



# Corvinus Information Sheet Exchange Programs

Updated in November 2022



## Institutional Details

<b>Name of the Institution</b>	<b>Corvinus University of Budapest</b> (Budapesti Corvinus Egyetem)
<b>ERASMUS code</b>	HU BUDAPE03
<b>ERASMUS University Charter number</b>	51840-EPP-I-2014-I-HU-EPPKA3-ECHE
<b>Address</b>	Student Mobility, Student Services Fővám tér 8., H-1093 Budapest, Hungary
<b>Website</b>	<a href="https://www.uni-corvinus.hu/?lang=en">https://www.uni-corvinus.hu/?lang=en</a>
<b>Head of the Institution (Rector)</b>	<b>Prof. Dr. Előd Takáts</b>
<b>President</b>	<b>Dr. Anthony Radev</b>
<b>Vice-Rector for Education</b>	<b>Assoc. Prof. Dr. Réka Franciska Vas</b>
<b>Vice-President for International Relations</b>	<b>Dr. Péter Fehér</b>
<b>Head of International Programmes</b>	<b>Dr. Zita Kelemen</b>
<b>Head of the Student Services</b> Telephone: E-mail:	<b>Mr. Péter Major</b> +36 1 482 5322 <a href="mailto:peter.major@uni-corvinus.hu">peter.major@uni-corvinus.hu</a>
<b>Team Leader, Student Mobility</b> Telephone: E-mail:	<b>Ms. Nikolett Menyhárt</b> +36 1 482 5104 <a href="mailto:nikolett.menyhart@uni-corvinus.hu">nikolett.menyhart@uni-corvinus.hu</a>

# International Staff

## (International Relations and Accreditations)

<p><b>International Relations Officer</b> Assistant to the head of the International Relations and Accreditations department, protocol events, conferences, Corvinus Erasmus Staff Week</p>	<p><b>Ms. Tímea Vörös</b> +36 1 482 5373 <a href="mailto:timea.voros@uni-corvinus.hu">timea.voros@uni-corvinus.hu</a></p>
<p><b>Institutional Erasmus Coordinator</b> Contact person to Tempus Public Foundation, the Erasmus+ national agency; monitoring the institutional implementation of Erasmus projects</p>	<p><b>Ms. Krisztina Csiba</b> +36 1 482 5558 <a href="mailto:krisztina.csiba@uni-corvinus.hu">krisztina.csiba@uni-corvinus.hu</a></p>
<p><b>Exchange Program Manager</b> Agreements (Business and Management), balance, partner contact, nominations</p>	<p><b>Ms. Dora Szakonyi</b> +36 1 482 5546 <a href="mailto:dora.szakonyi@uni-corvinus.hu">dora.szakonyi@uni-corvinus.hu</a></p>
<p><b>Exchange Program Manager</b> Agreements (Social Sciences, Economics), balance, partner contact, nominations</p>	<p><b>Ms. Agapé Szkarósi</b> +36 1 482 5435 <a href="mailto:agape.szkarosi@uni-corvinus.hu">agape.szkarosi@uni-corvinus.hu</a></p>
<p><b>Faculty and Staff Mobility</b> (Incoming/Outgoing)</p>	<p><b>Ms. Viktória Simon</b> +36 1 482 5098 <a href="mailto:viktoria.simon@uni-corvinus.hu">viktoria.simon@uni-corvinus.hu</a></p>
<p><b>Erasmus Incoming Internship Coordinator</b> Erasmus+ Program (incoming Erasmus students): application for traineeship / internship.</p>	<p><b>Ms. Tímea Vörös</b> +36 1 482 5373 <a href="mailto:incoming.internship@uni-corvinus.hu">incoming.internship@uni-corvinus.hu</a></p>
<p><b>CEMS Program Manager</b> CEMS partner contact</p>	<p><b>Ms. Anita Szöllösi</b> +36 1 482 5421 <a href="mailto:anita.szollosi@uni-corvinus.hu">anita.szollosi@uni-corvinus.hu</a></p>
<p><b>Double Degree Program Coordinator</b> Double Degree partnerships, nomination, contracts</p>	<p><b>Ms. Erika Komjáthy</b> <a href="mailto:double.degree@uni-corvinus.hu">double.degree@uni-corvinus.hu</a></p>
<p><b>Accreditations Manager</b> Management of international accreditation processes</p>	<p><b>Ms. Monika Csizmár</b> <a href="mailto:monika.csizmar@uni-corvinus.hu">monika.csizmar@uni-corvinus.hu</a></p>
<p><b>International Relations and Accreditations Coordinator</b> Management of international accreditation processes</p>	<p><b>Ms. Varga Andrea</b> +36 1 482 5312 <a href="mailto:andrea.varga@uni-corvinus.hu">andrea.varga@uni-corvinus.hu</a></p>
<p><b>Director of International Student Recruitment</b> Agencies (student recruitment), study fairs and expos</p>	<p><b>Mr. Matt Jansen</b> +36 30 010 3751 <a href="mailto:matthew.jansen@uni-corvinus.hu">matthew.jansen@uni-corvinus.hu</a></p>
<p><b>Director of American Corner</b> Planning, managing, programming the operation of the American Corner</p>	<p><b>Mr. Ferenc Maurer</b> +36 1 482 7578 <a href="mailto:ferenc.maurer@uni-corvinus.hu">ferenc.maurer@uni-corvinus.hu</a></p>



