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Regulation on International Part-time Studies		

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Purpose of the Regulation on International Part-time Studies


1.§

- (1) By creating the Regulation on International Part-time Studies (hereinafter: Regulation or RSA), the Corvinus University of Budapest (hereinafter: University) wishes to lay down the conditions, rules, responsibilities and competences for the announcement of calls for applications to study abroad and for scholarship applications to support participation in study abroad programmes, as well as for participation in such programmes announced and organised by the Corvinus University of Budapest (hereinafter: University) for its students.

Scope of the Regulation on International Part-time Studies

2.§

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

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Related regulatory documents

3.§

- (1) Enabling legislation and internal regulatory document for formulating this Regulation: Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Nftv).
- (2) Related legislation and internal regulatory documents:
 - a) Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Nftv.),
 - b) Gvt. Decree No. 87/2015 (9 April) on certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter: Vhr.),
 - c) Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC (Text with EEA relevance),
 - d) Organisational and Operational Procedures,
 - e) Admission Regulation,
 - f) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: HJR),
 - g) Study and Examination Regulations (hereinafter: SER),
 - h) Regulation on Student Fees and Benefits (hereinafter: RSFB),
 - i) Regulation ensuring equal academic opportunities for students with disabilities,
 - j) Student Disciplinary and Compensation Regulations,
 - k) Doctoral Regulation,
 - l) Code of Ethics,
 - m) Anti-plagiarism Regulation,
 - n) Provisions issued by the Vice-Rector for Academic Programmes on the design and operation of double-degree programmes.
 - o) Implementation Guide to the Pannonia Scholarship Programme, the International Mobility Programme


Definitions

4.§

- (1) Under to the present Regulation:


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- a) Long-term student mobility for the purpose of studies is student mobility to a specific destination country for a minimum of 2 months and a maximum of 12 months, based on an inter-institutional agreement and implemented with a view to obtain credits.
- b) Short-term student mobility for the purpose of studies is student mobility to a specific destination country, for a minimum of 2 and a maximum of 30 days, based on an inter-institutional agreement and implemented with a view to obtain credits. Exceptions (from short-term student mobility) are participation in conferences where the nature of the participation does not justify an inter-institutional agreement, research mobility to a non-partner institution, and students' practice periods where no prior framework agreement between the sending higher education institution and the receiving company/institution is required.
- c) The types of study abroad can be: mobility for the purpose of studies, practice period and practice periods for recent graduates, for the purpose of research, excellence mobility.
- d) Study abroad: the period of study which the student spends at a foreign university or a foreign professional training facility through a study abroad programme organised by the University, or by winning a non-university call for applications with the support of the University (arranged individually), and during which period of studies the student has active student status at the University and has the subjects (including practice periods /international semester) completed at the foreign university credited to his/her studies at the University in accordance with the Study and Examination Regulations. It does not qualify as study abroad if the student suspends his/her student status at the University during his/her study periods abroad (passive student status).
- e) Study abroad programme organised by the University: a study abroad programme which offers students the opportunity to study abroad on the basis of a bilateral or multilateral international agreement concluded by the University, and which is announced by the University and in which students may participate following a successful application.
- f) Call for applications to participate in a study abroad programme: a call for applications which offers applicants the opportunity to be included in a study abroad programme organised by the University without receiving scholarship support. Therefore, this call for applications does not offer any scholarship support along with the place granted, and students may qualify for such support through a separate call for applications/in a separate application stage.
- g) Call for scholarship applications to support participation in study abroad: a call for applications under which an applicant who has already been awarded a study abroad place in a Call for applications to study abroad can obtain a scholarship support. The aim of the application is therefore to obtain a scholarship to support participation in a

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study abroad programme. (The mobilities referred to in paragraphs c) and d) are jointly referred to as applications for study abroad).

