám tér, 1093 Budapest.

Registration number of the maintainer: 01-01-0012775

## 2. General features of the University

Corvinus University of Budapest offers high-quality, internationally recognised education at multiple levels. In addition to our undergraduate, master's and MBA programmes, we also offer a range of specialised postgraduate courses for prospective domestic and international students who wish to gain a professional grounding in economics, social sciences and information technology at one of Central Europe's leading higher education institutions.

At undergraduate level, the most popular majors in the field of economics and social sciences with a long tradition are Economics and Management and International Relations. A list of courses and more information is available [here](#).

At master's level, there is also a unique diversity of courses, with students being able to pursue their studies in popular subjects such as international relations, management and organisation, and sociology. For more information on the Master's level, click on [this link](#).

Master of Business Administration (MBA) details can be found at the following [link](#).

Corvinus University of Budapest offers a number of specialised further education courses for those already working in the field or thinking of a career change. At the end of the course, students will receive a specialised diploma. Detailed information on the specialised training courses is available at the following [link](#).

Admission to the Corvinus University of Budapest is on a self-financing basis, but you can also apply for a Corvinus Scholarship as part of the admission procedure. Eligibility for the scholarship is reviewed annually by the University.

For more information on the Corvinus Scholarship, please follow this [link](#).

For information on our doctoral programmes, please follow this [link](#). Doctoral courses can be funded by a public scholarship or by self-financing.

### 3. Schedule for the 2024/2025 academic year

General schedule for the 2024/2025 academic year

2024/2025. academic year start and finish dates		
First day of the Fall semester 2024/2025	26/08/2024	
Last day of the Fall semester 2024/2025	02/02/2025	
First day of the Spring semester 2024/2025	10/02/2025	
Last day of the Spring semester 2024/2025	29/06/2025	

General academic year schedule		
<b>Academic year 2024/2025, Fall semester</b>		
Registration period	26/08/2024-15/09/2024	3 weeks
Teaching period	02/09/2024-15/12/2024	15 weeks
Examination period	16/12/2024-26/01/2025	4 weeks
Final examination period	20/01/2025-02/02/2025	2 weeks
<b>Academic year 2024/2025, Spring semester</b>		
Registration period	10/02/2025-23/02/2025	2 weeks
Teaching period	17/02/2025-25/05/2025	14 weeks
Examination period	26/05/2025-22/06/2025	4 weeks
Final examination period	16/06/2025-29/06/2025	2 weeks

The detailed timetable for the school year can be found [here](#).

### 4. Student Requirements

The Rules of Organisation and Operation Part III Student Requirements System

1. Part: Admission Regulations
2. Part: Procedure for the assessment of stage one requests and legal remedy requests in relation to student status
3. Part: Study and Examination Regulations
4. Part: Regulations on Student Fees and Benefits
5. Part: Regulations ensuring equal academic opportunities for students with disabilities
6. Part: Student Disciplinary and Compensation Regulations
7. Part: Accident prevention regulations for students
8. Part: Doctoral Regulations
9. Part: Regulation on Study Abroad

Information on the Student Requirements System can be found [here](#).

## **5. The procedures for the management of students' academic affairs, the activities of the institutional mobility coordinators and the coordinators for students with disabilities, information on academic counselling, career guidance, enrolment and registration**

### **5.1. Student Services.**

#### **The mission of Student Services**

To provide an experience for current, future and former students that goes far beyond expectations and the frames of academia, in order to be the best and most popular educational institution in Central Europe.

We are committed to

- a student-centered approach,
- collaboration and teamwork,
- honesty and openness to feedback,
- celebrating and recognising success,

### **5.2. Organisational structure of Student Services**

#### **Academic Affairs**

- Hungarian Language Courses
- English Language Courses
- Part Time Courses, MBA, Admission and Professional Practice
- Student Mobility

#### **Neptun and Student Finance**

- Neptun
- Student Finance

#### **Student Support**

- Career Support and Academic Support
- Psychological and Mental Health Support

#### **Operational Support**

#### **Knowledge Management and Student Onboarding**

#### **Digital Innovation**

### **5.3. Onboarding information**

All the information related to enrolment, freshers' camp and the most important things to do is summarized for students on the website available at the link below ([I became a Corvinus student](#)), and this is the channel we ask students to keep an eye on.

The Freshers' page is created specifically for students by the University and includes all the useful information a student may need to start their university years successfully. It provides information about the services offered by the University (library, sports, language courses, etc.), scholarships available to students, as well as information about the university's residence and international opportunities. There are also informative videos to help you understand the processes involved in

managing your studies, as well as notices of more informal integration events offered by student organisations. For international students, the content of the website is complemented by information on topics relevant to them, such as immigration, housing or health insurance.

#### **5.4. Administration of studies**

The University attaches great importance to student academic administration and provides students with several channels for this purpose.

In principle, all information relevant to students is available on the website and is sent to them via Neptun messages. In addition, for detailed ongoing information, the interactive student administration interface, [Intézd Online](#), launched in November 2021, will be used, which is available to all students of the University, both on desktop computers and in the MyCorvinus mobile application.