# International Staff (Student Services)

## Erasmus Outgoing Coordinator for Studies

Dealing with the applications, LA-s, LA During the Mobility, incoming transcripts, etc.)

## Ms. Anna Damásdi

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## Erasmus Outgoing Coordinator for Studies

Dealing with the applications, LA-s, LA During the Mobility, incoming transcripts, etc.)

## Ms. Csilla Boda

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## Erasmus Outgoing Coordinator for Studies (Contracting)

Erasmus+ Program (outgoing Erasmus students): contracts, Certificate of Arrival, Certificate of Departure, scholarship funds

## Ms. Nikolett Menyhárt

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## Erasmus Outgoing Traineeship Coordinator

Erasmus+ Program (traineeship);  
EEA Grants and Campus Mundi Programs, Erasmus Credit Mobility Program

## Ms. Zsófia Vattay

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## International Incoming Coordinator

Incoming exchange students: applications, courses in general, LA-s and LA-s During the Mobility, Certificates of Arrival and Departure, transcripts

## Ms. Nikolett Menyhárt

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[corvinus.incoming@uni-corvinus.hu](mailto:corvinus.incoming@uni-corvinus.hu)

## Main contact for the students arriving in the Freemover and the Study Abroad program

Assistance with the application and the onboarding process before arrival, assistance with administrative and academic issues during the semester

## Ms. Natália Balogh

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[corvinus.studyabroad@uni-corvinus.hu](mailto:corvinus.studyabroad@uni-corvinus.hu)

# 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> <ul style="list-style-type: none"> <li>• for fall or fall + spring semesters: <b>April 1 to April 30</b></li> <li>• for spring semester: <b>October 1 to October 30</b></li> </ul> </li> <li>▶ Prolongation of study period: <b>Deadline April 30 / October 30</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> <ul style="list-style-type: none"> <li>• for fall or fall + spring semesters: <b>May 5</b></li> <li>• for spring semester: <b>November 5</b></li> </ul> </li> </ul>
<p><b>Application materials</b></p>	<p>One file to be uploaded by students in MOB:</p> <ul style="list-style-type: none"> <li>• Minimum CEFR B2 level English language proficiency certificate or CEFR B2 level English language proficiency certificate issued by the student's home university Native speakers of English do not have to submit an English language proficiency result.</li> </ul>

## Courses, Subject Areas, Languages of Instruction

<p><b>Courses</b></p>	<p><a href="https://www.uni-corvinus.hu/main-page/life-at-corvinus/international-and-administrative-student-services/for-exchange-program-students/course-offer/?lang=en">https://www.uni-corvinus.hu/main-page/life-at-corvinus/international-and-administrative-student-services/for-exchange-program-students/course-offer/?lang=en</a></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, German, Hungarian Please note that we require a min. CEFR B2 level English language proficiency certificate</p>