- h) Student practice period: a practice period undertaken as part of a long-term mobility under student status. Practice period for recent graduates: a practice period undertaken as part of long-term student mobility after the termination of student status.
- i) Scholarship: Financial support available in the context of a call for scholarship applications to support participation in study abroad, i.e. a contribution to the costs of study abroad as specified in the call for applications.
- j) The organisational unit publishing the call for applications shall be International Mobility. International Mobility shall announce, publish the call for applications, and the incumbent head of international mobility programmes shall decide on the conditions for the student's participation in the programme. International Mobility coordinates the application process, prepares the call for applications (in consultation with Study Administration Services), publishes it, and liaises with Study Administration Services during the processing of applications.
- k) Learning Agreement, LA (Hereinafter: learning agreement): the learning agreement sets out the equivalent and the associated credit value of the University subjects that are planned to be completed at the receiving institution abroad. The credit value is the same as the credit value in the student's sample curriculum for compulsory and compulsory elective subjects.
- l) LA Before (preliminary subject registration plan: the first part of the learning agreement,
- m) LA Changes: the second, optional part of the learning agreement, to be completed if there is a change in the preliminarily identified/taken subjects,
- n) Transcript of Records, (hereinafter: transcript): Credit certificate for subjects completed/not completed in the study abroad programme,
- o) Mandatory annex: A document containing the approval of the subject leader (and the study programme leader in the case of special programmes) if the student wishes to offset a compulsory or compulsory elective from his/her sample curriculum.
- p) Certificate of Arrival and Certificate of Departure: Certificate of period (spent at the receiving institution). A document confirming the date of arrival and departure. The date of arrival is the first day on which the student is required to be present at the receiving institution (studies) at the earliest time specified by the receiving institution. The day of departure is the last day on which the student has fulfilled the academic obligations for the semester at the receiving institution.
- q) ECTS credit: a unit of the European Credit Transfer and Accumulation System (ECTS).


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- (2) The applications process shall be conducted in the Neptun Unified Education Administration System (hereinafter: Neptun).
- (3) With regard to the terms used in this Regulation, the definitions set out in the legislation, external and internal regulatory documents listed in the related documents, in particular the Nftv., Vhr., the SER and the RSFB, shall apply.


Bodies and persons involved

5.§

- (1) Organisational units and persons competent to act in matters covered by this Regulation:
 - a) the Senate, the Executive Committee, the Vice-Rector for Academic Programmes, the Vice-Rector for Faculty and Research, the Vice-Rector for Student Affairs, with regulatory powers
 - b) the Education Committee with rights of consultation with regard to the regulation;
 - c) the competent dean (person authorised to enter into commitments) with decision-making powers ,
 - d) the Vice-Rector for Academic Programmes and/or the Head of International Mobility Programmes (person authorised to enter into commitments) with decision-making powers,
 - e) Student Administration Services with preparatory and implementing duties, in the case of students taking part in doctoral programmes, Corvinus Doctoral Schools, the University Doctoral Office
 - f) International Mobility with preparatory, coordinating and implementing duties,
 - g) Legal and Procurement Services with powers of legal control;
 - h) the Students' Union (hereinafter: SU) with preparatory and consultative powers,
 - i) the PhD Students' Union (hereinafter: PhDSU) with preparatory and consultative powers,
- (2) Bodies competent in matters covered by the Regulation:
 - a) Credit Transfer Committee,
 - b) Study Committee,
 - c) Student Appeals Committee,
 - d) Ethics Committee,
 - e) Student Disciplinary Committee,
 - f) Student Disciplinary Appeals Committee,
 - g) Disability Committee,
 - h) the committees conducting the hearings.

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- (3) The provisions on the composition of the Credit Transfer Committee and the Study Committee are set out in the SER and the rules of procedure of each committee.
- (4) The rules of procedure of the Student Appeals Committee are laid down in the regulation called Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status, the rules of procedure of the Student Disciplinary Committee and the Student Disciplinary Appeals Committee are laid down in the Student Disciplinary and Compensation Regulations, the rules of procedure of the Ethics Committee are laid down in the Code of Ethics, and the rules of procedure of the Disability Committee are laid down in the Regulation ensuring equal academic opportunities for students with disabilities.
- (5) In respect of applications for study abroad, if an oral interview is to be held as part of the selection process, the committees conducting the interviews will act as ad hoc committees as part of the selection process. The committee shall consist of at least two (2) members, one (1) lecturer and one (1) student delegated by the Students' Union, and in the case of doctoral programmes, one (1) doctoral student delegated by the PhD Students' Union. The lecturer member(s) of the committee will be invited by the study programme leader, who will issue letter of invitation for them and organise their hearing.
- (6) In the case of scholarship applications to support participation in double degree programmes, the study programme leader may also decide (in accordance with the partnership agreement) to hold an oral interview. Also in this case, the committee shall consist of at least two (2) members, one (1) lecturer and one (1) student delegated by the Students' Union. In this case, too, the study programme leader invites the lecturer member of the committee.
- (7) If the committee is not set up in accordance with this Regulation, or if the rules for the oral interview are violated (e.g. the representative of the Students' Union is not present), the applicant may request the interview to be repeated.
- (8) To avoid any conflict of interest, students/doctoral students carrying out the assessment of applications may not be involved in giving an opinion on their own application in any form, they may not be present when their application is evaluated and they shall refrain from influencing the assessors in any manner. Any violation of the rule or any attempted violation shall be considered as a material breach and shall result in being excluded from application. In addition, the person who detects the irregularity may initiate an ethics and/or disciplinary procedure against the applicant who has acted in violation of the University's regulations.
- (9) Should, in the course of the evaluation of applications, other irregularities beyond those referred to in subsection (7) be suspected, such suspicion shall be reported to the Head of International Mobility Programmes, who shall take the necessary measures and, if necessary, initiate an ethics and/or disciplinary procedure in accordance with the University's regulations.

