

**Call for application  
to support participation in  
short-term study mobility  
in the 1st and 2nd semesters of the  
academic year 2025/2026**

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Corvinus University of Budapest (the University), in accordance with Student Requirements Part 4: Regulation on Student Fees and Benefits (hereinafter referred to as the "RSFB") and Part 9: Regulation on Study Abroad (hereinafter referred to as the "RSA"), launches call for application for the support of short-term study mobility in the 1st and 2nd semesters of the 2025/2026 academic year.

**1. The aim of the call for applications**

Encouraging and supporting students to participate in short-term study mobility abroad, whereby students can continue their studies abroad, broaden their international experience and deepen their foreign language skills owing to the contribution to the cost of their stay.

This call sets out the conditions for participation in a short-term study mobility programme and receive financial support (scholarship) for the applied participation opportunity, regardless of whether the financial support provided by the University is from the Pannónia Scholarship Programme, Maintainer fund or other own revenues.

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

The general rules for participation in mobility programmes within the University are set out in the RSFB and the RPSA. In addition, the following applies:

- in the case of the Pannónia Scholarship Programme, the Pannonia Scholarship Programme International Mobility Programme Implementation Guide and the Grant Agreement between Corvinus University of Budapest and Tempus Public Foundation;
- Stipendium Hungaricum and Diaspora Scholarship holder students are also subject to the Stipendium Hungaricum and the Diaspora Scholarship Programme Implementation Guides and Rules of Operation;
- for programmes based on an inter-institutional cooperation agreement (bilateral or multilateral agreement) other than the Pannónia Scholarship Programme, the cooperation agreement concluded by the universities.

The period of study abroad must be part of the student's degree programme within any study cycle that the University can accept and fully match the curricular structure in a way that is proportionate to the duration of the student mobility.

The process of credit acquisition and recognition will be set out in the mobility agreement of the student. The procedure for credit transfer for the course(s) completed abroad is provided for in Section 57 of the Study and Examination Regulations.

### 3. Type of application and eligible activity

Short-term study mobility is a mobility with study purposes, primarily with the goal of credit acquisition, to specific target countries, and it fits into the student's studies, so that the participation provides useful and relevant knowledge and the activity can be recognised as part of the studies.

**The duration of the short-term study mobility can be a minimum of 2 days and a maximum of 30 days, which can take place in the 1st and 2nd semester of the 2025/2026 academic year (but completed by 31.08.2026 at the latest).**

The type of mobility can be

- **for credit acceptance:** participation in a block course, summer university or study visit
- **without credit acceptance:** participation in a conference, professional event or study competition, provided that the participation constitutes an active contribution to the professional content of the conference or professional event (e.g. the student on mobility gives a presentation or workshop at the conference), is related to the student's studies, thus the active participation provides useful and relevant knowledge for the student's academic progress and the activity can be recognised as part of the studies. Attendance at conferences as a participant only is not eligible.

Block courses or study visits may be carried out at partner universities of the University only. A list of partner universities is available on the website.

Participation in summer university programme, study competition, giving a presentation or conducting a workshop at a conference or a professional event is possible not only at partner universities.

### 4. Persons eligible to submit applications

- Full-time students enrolled at the undergraduate and undivided postgraduate programme after completing 1 semester, and enrolled full time master students from the first semester of their studies can apply;
- who has an active student status at Corvinus University of Budapest both at the time of application and during the mobility;
- who has Hungarian citizenship, a registration certificate or a valid permanent or temporary residence permit;
- students who are not Hungarian nationals and receive a Stipendium Hungaricum or Diaspora Scholarship may also apply, but in their cases the country of nationality providing eligibility for the scholarship may not be the destination of their trip abroad (country of origin). These applicants are also subject to the rules of the Stipendium Hungaricum and Diaspora Scholarship Programmes.

## 5. Study conditions for applying

In the case of mobility with credit acceptance, a minimum level B2 complex-type exam is required in the working language of the mobility applied for. If the working language of the mobility applied for is English and the student is studying in an English-language course, it is not necessary to present an English language examination of level B2 complex type.

## 6. Application documents to be submitted

**In the case of mobility with credit acceptance** (block courses, summer university, study visit):

- a **letter of acceptance** from the foreign host institution, stating what subject the student is going to study, for what credits and in which semester
- if a language test is required, **the language test certificate**.

**In the case of study mobility without credit acceptance** (conference, professional event, study competition):

- a **letter of acceptance** from the foreign host institution, including a description of the planned activity abroad and the start and end dates
- a **certificate of professional approval from the subject supervisor or teacher** (compulsory template available on the website or as an annex to the request)
- a **certificate** of an accepted **abstract or presentation, workshop conducted** in the case of active participation in a conference or professional event.

