

CORVINUS INFORMATION SHEET EXCHANGE PROGRAMS

(Updated in February 2012)

1. Institutional details

Name of the Institution	Corvinus University of Budapest (Budapesti Corvinus Egyetem)
ERASMUS-Code	HU BUDAPES03
Address	International Office, Fővám tér 8., H-1093 Budapest, Hungary
Webiste	www.uni-corvinus.hu , www.uni-corvinus.hu/eng
Head of the Institution (Rector)	Prof. Dr. Zsolt Rostoványi
Acting Vice-Rector for Education	Prof. Dr. Zoltán Szántó
Head of the International Office	Ms. Erzsébet Veres
Telephone / Fax E-mail	Telephone: +36 1 482 5389, Fax: +36 1 482 5023 and +36 1 482 5364 erzsebet.veres@uni-corvinus.hu

2. International staff

Institutional Erasmus Coordinator	Ms. Judit Dán-Csala
Responsibilities	Management of the Erasmus programme at central level Erasmus bilateral agreements Outgoing Erasmus students Outgoing Erasmus trainees
Telephone / Fax E-mail	Telephone: +36 1 482 5213, Fax: +36 1 482 5023 and +36 1 482 5364 erasmus@uni-corvinus.hu
Overseas Coordinator	Ms. Dóra Nagy-Szakonyi
Responsibilities	Management of the overseas programme at central level Overseas bilateral agreements Outgoing overseas students
Telephone / Fax E-mail	Telephone: +36 1 482 5044, Fax: +36 1 482 5023 and +36 1 482 5364 dora.szakonyi@uni-corvinus.hu
International Coordinator	Mr. Gábor Szalai
Responsibilities	Incoming students: nominations, applications, courses in general Erasmus teaching staff mobility CEEPUS mobility
Telephone / Fax E-mail	Telephone: +36 1 482 5189, Fax: +36 1 482 5023 and +36 1 482 5364 gabor.szalai@uni-corvinus.hu
International Coordinator	Ms. Ildikó Kánya
Responsibilities	Incoming students: Tandem, transcripts Erasmus non-teaching staff mobility Summer schools and other programmes
Telephone / Fax E-mail	Telephone: +36 1 482 5438, Fax: +36 1 482 5023 and +36 1 482 5364 ildiko.kanya@uni-corvinus.hu

3. Application procedure

<p>Online nomination – to be done by the Home Institution COORDINATORS!</p>	<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
<p>Online Student Registration – to be done by the STUDENTS!</p>	<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. ▪ Students will be informed about the exact dates and deadlines.
<p>Application materials</p>	<p>Two files to be uploaded by students in MOB: E-photo and English Language Certificate – level B2 according to CEF</p>

4. Courses, subject areas, languages of instruction

<p>Courses</p>	<p>www.uni-corvinus.hu/eng → Exchange Programmes → Courses</p>
<p>Subject areas</p>	<p>Agricultural Sciences (Food Science, Horticulture), Landscape Architecture, Business Studies and Management Sciences, Environmental Sciences, Public Administration, Natural Science, Social Sciences (Political Science, Sociology, International Relations), Economics, etc.</p>
<p>Languages of instruction and language requirements</p>	<p>English, Hungarian Please note that we require a level B2 English proficiency certificate</p>

5. Academic calendar

<p>Detailed academic calendar</p>	<p>Please visit our website at www.uni-corvinus.hu/eng → Exchange Programmes → Academic Calendar. The 2012/2013 calendar will be available in May 2012. One semester consists of 15 weeks. Exchange students usually pass all their exams during the last week of the study period / first week of the exam period.</p>
<p>Fall semester in general</p>	<p>September – December</p>
<p>Spring semester in general</p>	<p>February – May</p>
<p>Orientation</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>Accommodation offer</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

Estimated costs of living	Monthly rents range from around EUR 250 – 400 /month/person, depending on the size and location of the flat and on the number of students sharing it. Food, transport, miscellaneous: EUR 200 – 400 per month. Books, student ID, photocopying, etc: EUR 50 – 100 per semester.
Tandem programme	Students automatically receive Hungarian partner students, who contact them by email and are ready to answer all the questions concerning life in Hungary, Budapest and at Corvinus University.
Health insurance	Students are requested to purchase health insurance in their home country.
Visa requirements for non-EU students	Students who are not EU/EEA citizens should turn to the relevant authorities at least 2 months before the beginning of their studies at Corvinus University to find out about the 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.
Further useful information	Please refer to our English website www.uni-corvinus.hu/eng → Exchange Programmes
General request	Students are asked to check their mailboxes regularly and make enough space for new messages.