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The application process, call for applications, evaluation of applications and the conclusion of contracts with students

6.§

- (1) Students may participate in study abroad programmes organised by the University by submitting an application.
- (2) The organisational unit responsible for the student application process associated with studies abroad is Study Administration Services, in the case of doctoral programmes the Corvinus Doctoral Schools, the University Doctoral Office and - for all applications - International Mobility.
- (3) The International Mobility unit
 - a) Preparing the call for applications
 - b) Carrying out the ranking based on the SAS scoring results
 - c) Sharing the places awarded with the SAS
 - d) Preparation and submission of a table of remaining places and students who have not been allocated a place, to SAS
 - e) Allocate the remaining places after the expiry of the application period and share the result with the SAS
- (4) Study Administration Services
 - a) receives applications in Neptun.
 - b) assesses academic performance on the basis of the scoring system set out in the call for applications/RSFB
 - c) assigns the assessors delegated by the SU /PhD Students' Union in the case of doctoral programmes/ to the applications for the purposes of scoring public affairs/scientific activities
 - d) transmits the aggregated number of points to International Mobility, who will in turn allocate places to students and record the decision
 - e) after the decision, Study Administration Services generates a resolution
 - f) receives student requests for legal remedy, prepares them in accordance with the SSP and, if necessary, forwards them to the Student Appeals Committee.
- (5) The SU
 - a) ... a) participates in promoting foreign training opportunities at the request of the head of international mobility programs,
 - b) b) participates in the evaluation process of applications, in particular in evaluating and scoring application elements outside of academic activities on the application platform (Neptun),
 - c) c) participates in the appeal process in relation to the activities it has assessed
 - d) d) delegates members to ad hoc committees upon request.


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- (6) The public interface for announcing study abroad opportunities organised by the University is the website of the University, and students must be also notified via a Neptun message in accordance with the RSFB not later than the date of publication, but failure to send a Neptun notification will not invalidate the call for applications.
- (7) Places in each programme will be awarded as a result of an application process. The scope of applicants and the conditions are set out in the call for applications, which is determined by the organisational unit issuing the call for applications in consultation with the other organisational units and heads of programmes involved in the call for applications. The call for applications shall include the purpose of the call, the classification of the study abroad programme according to Section 4 a) or b), its type, the eligible activities, the scope of eligible applicants, the application criteria, the list of documents to be submitted, the deadline, place and method of submitting the application, the possibilities and criteria for extension, the formal and content requirements, the academic and in the case of applications for scholarship, the financial conditions of the call, the name of the decision-maker and the evaluation criteria, and finally information on the right to legal remedy, the date of issuing the call for applications and the signature of the person issuing the call for applications. The legal review of the calls for applications is carried out by Legal and Procurement Services.
- (8) The call(s) for applications under international programmes offer study opportunities falling within the responsibility of the University, backed by bilateral or international agreements, for students in the fields of study defined in the agreement. If not excluded by the partnership agreement, applications may be submitted for places advertised in other fields of study. Ranking is done on the basis of the call for applications. Only remaining opportunities (places) may be applied for under the supplementary call(s) for applications.
- (9) In case of study abroad under the Erasmus+ programme or the Pannonia Scholarship Programme, the principles and guidelines published by the Tempus Public Foundation, which are published in the call for applications, should be followed.
- (10) The CEEPUS (Central European Exchange Program for University Studies) programme is announced at the same time and under the same conditions as the Pannonia Scholarship Programme.
- (11) In the case of double degree or multiple degree programmes, the rules set out in the cooperation agreement must be complied with, as published in the call for applications.
- (12) In the case of special programmes, international network/educational network programmes, the cooperation agreement must be complied with, as published in the call for applications.
- (13) The organisational unit publishing the call for applications is International Mobility, which, after prior consultation with Study Administration Services and, in the case of doctoral programmes, with the CDI, double degree programmes, with the heads of international network/educational network and further special programmes, determines the content of

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the calls - excluding the schedules of admission procedures for double or multiple degree programmes, included in separate provision -, the deadlines, the procedure and details of the selection process and the method of the announcement and publication of the results. Calls for applications for Erasmus+ or Pannonia Scholarships are subject to the agreement of the SU.