The application has a knowledge repository and online study management functionality, available in the language and with content appropriate to the student's course.

[Intézd Online](#) has been designed with the aim of making it easy for students to find all relevant information about their studies in one place, regardless of their year of study or programme.

If you still cannot find the necessary information, you can contact the relevant colleague through the "chat", i.e. start a case, which will appear in the appropriate study administrator's interface, depending on your programme of study and subject of choice. Through this interface, the student can communicate with the administrator on an ongoing basis, and exchange files.

In case you prefer in person support, or have a question, problem or document that needs to be completed in person, you can use the face-to-face administration service, which is available in the Student Space four days a week, seven hours a day during term time. For information on the opening times please refer to the current information in the [Student Services/Student Affairs section](#).

In addition, the University's staff can offer students advice on academic progress, changes of course, interruptions of studies or other matters requiring longer consultations, which can also be booked via the [Intézd Online](#) system.

The general terms and conditions of the training contract can be found on the [website via this interface](#).

## 5.5. Enrolment and registration procedure

University onboarding is a multi-activity process system designed to support the preparation and integration of students entering their first year. This period starts when prospective students receive their notification of admission and the at the end of the subject selection period. The onboarding process includes all pre-enrolment communications, various social activities to support integration, the Enrolment and Orientation event, and feedback on student experience and satisfaction.

## 5.6. Student integration, mentoring programmes

Student integration is supported by a variety of platforms, events and organisations, so that you can find and choose the one that suits you best.

Freshers' Camp is available for both undergraduate and masters students, while Fresh Camp offers camping opportunities for international students.

The University strives to offer students a useful, fun, experiential and community-building programme beyond the compulsory academic administration. Therefore, the Enrolment and Orientation event is an function where students can get information directly from representatives of the university areas (Academy, Service Areas, Student Organizations, Student Union), get immediate answers to their questions, attend a briefing with their supervisor and Student Union, and watch videos with information on studies and the Neptun system. The University organises integration sessions, board games, and formal and informal discussions. In addition, a campus tour and a learning skills workshop will support orientation in higher education and on campus.

The Get Together Party, which takes place in September, not only makes it easy to connect with classmates, but also gives students the opportunity to meet lecturers, university staff or upper-year students. Student organisations and the Student Union also offer a variety of activities. For example, Freshers' Week, Freshers' Boat and the Freshers' Ball are organised. Sightseeing tours of Budapest, Hungarian language workshops, and events showcasing Hungarian culture and gastronomy are also available for international students.

The integration of Hungarian and foreign students is mainly supported by mentoring programmes, such as the [ESN Tandem programme](#), the [HÖÖK mentoring programme](#), or the Stipendium Hungaricum mentors in the dormitories.

## 5.7. Student Support's activities to support the integration of freshmen

The Student Support team of the Student Services unit provides 60-minute training sessions for freshmen, led by psychologists, in the framework of optional onboarding events, with a focus on social bonding exercises, educational group games related to performance situations, and aquarium exercises in both English and Hungarian. Additional topics covered during the training include time management, exam preparation, stress management, learning management.

The University also strives for a very close cooperation between the Student Support staff (psychologists, mental health professionals, physiotherapists) and the organisers of the freshers' camps (ÖCSI, members of the Student Council). Therefore, our colleagues organise trainings, so called instructor trainings, for students involved in the organisation and implementation of the camps, on

community development, crisis management, contact practices. The aim of the instructor trainings is to support students in running dynamic communities that are sustainable in the long term.

In the freshers' camps, Student Support and Student Services also organise a one-day organised interactive field trip with supporting professionals and psychoeducational games, so that students can ask questions about issues that concern them (international opportunities, administration, concerns about the learning workload, etc.) in a direct and informal way.

It is of particular importance for the University to involve our psychologists in the training of the mentors of the Stipendium Hungaricum programme, to train them on volunteering and the specificities of the mentoring programme. This will help to improve the effectiveness of the relationship building with first-year international students and the cooperation between the support systems.

Another event of the University supporting the integration of freshmen is the CONNECT programme series, the Student Support initiative for international students, where the main goal is community building and the operation of an inclusive arena where they can connect and get to know each other in bi-weekly sessions facilitated along professional lines (quiz nights, film nights, guided game exercises, etc.).

In addition, an online freshman curriculum in Hungarian and English (personal and study skills) is an additional support service to provide first-year students with important information and skills to help them adjust to university life, including stress management, time management, self-evaluation, etc.

## **5.8. MyCorvinus application**

Since November 2020, the University has been providing both first-year and higher-year students with a free mobile application for Android and IOS mobile devices.

In order to support the integration of first-year students, the application includes an interactive map function, which shows classrooms, lecture halls, service rooms, offices and water vending machines. The map allows you to search and locate all the premises on the University's campuses.

To help students find their way around the academic year, the timetable is also available, providing up-to-date information on the most important deadlines. Smooth communication between university citizens is also facilitated by the in-app phone calls, emails and MS Teams integration. Psychological support from colleagues in the Student Support department can also be registered for, and up-to-date library information is easily accessible. Also available to both first- and higher-year students is the [Intézd Online](#) module, which allows them to find information about their academic affairs, search the process database and start a case.

