

## CORVINUS INFORMATION SHEET EXCHANGE PROGRAMS

(Updated in May 2016)

### 1. Institutional details

<b>Name of the Institution</b>	<b>Corvinus University of Budapest (Budapesti Corvinus Egyetem)</b>
<b>ERASMUS code</b>	HU BUDAPES03
<b>ERASMUS University Charter number</b>	51840-IC-1-2007-1-HU-ERASMUS-EUCX-1
<b>Address</b>	Directorate of External Relations, International Office Fővám tér 8., H-1093 Budapest, Hungary
<b>Webiste</b>	<a href="http://www.uni-corvinus.hu">www.uni-corvinus.hu</a> , <a href="http://www.uni-corvinus.hu/eng">www.uni-corvinus.hu/eng</a>
<b>Head of the Institution (Rector)</b>	<b>Prof. Dr. Zsolt Rostoványi</b>
<b>Vice-Rector for Educational Policy</b>	<b>Prof. Dr. Zoltán Szántó</b>
<b>Director, Directorate of External Relations</b>	<b>Dr. Mária Dunavölgyi</b>
Telephone	Telephone: +36 1 482 5606,
E-mail	maria.dunavolgyi@uni-corvinus.hu
<b>Head of the International Office</b>	<b>Mr. Gábor Szalai</b>
Telephone / Fax	Telephone: +36 1 482 5606, Fax: +36 1 482 5023
E-mail	gabor.szalai@uni-corvinus.hu

### 2. International staff

<b>Erasmus Outgoing Coordinator</b>	<b>Ms. Zsafia Vattay</b>
Responsibilities	Management of the Erasmus programme at central level Outgoing Erasmus students (for study and traneeship)
Telephone / Fax	Telephone: +36 1 482 5025, Fax: +36 1 482 5023
E-mail	erasmus@uni-corvinus.hu
<b>Erasmus Outgoing Assistant</b>	<b>TBA</b>
	Financial reports Nomination of outgoing students
	Telephone: +36 1 482 5438, Fax: +36 1 482 5023
	corvinus.intoffice@uni-corvinus.hu
<b>International Incoming Coordinator</b>	<b>Mr. Norbert Geszner</b>
Responsibilities	Incoming students: nominations, applications, courses in general, transcripts Erasmus non-teaching staff mobility Corvinus Summer School
Telephone / Fax	Telephone: +36 1 482 5389, Fax: +36 1 482 5023
E-mail	intoffice@uni-corvinus.hu

### 3. Application procedure

<p><b>Online nomination – to be done by the Home Institution COORDINATORS!</b></p>	<ul style="list-style-type: none"> <li>▪ The exchange coordinators of the partner institutions nominate the selected exchange students in the MOBility Manager online system (MOB) of Corvinus University <b>in the nomination period.</b></li> <li>▪ Link to MOB for coordinators: <a href="http://mob.uni-corvinus.hu">http://mob.uni-corvinus.hu</a></li> <li>▪ <b>Nomination by coordinators can be completed</b> for fall or fall+spring semesters: <b>in April DEADLINE April 30</b> for spring semester: <b>in October DEADLINE October 31</b></li> <li>▪ <b>Prolongation of study period: DEADLINE April 30 / October 31</b></li> </ul>
<p><b>Online Student Registration – to be done by the STUDENTS!</b></p>	<ul style="list-style-type: none"> <li>▪ Once nominated, the exchange students receive an e-mail containing instructions and the login information to our on-line system (MOBility Manager). They complete their online registration (entering their personal data) in MOB and select courses in the so-called Neptun system (tool used by many HEI's in Hungary). The course registration works on a first come, first served basis.</li> <li>▪ <b>Deadline of online applications:</b> for fall or fall+spring semesters: <b>May 5</b> for spring semester: <b>November 5</b></li> </ul>
<p><b>Application materials</b></p>	<p>Two files to be uploaded by students in MOB: E-photo and English Language Certificate – level B2 according to CEFR</p>

### 4. Courses, subject areas, languages of instruction

<p><b>Courses</b></p>	<p><a href="http://www.uni-corvinus.hu/eng">www.uni-corvinus.hu/eng</a> → Exchanges / Incoming students / Courses</p>
<p><b>Main subject areas</b></p>	<ul style="list-style-type: none"> <li>• Business and Management</li> <li>• Economics</li> <li>• Social Sciences (Political Science, Sociology, International relations, Communication)</li> </ul>
<p><b>Languages of instruction and language requirements</b></p>	<p>English, Hungarian Please note that we require a level B2 (CEFR) English certificate</p>

### 5. Academic calendar

<p><b>Detailed academic calendar</b></p>	<p>Please visit our website at <a href="http://www.uni-corvinus.hu/eng">www.uni-corvinus.hu/eng</a> → Exchanges / Incoming students / Academic Calendar. One semester consists of 14 academic weeks, plus the exam period. <b>Exchange students usually pass all their exams during the first week of the exam period. Make-up exams for exchange students are usually offered in the second week of the exam period.</b></p>
<p><b>Fall semester in general</b></p>	<p><b>September – December</b></p>
<p><b>Spring semester in general</b></p>	<p><b>February – May</b></p>
<p><b>Orientation</b></p>	<p>An orientation programme is organised each semester before the start of classes. Details will be provided by the International Office.</p>

### 6. Accommodation

<p><b>Accommodation offer</b></p>	<p>Corvinus University cannot offer on-campus (dormitory) accommodation, unfortunately. Therefore, it is suggested that students rent a flat or share a rented flat. The International Office provides information and assistance to exchange students on how to rent a flat in the city. There are individual owners as well as real-estate agencies to be contacted. In addition, a group email service is offered for incoming students by which they can contact each other before arrival and find room-mates, flat-mates, or even apartments to rent. Each student is assigned a Hungarian 'buddy', the so-called Tandem partner. Tandem partners may help to find accommodation.</p>
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## 7. Other useful information

<b>Estimated costs of living</b>	Monthly rents range from around EUR 200 – 300 / month, depending on the size and location of the flat and on the number of students sharing it. Food: EUR 200 – 300 / month Transport (with valid student ID): EUR 20 – 50 / month Miscellaneous: EUR 50 – 100 / month Books, student ID, photocopying, etc: EUR 50 – 100 per semester.
<b>Tandem programme</b>	Each student automatically gets a Hungarian buddy, who contacts him/her by email and is ready to answer all the questions concerning life in Hungary, Budapest and at the Corvinus University.
<b>Health insurance</b>	Students are requested to purchase appropriate health insurance in their home country.
<b>Visa requirements for non-EU/EEA students</b>	Students who are not EU/EEA citizens should contact the relevant Hungarian Consulate/Embassy at least 2 months before the beginning of their studies at the Corvinus University to find out about the visa regulations. As soon as the applications are processed, the International Office sends a Letter of Acceptance to the non-EU/EEA citizens, which may be necessary when applying for a 'visa for residence permit'. The document is generally posted to the home university coordinator. The residence permit for which the visa is issued must be picked up at the Hungarian Immigration Office within 30 days from the first entry into the EU.
<b>Residence permit requirements for EU/EEA students</b>	All EU/EEA citizens studying in Hungary are required to register themselves at the Hungarian Immigration Office and obtain a residence permit within max. 90 days of arrival.
<b>Further useful information</b>	Please refer to our English website: <a href="http://www.uni-corvinus.hu/eng">www.uni-corvinus.hu/eng</a> → Exchanges / Incoming students.
<b>General request</b>	Students are asked to give e-mail addresses that they check regularly and are requested to check their mailboxes regularly, as almost all communication will be achieved via e-mail.