- (14) In the case of international network/educational network programmes (especially - as so far - CEMS), the rules for publishing the calls to participate in the programme are approved by the Dean on the recommendation of the study programme leader, head of programme/programme director. The decision on the applications (decision on admission) shall be made by the Dean.
- (15) In case of a call for scholarship applications to support participation in study abroad in a double or multiple degree programme, in an international network/educational network programme, the application process and the evaluation of the applications shall be in accordance with the relevant call for applications, the decision being taken by the Head of International Mobility Programmes.
- (16) If, after the closing of the call for applications procedure (principal application), there are still vacant places with regard to the number of students (quotas) set out in bilateral or multilateral international agreements concluded by the University, the University may call for applications for such vacant places. In the course of the supplementary call for applications, remaining spring semester places may be applied for after the closing of the main call for applications only.
- (17) Decisions on places awarded and any scholarship(s) earned shall be taken by the head of international mobility programmes. The decision is set out in a resolution.
- (18) The decision is subject to appeal, according to the SSP.
- (19) The following contracts shall be concluded with the students whose applications have been successful, once the resolution on the decision on the successful application has become final:
- a) a tripartite learning agreement (hereinafter: learning agreement),
 - b) a grant contract in case the student is awarded a scholarship, too (hereinafter: grant contract).
- (20) The tripartite learning agreement contains the study programme that the student is required to complete at the receiving institution during the period of study abroad. The study programme (specific subjects, projects, research, etc.) is agreed between the sending and receiving institutions and the student. In the case of subjects undertaken by the student, the learning agreement shall specify the credit values awarded for the completion of the subjects.

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- (21) The grant agreement sets out the obligations of the University and the student, the financial terms and conditions, and the cases and rules for the possible repayment of the scholarship (reimbursement of costs).
- (22) Study Administration Services shall conclude the first part of the tripartite learning agreement (Preliminary subject registration draft) (also considering the provisions in Section 7 (12)) with the successful applicants before the start of the trip before 30 June for the autumn study programme and before??? for the spring study programme, and if they are eligible for a scholarship, too, within 10 days of the conclusion of the grant contract.
- (23) A grant contract may be concluded with a student who is eligible for a scholarship on the basis of a resolution of the Head of International Mobility Programmes and who has already concluded the learning agreement, which is signed at least by the student and the University.
- (24) Process of application: After the points are announced, there is a comment period of at least 72 hours. No new documents may be submitted during the comment period, but the student may submit his/her points for revision.
- (25) In the two-stage application procedure, only those who participated in the first stage can take part in the second stage.

Study conditions, ranking rules, crediting studies abroad (credit recognition)

7.§


- (1) In bachelor and single-cycle master programmes, students can take part in study abroad after completing two semesters. In master programmes of a two-cycle programme and doctoral programmes, the call for applications contains the required conditions for completing semesters.
- (2) A student may participate in study abroad if he/she has active student status at the University during the period of study abroad and still has at least 21 unearned credits - apart from the practice period and the thesis seminar - at the start of his/her study abroad. The provisions of Section 30 (10) of the SER must be complied with.
- (3) Students who depart for study abroad in the last semester of their studies shall acknowledge that due to time constraints in the official rules of procedures, the earliest they can take their final examination is the semester after their return from the study abroad.
- (4) The relevant call for applications may set additional conditions in terms of the number of completed semesters required to be eligible.
- (5) If the study abroad is accompanied by a scholarship from the state, university or other funding source, applicants must also comply with the rules of these programmes. During

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their studies abroad, students shall enrol in subjects that are relevant to their studies, it is recommended that they enrol in as many subjects as possible that are relevant to their studies at home, and they shall apply for the acceptance of all their subjects. The substitution does not necessarily have to be for the semester in question; substitution may also be allowed for subjects from a later semester according to the sample curriculum. It is not allowed to take a language subject/course that is lower than or equal to the level of language competence expected during the period of study abroad.