## 7. Deadline, place, method and frequency of submission of applications

Applications will be accepted on a rolling basis **from 15 September 2025 to 1 August 2026**, until the available budget and places are exhausted, but may be submitted no later than 4 weeks before the planned mobility starts.

Applications should be submitted in the Neptun Unified Education Administration System' (hereinafter referred to as "Neptun") by filling in the application form "E405 - Participation in short-term study mobility in the 1st and 2nd semesters of the 2025/2026 academic year" available under Administration / Applications / Requests with text field, uploading the necessary application documents and submitting the request.

No application can be submitted for a mobility that has already started or has been completed. Exceptions are applications for support to participate in an international case study competition in September or October 2025, in which case it is possible to apply for a mobility already started or completed. (The requirement to submit 4 weeks earlier does not apply here.)

A student who has already been awarded an Erasmus+ or Pannónia Scholarship Programme may also apply under the following conditions:

- Students with Stipendium Hungaricum or Diaspora Scholarship can spend a maximum of 30 days per semester on mobility abroad. These applicants are also subject to the rules of the Stipendium Hungaricum and Diaspora Scholarship Programmes.
- According to the Pannónia Scholarship rules, each student (except for Stipendium Hungaricum and Diaspora Scholarship holders) can receive Pannónia Scholarship for a maximum total mobility period of 360 days per level of study, which includes all types of mobility.

Under this call for applications, it is possible to apply and receive funding for short-term study mobility more than once in a semester. However, the period of the scholarship applied for and awarded cannot be extended.

The above deadline for submission (4 weeks prior the planned mobility) is of peremptory nature, with the exception of applications for support to participate in an international case study competition in September or October 2025. Late or incomplete applications will not be taken into consideration during the evaluation and **will be rejected without any assessment**. There is no room for correcting deficiencies or for submitting an application for justification.

## **8. Evaluation of the submitted applications and evaluation criteria**

The evaluation of applications is coordinated by Academic Affairs.

The Head of the International Mobility Programmes decides on the award of the scholarship.

Students will receive official notification of the result in the NEPTUN Study System within 1 (one) week after the decision is made at the latest.

Applications will be considered on a first-come, first-served basis, and students who submit applications that meet the criteria set out in this call for application receive funding up to the limit of the available institutional funding.

Applications will be judged according to the rules set out below:

The application is valid if the documents meeting the substantive and formal criteria set out in point 6 are submitted via Neptun within the time limit set out in point 7.

Applications will be rejected without merit assessment from students who:

- are not eligible to apply under the criteria set out in point 4;
- did not attach the mandatory documents (see point 6) indicated as a condition for the submission of the application, or did not attach them in accordance with the content or form specified in the call for application. It is the student's responsibility to check that the uploaded document is not damaged and can be

- opened and has been uploaded in **pdf** format.
- submit their application less than 4 weeks before the start of the planned mobility
- the length of the mobility applied for does not reach the minimum of 2 days (excluding travel days).

Applicants who provide false or untrue information or make false or untrue declarations during the application procedure will be disqualified.

## 9. Financial conditions of the application

The amount of the scholarship depends on the country of destination and the duration of the scholarship. For short-term study mobility, the following scholarship amounts may be provided:

Host country	Daily stipend		
	1-10 days	11-20 days	from day 21
Country group I: Andorra, Australia, Austria, Belgium, Canada, Cook Islands, Denmark, Faroe Islands, Fiji, Finland, France, Hong Kong, Ireland, Iceland, Israel, Japan, East Timor, Kiribati, the Netherlands, Hong Kong, Iceland, Israel, Japan, the United Kingdom, the United States, the Cook Islands, South Korea, the Faroe Islands, the United Kingdom, Liechtenstein, Luxembourg, Macao, Marshall Islands, Micronesia, Monaco, Nauru, Germany, Niue, Norway, Palau, Papua New Guinea, Solomon Islands, San Marino, Switzerland, Sweden, Samoa, Singapore, Taiwan, Tonga, Tuvalu, New Zealand, Vanuatu	30 000 Ft/day	20 000 Ft/day	10 000 Ft/day
Group II: Afghanistan, Bangladesh, Belarus, Bhutan, Bosnia and Herzegovina, Bulgaria, Cambodia, China, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Georgia, Greece, Iraq, Kyrgyzstan, Kosovo, Laos, Kyrgyzstan, Latvia, Lithuania, Poland, Latvia, Lithuania, Yemen, North Macedonia, Poland, Croatia, Greece, Kosovo, Kyrgyzstan, Laos, Yemen, Maldives, Malta, Myanmar, Moldova, Montenegro, Nepal, Italy, Russia, Armenia, Pakistan, Portugal, Romania, Spain, Sri Lanka, Serbia, Syria, Slovakia, Slovenia, Tajikistan, Turkmenistan, Ukraine, , Slovakia, Tajikistan, Uzbekistan	27 500 Ft/day	17 500 Ft/day	7 500 Ft/day
Group III: Albania, Algeria, Angola, Antigua and Barbuda, Argentina, Azerbaijan, Bahamas, Bahrain, Barbados, Belize, Benin, Bolivia, Botswana, Brazil, Brunei, Burkina Faso, Burundi, Chile, Comoros, Costa Rica, Chad, South Africa, South Sudan, Dominica, Dominican Republic, Djibouti, Ecuador, Equatorial Guinea, Cameroon, Congo, Côte d'Ivoire, Egypt, El Salvador, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iran, Jamaica, Jordan, Kazakhstan, Kenya, Colombia, Congo, Democratic Republic of the Congo, Qatar, Kazakhstan, Kenya, United Arab Emirates, United Republic of Tanzania, Venezuela, Yemen, El Salvador, Eritrea, Ethiopia, Philippines, Gabon, Gambia,	25 000 Ft/day	15 000 Ft/day	5 000 Ft/day



Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iran, Jamaica, Jordan, Qatar, Kazakhstan, Kenya, Qatar, Congo, Democratic Republic of the Congo, Sudan, Jordan, Kuwait, Morocco, Kuwait, Morocco, Morocco, United Arab Emirates, United Republic of the Közép-afrikai Köztársaság, Kuba, Kuvait, Lesotho, Libanon, Libéria, Líbia, Madagaszkár, Malajzia, Malawi, Mali, Marokkó, Mauritánia, Mauritius, Mexikó, Mongólia, Mozambik, Namíbia, Nicaragua, Niger, Nigéria, Nigéria, Omán, Palesztina, Panama, Paraguay, Peru, Ruanda, Saint Kitts és Nevis, Saint Lucia, Saint Vincent and the Grenadines, Sao Tome and Principe, Seychelles, Sierra Leone, Suriname, Saudi Arabia, Senegal, Somalia, Sudan, Swaziland, Tanzania, Thailand, Togo, Turkey, Trinidad and Tobago, Tunisia, Uganda, Uruguay, Venezuela, Vietnam, Zambia, Zimbabwe, Cape Verde, Cape Verde			
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Students participating in short-term study mobility may receive a living allowance for up to 2 travel days beyond the duration of the mobility, based on an explicit institutional decision. For travel days, a living allowance may be granted for up to 1 day before the start of the activity and up to 1 day after the end date of the activity. If it is applied, the supporting documents are supplemented by travel documents confirming the date of travel and are to be presented in the course of the settlement. (Otherwise, the amount of living allowance received for travel days will be repaid.)

**WARNING!** Applicants should be aware that the Pannónia Scholarship Programme and other available scholarships cover only part of the actual expenses incurred, the difference being covered by the student.

## 10. Certificate of completion, repayment

The following documents proving the participation in the mobility activity and the achievement of the mobility objective must be presented by the student to the University subsequently, within 15 days of the accomplished mobility:

- **Credit certificate** (transcript of records) - in case of a course with credit value (e.g. a block course, study visit or summer university)
- or
- **Proof of participation:** in the case of a study activity not directly leading to the acquisition of credit, a supporting document issued by the host institution/organisation (e.g. a document confirming active participation in a conference or professional event, a diploma in case of a case study competition placement, or a certificate of participation in the absence of such a document)
- **Letter of confirmation/attendance:** mobility duration certificate
- **Student report**
- **Travel document confirming the date of travel** (bus ticket, boarding pass etc.)

If the student fails to comply with the above point or does not comply with it properly, or fails to provide proof of such compliance within 30 days of the expiry of the 15-day deadline, he/she shall be required to repay the full amount of the grant to the University. In case of non- or inadequate proof of the date of the short term mobility trip, the student is obliged to repay the living allowance received for the travel days.

### **11. Legal remedy**

Applicants have the right to appeal against the decision of the Head of the International Mobility Programmes within 15 days from the date of notification or, failing that, from the date of learning about the decision, in accordance with Sections 57-58 of Act CCIV of 2011 on National Higher Education. Legal remedy requests must be submitted through Neptun, addressed to the Student Appeals Committee.

The Student Appeals Committee will make a decision on the request for legal remedy in a procedure conducted according to the Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: SSP).

The time limit for administration is thirty (30) days, which does not include the periods specified in subsection 15 (3) of the SSP, especially the period in which administration at university level is suspended (i.e. the period of university shutdown).

### **12. More information**

This call for application is published on the University's website.

More information on the call for application may be requested on the student administration platform 'Do It Online'.

Budapest, September 2025

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