

CORVINUS INFORMATION SHEET EXCHANGE PROGRAMS

(Updated in September 2016)

1. Institutional details

Name of the Institution	Corvinus University of Budapest (Budapesti Corvinus Egyetem)
ERASMUS code	HU BUDAPES03
ERASMUS University Charter number	51840-IC-1-2007-1-HU-ERASMUS-EUCX-1
Address	Directorate of External Relations, International Office Fővám tér 8., H-1093 Budapest, Hungary
Website	www.uni-corvinus.hu , www.uni-corvinus.hu/eng
Head of the Institution (Rector)	Prof. Dr. András Lánczi
Vice-Rector for Educational Policy	Prof. Dr. Zoltán Szántó
Director, Directorate of External Relations	Mr. György Vas
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Director, Directorate of Internat. Relations	Dr. Tamás Pesuth
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Head, International Office	Mr. Gábor Szalai
Telephone	Telephone: +36 1 482 5189, Fax: +36 1 482 5023
E-mail	gabor.szalai@uni-corvinus.hu

2. International staff

Erasmus Outgoing Study Program Coordinator	Ms. Zsófia Vattay
Responsibilities	- Erasmus+ Program (outgoing Erasmus students for studies)
Telephone / Fax	Telephone: +36 1 482 5435, Fax: +36 1 482 5023
E-mail	erasmus@uni-corvinus.hu
Erasmus Outgoing Traineeship Coordinator	Mr. Péter Hunya
Responsibilities	- Erasmus+ Program (traineeship)
Telephone / Fax	- EGT Found and Campus Mundi Programs
E-mail	Telephone: +36 1 482 5025, Fax: +36 1 482 5023
	internship@uni-corvinus.hu
Erasmus Outgoing Assistant	Mr. Ferenc Sebes
Responsibilities	- Financial reports, nomination of outgoing students
Telephone / Fax	Telephone: +36 1 482 5389, Fax: +36 1 482 5023
E-mail	corvinus.intoffice@uni-corvinus.hu
International Incoming Coordinator	Mr. Áron James Miszlivetz
Responsibilities	- Incoming exchange students: nominations, applications, courses in general, transcripts
Telephone / Fax	- Corvinus Summer School
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	intoffice@uni-corvinus.hu

Stipendium Hungaricum Program Coordinator Responsibilities Telephone / Fax E-mail	Ms. Szilvia Strack - Stipendium Hungaricum Program - Erasmus staff mobility, Erasmus teaching mobility - Erasmus Credit Mobility Program Telephone: +36 1 482 5213, Fax: +36 1 482 5023 stipendium@uni-corvinus.hu , szilvia.strack@uni-corvinus.hu
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3. Application procedure

Online nomination – to be done by the Home Institution COORDINATORS!	<ul style="list-style-type: none"> ▪ The exchange coordinators of the partner institutions nominate the selected exchange students in the MOBility Manager online system (MOB) of Corvinus University in the nomination period. ▪ Link to MOB for coordinators: http://mob.uni-corvinus.hu ▪ Nomination by coordinators can be completed for fall or fall+spring semesters: in April DEADLINE April 30 for spring semester: in October DEADLINE October 31 ▪ Prolongation of study period: DEADLINE April 30 / October 31
Online Student Registration – to be done by the STUDENTS!	<ul style="list-style-type: none"> ▪ 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. ▪ Deadline of online applications: for fall or fall+spring semesters: May 5 for spring semester: November 5
Application materials	Two files to be uploaded by students in MOB: E-photo and English Language Certificate – level B2 according to CEFR

4. Courses, subject areas, languages of instruction

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

5. Academic calendar

Detailed academic calendar	Please visit our website at www.uni-corvinus.hu/eng → Exchanges / Incoming students / Academic Calendar. One semester consists of 14 academic weeks, plus the exam period. 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.
Fall semester in general	September – December
Spring semester in general	February – May
Orientation	An orientation programme is organised each semester before the start of classes. Details will be provided by the International Office.

6. Accommodation

Accommodation offer

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.

7. Other useful information

Estimated costs of living	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.
Tandem programme	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.
Health insurance	Students are requested to purchase appropriate health insurance in their home country.
Visa requirements for non-EU/EEA students	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.
Residence permit requirements for EU/EEA students	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.
Further useful information	Please refer to our English website: www.uni-corvinus.hu/eng → Exchanges / Incoming students.
General request	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.