- (6) The period of study abroad for a student participating in the Pannonia Scholarship Programme must be part of the student's period of study targeted at obtaining a diploma in any cycle of study and must be accepted by the University and fully complied with the curricular structure.
- (7) In the case of any student of the University, for individually arranged study abroad programmes (Freemover), the permission is granted by the Study Committee according to the rules set out in Section 7 of the SER.
- (8) During one semester of study abroad, the student shall take a minimum of thirty (30) ECTS (24 ECTS for CEMS) in the LA Before part of the learning agreement in a way he/she achieves this credit value by taking a minimum of five (5) subjects, i.e. this is the number of credits required for the student, based on the number of credits of the receiving institution. The number of credits to be earned and the number of subjects to be completed during a study abroad period that is shorter (min. 60 days) or longer than one semester is proportionally less or more, twenty (20) ECTS for trimester-system¹ programmes. In cases where the receiving institution does not apply ECTS, the learning agreement shall include at least fifteen (15) credits eligible for recognition at the University. Students doing research work (e.g. doctoral students) during their studies abroad shall indicate the research work in their learning agreement. Deviation from the foregoing is only possible if the rules of the receiving institution do not allow this requirement to be met and the student attaches supporting evidence to the learning agreement. In this regard, evidence may include, in particular, an email from a responsible staff member at the receiving university or a page or regulation providing information in this respect on the official website of the receiving university.
- (9) The student shall also have his/her subjects and credits completed during the study abroad recognised as part of his/her academic obligations at the University in accordance with the rules set out in Subsections (2)-(3) of Section 53 and Section 57 of the SER.
- (10) The conversion of grades obtained abroad is based on Annex 4 of the SER.
- (11) An exam/exams taken by a student of the University in the framework of study abroad and accepted by a resolution of the Credit Transfer Committee shall be considered as if the student had taken it/them at the University. The Credit Transfer Committee decides on the

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

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recognition of subjects completed in the framework of study abroad. The way in which subjects are recognised is laid down in Sections 53-57 of the SER.

(12) Before departure, the student shall complete the following:

- a) At least four (4) weeks prior to departure, the student shall have the (tripartite) learning agreement to be concluded, signed by the University and the student at least. The learning agreement shall include the subjects the student wishes to take at the receiving institution and their respective foreign and home credit values.
- b) The student shall endeavour to take those subjects at the receiving university, as specified in Subsection (8), which correspond to the current (up-to-date) compulsory and compulsory elective subjects of the curriculum in force at the University in the semester in question, but he/she may also take subjects to be recognised in further semesters.
- c) As regards compulsory and compulsory elective subjects in the student's home programme, the student shall also obtain the prior written approval of the relevant subject leader(s), subject leader and study programme leader in the case of special programmes, (mandatory annex). The syllabus issued by the receiving university shall be enclosed to facilitate the conclusion of the agreement. In the absence of the mandatory annex, compulsory and compulsory elective subjects taken in the context of training with the purpose of acquiring specialised knowledge may only be taken as free elective subjects.
- d) Registration for active semesters according to Section 30 (10) of the SER and subject registration according to Subsection (8) and Section 47 (16)-(18) of the SER.
- e) It is the responsibility of the student (e.g. doctoral student) doing research work during his/her study abroad to find, prior to submitting his/her application, a lecturer (thesis supervisor or supervisor) at the receiving institution to supervise and/or assist him/her in his/her work, who will be able to provide the certificate specified in Subsection (8). On the basis of the evidence of the work completed, the corresponding credit value is calculated in accordance with the ECTS credit calculation rules, within the framework set by the doctoral school.

(13) After departure, the student shall complete the following:

- a) Students participating in study abroad shall send the LA Before part of the finalised learning agreement (signed also by the foreign receiving institution) to Study Administration Services no later than the end of the subject registration period applicable at the receiving institution or within 30 days after the subjects taken have been finalised.
- b) If any changes have been made to the original learning agreement (subject dropping, subject registration), the student must indicate this in the LA Changes part of the learning agreement, which is signed by both the student and the receiving institution and sent to Study Administration Services for approval by the University, together with


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the original study contract, within 30 days of the start of the studies abroad (by the last day of the last day of the subject registration period in the case of a trimester system subject registration). If, during the change, the student takes a subject that he/she wishes to be recognised as a compulsory or compulsory elective subject, he/she shall also obtain the written approval of the subject leader at home of the equivalent subject and send it to Study Administration Services (Mandatory annex), otherwise the new subject(s) shall be recognised as free elective subjects only.