In addition to the above, more general information such as sports life, applications for competitions, professional blogs, student organizations, freshman information, menu, useful links are also included in the app, but also more personal information related to the students' academic life: subjects, subject information, contact details of peers and lecturers, average and credits, and exam information.



News, events, scholarships and applications are published daily for students on the app's interface, and push messages are sent to mobile devices with the most important information following university decisions.

## **5.9. Student support for community development, constructive life management, active and responsible citizenship education, student mobility**

### **Community development**

For ten years, the University has been running a recreation and community space of more than 200 square metres, the so-called NapKözi, run by peer helpers. The space is freely accessible to all university students from 09:00-17:00, with comfortable sofas, armchairs and bean bags. It is also equipped with modern workstations, giving students the opportunity to relax, chat and work in small groups. After 17.00, the NapKözi is a space for social activities, also organised by peer helpers, such as board games, film nights, or community-building activities organised by other student organisations. In many cases, it is also the venue for projects in the subject area of community responsibility, e.g. Decision-making techniques, or the venue for the Connect (open-door community development programme in English) projects.

### **Constructive life management**

Student Support colleagues can provide services to students in the form of either one-to-one counselling or group counselling. Our trainings are mainly focused on constructive life management in a growth mindset approach.

Student Support also produces offline or online educational and self-help materials that support constructive life management, connection, academic guidance and career issues (e.g. Hello Darling, Hello Change, Hello Challenge, Covid crisis life management information leaflets, information leaflets, Career-guide, Podcasts, Economist online articles).

### **Mental Health Week (Mental Health Week)**

Every year in October, a series of events is organised at the University, consisting of awareness-raising lectures, talks, sensitisation programmes and a focus on mental health.

### **Education for responsible citizenship**

At the heart of Student Support's mission is the image of a young adult who is responsible for themselves, who feels responsible for others, who is able to see the fullness of human values in their relationships and who is able to actively work to put them into practice. In all their activities, they represent this approach, not only towards students but also towards colleagues and staff. Some of the most prominent projects are: awareness-raising projects such as parasport day, wheelchair project, painting with mouth and feet, support for social responsibility projects of Decision-making Techniques, support for the work of volunteer peer helpers through training and expertise, a living-library programme in the framework of Mental Health Week (through personal encounters with people from different walks of life, participants engaged in dialogue to practice acceptance and

reflect on issues of social coexistence). Everything you need to know about the above [can be found at this link](#).

### **5.10. Student organisations, student councils, Student Union**

The University considers it of the utmost importance that its students spend their university years as effectively as possible, and therefore supports them in joining various student organisations and professional colleges to expand their network of contacts, professional knowledge and interests. Through these organisations, we also promote student integration, event organisation and self-activity among students. Currently, there are more than 40 student organisations, offering students additional knowledge and experiences in a wide range of subjects, such as economics lectures, social science workshops, art courses, event organisation, or community building and recreation.

### **5.11. Student Mobility**

The Student Mobility Unit of Student Services Academic Affairs is responsible for student mobility at the University. The Student Mobility Unit is an organisation that supports students in the information, management and administration of their participation in study abroad and exchange programmes during their time at the University. The Unit provides regular customer support and presentations on mobility programmes related to the current application period, as well as information brochures available on the University's website. Their work includes the promotion and operation of study abroad and related scholarship schemes, as well as the joint support of exchange students travelling from the University to a host institution abroad and those arriving at the University as a host institution. Further information is available at [this link](#).

### **5.12. Supporting students' physical health**

Student competitive and recreational sports are run by the Centre for Physical Education and Sport and the University Sports Clubs Közgáz SC and DSK. Their role is to promote the expansion of sports facilities, motivate students to adopt a healthy lifestyle, participate in the organisation of competitive sports and help mentor high achieving athletes. The Sports Centre has a staff of 9 instructors and one administrator. Detailed information is available on this [link](#).

### **5.13. Specific information for students from abroad**

The University attaches great importance to providing a wide range of information to foreign students and therefore publishes information relevant to them on its website, which is constantly updated. Access the [website here](#).

### **5.14. Information for students with disabilities**

If a student needs support during their studies because they are unable to pass a particular subject or language examination after several attempts, needs more time to complete the requirements, has difficulty in meeting or cannot meet certain conditions, needs personal assistance, needs technical equipment to understand lectures and pass examinations, he/she can apply for university support after registration. Detailed information is [available on this link](#).

## **6. How to apply for the Final Examination**

For information on how to apply for the final examination and the elements of the final examination, please consult the [Study and Examination Regulations](#) of the Student Requirements System, the [training programmes](#), the [Intézd Online](#) interface and the website under the menu item Submit Studies.

## **7. University fees and charges**

For information on University fees and co-payments, please consult the Regulations on Student Fees and Benefits of the [Student Requirements System](#) and the [Intézd Online](#).

## **8. The dormitories**

You can find information about the dormitories [here](#).

## **9. About library services**

Information on library services is available on this [link](#).

## **10. About computer services**

You can find information about computer services in addition to the [Intézd Online](#) module on this [link](#). Information on student digital development can be found [here](#).