# Academic Calendar

<b>Detailed academic calendar</b>	<ul style="list-style-type: none"> <li>▶ Please visit our website at <a href="https://www.uni-corvinus.hu/main-page/life-at-corvinus/international-and-administrative-student-services/for-exchange-program-students/schedule-of-the-academic-year-exchange/?lang=en">https://www.uni-corvinus.hu/main-page/life-at-corvinus/international-and-administrative-student-services/for-exchange-program-students/schedule-of-the-academic-year-exchange/?lang=en</a> (Calendar for guest students)</li> <li>▶ One semester consists of 14 academic weeks, plus the exam period.</li> </ul>
<b>Fall semester in general</b>	September – December/January (with exam period)
<b>Spring semester in general</b>	February – May/June (with exam period)
<b>Orientation</b>	An orientation programme is organised each semester before the start of classes. Details will be provided by the Student Mobility Team, Student Services

# Accommodation

<b>Accommodation offer</b>	While Corvinus University cannot offer on-campus (dormitory) accommodation, we do have a selected number of places that offer dormitory-like accommodation (checked by Corvinus staff members) at similar prices. Information on these will be sent out to all incoming students after the preliminary course registration period, well before their date of arrival. Information on what to keep in mind and check if arranging for accommodation individually will also be sent out to students.
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## Other Useful Info

<p><b>Health insurance</b></p>	<p>Students should arrange for appropriate health insurance in their home country. Those with chronic illnesses should take care to ensure that these, too, are covered by the health insurance. Students taking any medication regularly should make sure that they will have access to it during their stay in Hungary.</p>
<p><b>Students with disabilities</b></p>	<p>Students with disabilities <b>should indicate this as soon as possible but no later than the Orientation Week to be eligible for relevant benefits. Notice about any disabilities should be sent to <a href="mailto:disability@uni-corvinus.hu">disability@uni-corvinus.hu</a> and must be accompanied by official supporting documents from the student's home (sending) university.</b> We will check the all the documents from the home university to make sure we accept the requested accomodtations. <b>IMPORTANT:</b> We can only guarantee disability support that were agreed upon prior to, but no later than the start of the academic semester. For more information: <a href="https://www.uni-corvinus.hu/main-page/life-at-corvinus/student-support-services/studying-without-barriers/?lang=en">https://www.uni-corvinus.hu/main-page/life-at-corvinus/student-support-services/studying-without-barriers/?lang=en</a></p>
<p><b>Visa requirements for non-EU/EEA students</b></p>	<p>Non EU-EEA citizens should check the website of the relevant Hungarian Consulate/Embassy for the visa application requirements prior to making an appointment. Visa applications cannot be handed in earlier than 3 months prior to the planned date of arrival. For the contact details of the Hungarian Diplomatic Mission in or responsible for your country can be found here: <a href="https://konzulizsolgalat.kormany.hu/hu-missions-abroad">https://konzulizsolgalat.kormany.hu/hu-missions-abroad</a>. Please check with the Hungarian Consulate in your country for any specific entry requirements to Hungary. The Student Mobility Team will keep you updated should any new requirements or restrictions are introduced. <b>Information on the visa regulations and visa application requirements for 3rd country citizens can also be found here:</b> <a href="https://konzulizsolgalat.kormany.hu/en">https://konzulizsolgalat.kormany.hu/en</a> and <a href="http://www.bmbah.hu/index.php?option=com_k2&amp;view=item&amp;layout=item&amp;id=70&amp;Itemid=824&amp;lang=en">http://www.bmbah.hu/index.php?option=com_k2&amp;view=item&amp;layout=item&amp;id=70&amp;Itemid=824&amp;lang=en</a> The Letter of Acceptance from Corvinus that will have to be handed in with the visa application will be sent out to non-EU/EEA citizens as soon as possible after the online nomination system has closed. Please make sure that your passport is valid for at least 6 months after your planned final date of departure from Hungary. The residence permit for which the visa is issued must be picked up within 30 days from the time of entry to Hungary. Information on when and how students will be able to pick up their residence permits will be provided during the Orientation Session.</p>
<p><b>COVID-19 - official sources of information</b></p>	<p>Information on entering Hungary during the COVID-19 period is sent out to all incoming students via e-mail 2-3 months before the start of the semester. All changes that may have taken place as compared to previous months are updated regularly in the information materials.</p>