- c) In case of any changes affecting the implementation of the conditions set out in the learning agreement, the student shall immediately report them to the organisational unit in charge of coordinating the programme and signing the learning agreement Administration Services/CDI) to prepare for possible modifications. If this is not done, the consequences shall be borne by the student. A learning agreement signed by all three parties and the transcript are required to match in order for the subjects to be accepted. If the learning agreement and the transcript do not match, the Credit Transfer Committee will not evaluate the documents submitted by the student, thus the credits cannot be recognised.
 - d) All students participating in study abroad programmes shall send the Arrival part of the "Certificate of Arrival and Certificate of Departure" signed by the receiving institution abroad to Study Administration Services no later than seven (7) days after arrival abroad.
 - e) A student who does not fulfil the conditions set out in paragraphs (12) b) to d) may be excluded from the study abroad programme. If the learning agreement does not contain the minimum number of credits available for recognition as stipulated in Subsection (8) (either due to the student's fault or due to the subject structure of the receiving institution), the study abroad programme cannot be started, or the University may initiate the interruption of the study abroad programme. A student who does not meet the conditions set out in Subsection (12) may be excluded from the study abroad, the study abroad may not be started or the study abroad may be interrupted unless the receiving party limits the number of credits available and the student provides evidence of this. Even in the case of such evidence, the number of credits taken cannot be less than 21.
 - f) A student may be granted a preferential study schedule based on the student's participation in study abroad or a practice period abroad. The preferential study schedule is regulated in Section 92 of the SER.
 - g) If the student has any problems with the implementation of the terms set out in the Learning Agreement, he/she should immediately report them to Study Administration Services. If this is not done, the consequences shall be borne by the student.
- (14) Students shall complete or send the following to Study Mobility before and after their return home:

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- a) The Departure part of the "Certificate of Arrival and Certificate of Departure" document signed by the receiving institution (for all students departing for study abroad) within the 14th day from the end date of the mobility (last exam or study obligation requiring personal presence).
 - b) Within 90 days after the end of the study abroad programme, the student shall submit to the organisational unit coordinating the programme the document certifying the courses successfully completed (or completed studies) at the receiving university, in accordance with Section 57(5) of the SER.
 - c) In accordance with Subsection (9) he/she shall submit a Credit Transfer Request via Neptun for all the subjects included in the transcript issued by the foreign partner and successfully completed by the student.
 - d) A student who conducts research work (e.g. a doctoral student) during his/her study abroad shall present his/her work and a certificate detailing his/her professional activity abroad issued by the supervising lecturer (thesis supervisor or supervisor) at the receiving institution to the unit coordinating the call for applications no later than 30 days after the end of the study abroad, in the case of graduating students, at least 2 months before the final certificate (absolutorium) is obtained. If possible, the certificate should include credit information. If no such information is provided, or if the receiving institution does not apply ECTS, the Doctoral School may propose the number of credits to be recognised at the University on the basis of the certificate in question.
 - e) From the credits taken according to Subsection (8), the student shall do as follows:
 - if the host institution offers courses on an ECTS basis, complete at least 21 credits,
 - if the host institution does not offer ECTS-based courses and it is not a CEMS programme, complete at least 15 credits that can be accepted by the University
 in order to be considered to have successfully completed the study abroad, otherwise the student shall be liable to repay the scholarship to the extent provided for in this Regulation.
- (15) The student shall report any withdrawal from the study abroad place he/she has been awarded, as soon as possible, but no later than within 15 days of the receipt of the decision. If the student fails to meet this obligation, he/she will be disqualified from the next call for applications, may not participate in that and may be obliged to pay the fee specified in Section 8 (7). In exceptional circumstances, the student may apply for a place in the next call for applications on the basis of an application for equity.
- (16) With regard to this section, it should be stressed that different rules may be laid down for special programmes.
- (17) Implementation of the call for applications
- a) The application procedure has two rounds:

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- aa) for participation in study abroad (study abroad place, without a scholarship), and
 - ab) for earning a scholarship supporting participation in study abroad for those who have been awarded a study abroad place,
 - b) A call for applications under a) aa) and ab) may be implemented in a single call. The University first evaluates applications for study abroad, and then evaluates scholarship applications to support participation in study abroad.
 - c) The decision-making process is as follows:
 - ca) decision on study abroad places in the first phase of the call for applications process, including any supplementary call for applications,
 - cb) decision on scholarships in the second phase of the call for applications process.
- (18) Ranking of applications
- a) Entry requirements: Meeting the language requirements specified in the call for applications, and a result of at least in the programme affected by the call
 - b) Ranking: 70% of the overall score is defined on the basis of the cumulative adjusted credit index and 30% is defined on the basis of extra-curricular activities. In the ranking, students who have not yet won a place within the given mobility type will be assessed first. The detailed method of scoring is set out in the relevant call for applications.
 - c) For doctoral students, the final number of points is the sum of the points awarded for the following:
 - research proposal,
 - work plan,
 - publication activities,
 - successful comprehensive examination,
 - achievement of credits pro rata temporis.

Financial terms and conditions

8.§

- (1) The financial terms and conditions are set out in the call for applications and in the scholarship contract to be signed with the student.
- (2) As the student is an enrolled/registered student of both the sending and the receiving institution during the period of study abroad, the student shall pay all fees that the University charges to its students (e.g. programme cost), and shall receive all benefits that the University provides to enrolled/registered students.
- (3) A student who has any overdue debts to the University arising from his/her study abroad may not be admitted to the final examination.

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- (4) If the student has not obtained the twenty-one (21) credits during his/her study abroad period or fails to comply with the terms of his/her grant contract, he/she will be required to repay in full or - as detailed in paragraphs (5)-(7) - in part any scholarship and/or reimbursement of expenses received for his/her study abroad.
- (5) If the student has not acquired the minimum number of credits available for recognition, or fails to fulfil the obligations set out in Subsections (8) - (11) of Section 7, or fails to fulfil the conditions of the study abroad programme, as detailed in the study abroad programme support contract concluded between the student and the University, or if the student's status as a student is terminated during the study abroad programme, the student shall be obliged to repay any scholarship or reimbursement of expenses received for the study abroad programme.
- (6) Students who participate in a full-semester international mobility funded under a grant agreement with the university, but whose completed mobility does not last for at least 60 days shall repay the full amount of the grant. In the case of students going abroad for one trimester, if the length of their mobility completed is less than the length of the trimester, they shall repay the full amount of the grant.
- (7) The student will be liable to pay an additional fee of 15% of the current minimum wage - if he/she indicates his/her withdrawal from the programme over the 14-day deadline from the date of the study abroad programme decision or does not indicate his/her withdrawal at all via the Neptun application form provided for this purpose:
- (8) In the case of a practice period, if the professional training facility provides feedback regarding unsatisfactory performance, the student is liable to repay up to 30% of the total amount of the grant. The decision is taken by the Head of the International Mobility Programmes, after hearing the opinion of the study programme leader.
- (9) Students who take part in short-term mobility, but whose completed mobility does not last at least 2 days, shall repay the full amount of the grant.
- (10) Study Administration Services shall report the repayment obligation to the Head of International Mobility Programmes, who shall take a decision. The decision is set out in a resolution.

Extension of the duration of the study abroad**9.§**

- (1) If the programme allows it, the student may submit a request to Neptun to initiate an extension of the duration of his/her study abroad within the academic year. The extension of the duration of the study abroad shall be approved by both the University and the receiving institution. Applications for extensions (for study abroad places and scholarships) shall be sent to the organisational unit publishing the call for applications by 15 November at the latest. When assessing the extension option, the eligibility


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criteria set out in the original call for applications (in particular the number of credits missing in the student's programme) must also be taken into account.

- (2) In the case of programmes with financial support, the extension of the duration of the study abroad does not automatically entail a proportional increase in the scholarship, this requires a contract amendment. Failing to amend the contract is of peremptory nature, in such cases the study abroad programme may be implemented in a self-funded form.
- (3) The extension of the study abroad programme and the extension of the period of providing the grants will be decided by the Head of International Mobility Programmes on the basis of the available possibilities. Applications received within deadline will be assessed on the basis of the following points:
 - a) the number of places available, as defined in the partner agreement;
 - b) the original application results of the students who submitted applications;
 - c) the amount of grant that can be awarded to the student;
 - d) the student's academic progress and
 - e) the student's previous applications and mobility(s) completed/failed.
- (4) The Head of International Mobility Programmes shall decide on the possible extension of the student grant by 20 December. The decision is set out in a resolution.

Further conditions applying to practice periods abroad**10.§**

- (1) The student's practice period shall be related to the student's programme of study.
- (2) In the case of a student's practice period, if the practice period partially or entirely coincides with the study period, the criteria set out in Section 30 (10) of the SER should be complied with.
- (3) .
- (4) In the case of the practice periods of recent graduates, application and selection of students should take place during their active student status, in the year of graduation.
- (5) In the case of practice periods of recent graduates, the practice period must be completed within one year of the date of obtaining the diploma, taking into account the completion date of the current project.
- (6) There is no credit recognition requirement for the practice periods of recent graduates.
- (7) Students who participate in a practice period (including practice periods completed by recent graduates), but whose completed mobility does not last for at least 60 days, shall repay the full amount of the grant.

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Force majeure and its special conditions


11.§

- (1) If the student files a force majeure claim and at the same time a repayment obligation arises on his/her behalf, he/she is not obliged to pay the debt until the force majeure claim has been processed.
- (2) The decision on the force majeure claim is taken by the Head of International Mobility Programmes, who will set out the decision in the form of a resolution.

Miscellaneous

12.§


- (1) During their higher education studies, students may spend a number of months abroad on an Erasmus+ programme and Pannonia Scholarship Programme for the purposes of completing a study abroad and/or practice period, whether on a scholarship or self-financed basis, in accordance with the current rules of the Erasmus+ programme and the Pannonia Scholarship Programme. The student can complete 365 days of part-time study abroad, and, in addition to that, is not eligible to receive any scholarship or to submit applications.
- (2) Students may apply for study abroad organised by the University more than once during their studies, subject to the terms and conditions set out in the SER and the call for applications.
- (3) The study abroad opportunity awarded in a given academic year can only be used during the period of the award, i.e. it cannot be carried over to the next semester or academic year.
- (4) Students may spend two semesters of the same academic year in two different study abroad programmes according to the terms and conditions of the respective call for applications.
- (5) Before submitting their applications, applicants should make sure that the institution they wish to apply to does not have any requirements that would prevent them from participating in study abroad at that institution (e.g. language examination requirements that exceed the application criteria).
- (6) Students participating in study abroad shall make every effort to fairly represent the University and Hungary. A student who has been the subject of a complaint by the receiving university and whose complaint is deemed justified by the Head of International Mobility Programmes shall be excluded from further participation in study abroad.

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Short-term mobility of doctoral students

13.§

- (1) Doctoral students' short-term opportunities (2-30 days mobility) organised by the University shall be published on the University website. It may be published on other additional interfaces, too, but the official place of publication is the University's website.
- (2) The specific grant will be awarded through a call for applications.
- (3) The organisational unit launching the call for applications is the IRA, which, after prior consultation with the CDS, determines the content of the call, the deadlines, the procedure and details of the selection process, the conditions (taking into account the framework conditions in the case of international programmes), the way the results are announced and published, the scope of applicants and the terms and conditions.
- (4) The call for applications shall include the scope of applicants, the activities for which applications may be submitted, the list of documents to be submitted, the deadline, place and method of submission of applications, and the academic, financial and other conditions of the application, as set out below:
 - a) students who have an active doctoral student status at the relevant doctoral school, both in the study (study and research) and in the degree acquisition (research and dissertation) phases may apply for support,
 - b) eligible activities: participation in workshops, professional events, study competitions, summer university, block courses, conference presentations,
 - c) applications can be submitted for programmes organised by partner universities and for external conferences,
 - d) applications may be submitted up to once every six months,
 - e) the scholarship period applied for and earned cannot be extended,
 - f) the documents to be submitted are listed in the call for applications,
 - g) if the activity applied for does not take place, the applicant will be liable to repayment,
 - h) applications are received on a first come first served basis until the budget is exhausted.
- (5) The Head of International Mobility Programmes shall take the decisions on awarding scholarships, based on the assessment by the Board of Referees. The members of the Board of Referees are the Head of the competent Doctoral School, the Dean of CDS and the Head of the UDO Office.
- (6) The application/programme is coordinated by the CDI UDO.
- (7) The green travel rules apply to these applications as well.
- (8) Doctoral students who take part in short-term Erasmus+ doctoral mobility, but whose completed mobility does not last at least 5 days, shall repay the full amount of the grant.

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Closing provisions

14.§

- (1) The present Regulation were adopted by the Senate at its meeting of 24 June 2025.
- (2) This Regulation shall enter into force on 1 September 2025, at the same time, the Regulation on Study Abroad adopted by the Senate under Resolution SZ-19/2024/2025. (10 December 2024) shall be repealed.
- (3) Calls for applications launched before the entry into force of this Regulation shall be governed by the provisions in force on Regulation on Study Abroad adopted by the Senate under Resolution SZ-19/2024/2025. (10 December 2024).
- (4) This Regulation shall constitute Part 9 of the Student Requirements.