



PANNÓNIA
ösztöndíjprogram.



CORVINUS UNIVERSITY OF BUDAPEST
ON THE BASIS OF THE REGULATIONS FOR TERMS ABROAD
INVITES APPLICATIONS FOR
Participation in international student mobility programmes for study
purposes
and
Scholarship to support participation in international student mobility
programmes for study purposes
for the 2nd (spring) semester of the academic year 2024/2025

1. § Subject of the call

This call for applications sets out the conditions for participation in mobility programmes abroad offered by Corvinus University of Budapest (hereinafter referred to as CORVINUS or the University) under an inter-institutional cooperation agreement (bilateral or multilateral agreement) and applies to those mobility programmes operated by CORVINUS where spring 2025 places are available, i.e:

- a) Pannónia Scholarship Programme,
- b) CEEPUS scholarship programme, and
- c) other interinstitutional agreements NOT covered by points (a) and (b) programmes.

International mobility places awarded under this call do NOT ALWAYS come with financial support! Financial support is provided for in § 12.

2. § Legal and regulatory background to the call for application

The general rules for participation in mobility programmes are laid down in the Regulations for Terms Abroad, and for doctoral students in the Doctoral (PhD) Regulations and the rules of operation of the relevant doctoral schools.

In addition to the previous paragraph, the rules applicable to each programme are set out in the following regulations and other provisions:

1. In the case of the Pannónia Scholarship Programme, the Programme Implementation Guide, the Grant Agreement between Corvinus University of Budapest and Tempus Public Foundation.
2. In the case of CEEPUS, the rules for the use and accounting of the CEEPUS grant and the Grant Agreement between Corvinus University of Budapest and Tempus Public Foundation.
3. programmes based on other interinstitutional cooperation agreements (bilateral or multilateral treaties): cooperation agreements concluded by the universities.

The rules for the awarding of degrees are set out in the Study and Examination Regulation (“Tanulmányi és Vizsgaszabályzat” - TVSZ), and in the case of doctoral students, in the Doctoral (PhD) Regulations and the operating rules of the relevant doctoral school.

3 § Aim of the call

The aim of the call is to enable as many students with excellent academic results who are able to perform well at CORVINUS partner universities to participate in the most suitable mobility programme, thereby broadening their horizons, deepening their professional knowledge and building international contacts with their fellow students abroad, which will also help them in their future professional life.

4 § Minimum application requirements

Minimum requirement for participation in mobility programmes

- **an average grade point average of 3.00 or above (cumulative average of completed semesters)**
- **At least B2 complex language exam in the language of the intended studies**
- **Motivation letter in the language of your planned studies**

5. § Application deadline and timetable for the application procedure

Applications **can be submitted between 9:00 (Monday) 24 June 2024 and 12:00 (Monday) 8 July 2024.**

Deadline for the evaluation of the application: 6 Sept 2024.

Students participating in a PhD programme must provide an official letter of acceptance (which is a condition of application) issued by an authorised member of staff of the partner university (lecturer, researcher from the institution using the affiliation) if not available by the above deadline, no later than 12:00 21 August 2024.

A language examination or other proof of language proficiency in addition to the minimum language proficiency required by the foreign university (see § 4) must be submitted no later than 12:00 21 August 2024. The international language test certificate must be no more than 2 years old (see § 11.d.). No points will be awarded for the language test certificate submitted in this way.

6. § How to submit an application

How to **apply**: via MOBility Manager: <https://corvinus.mobilitymanager.hu/hallgato/>

The application form and all attachments and other documents must be submitted via MOBility Manager, unless otherwise specified in this call for applications.

In addition to the minimum language proficiency required by the foreign host university (see § 4), a document proving the existence of language proficiency or otherwise certified language proficiency, and in the case of PhD students the host university's letter of acceptance or equivalent document, can be submitted as a supplementary document via

the MyCorvinus HUB in the Do It Online!, if it was not possible to upload it to the MOBility Manager during the application period. No points will be awarded for the language examination certificate submitted in this way.

7. § The **organiser** of the **call** and **the evaluator**

1. The organiser of the call:

- 1) For the Pannonia and CEEPUS programmes, the International Relations and Accreditations Unit is responsible for the management of the application. Student Services will assist in the preparation and management of the application.
- 2) other programmes based on an inter-institutional agreement (bilateral or multilateral treaty) under the programme: the International Relations and Accreditations Unit is responsible for the management of the application. Student Services will assist in the preparation and management of the application.

2. The evaluator of the application for participation in the training abroad (**place of training**):

- 1) Pannonia Scholarship Programme and CEEPUS: the international leader, prepared by: Student Services, International Relations and Accreditations, the programme directors, Corvinus Doctoral Schools, Students' Union, Students' Union for Doctoral Studies
- 2) in other programmes based on inter-institutional cooperation agreements (bilateral or multilateral treaties), the international leader, prepared by: Student Services, International Relations and Accreditations, the programme directors, Corvinus Doctoral Schools, Students' Union, Students' Union for Doctoral Studies

In the case of a **scholarship to** support participation in a study abroad, the evaluator is the international leader.

8. § **Eligible applicants**

1. For all programmes:

- 1.1 Corvinus University of Budapest students - regardless of their work schedule and student status - studying in a bachelor, master or doctoral programme may apply, provided that:
 - a) students studying under the Stipendium Hungaricum and Diaspora scholarship programmes are not eligible to apply;
 - b) undergraduate students can only apply if they have completed at least two (2) semesters at Corvinus at the start of their mobility.
 - c) Bachelor, Master or Master's degree students may apply only if they have to complete at least 21 credits before starting their studies abroad, with the exception that the 21 credits do not include the compulsory internship and the professional seminar, while for PhD students the number of credits awarded by the host institution abroad may not exceed the maximum number of credits specified in the Regulations of the Doctoral (PhD) Programme and the rules of the relevant doctoral school;
 - d) Only students who have an active student status at Corvinus University of Budapest during the semester of the study abroad can participate in the mobility programmes.

- 1.2 In the application, students may only nominate partner institutions related to their field of study (see Annex 3 for the list of partner institutions by field of study).
- 1.3 Students who are pursuing studies in more than one field of study at the same time must indicate in their application which field of study they are applying for the mobility programme from and only their results related to the field of study they have chosen (e.g. number of semesters completed, average number of credits per semester) and partner institutions related to this field of study will be taken into account in the evaluation of the application.
2. In the case of participation in programmes based on interinstitutional agreements (bilateral or multilateral treaties), the conditions of application set out in the partnership agreements concluded by the universities apply.

9. § Eligible activities

Only the following activities carried out abroad are accepted for learning mobility:

1. full-time study in a bachelor's, master's or doctoral programme leading to a recognised diploma or degree: e.g. compulsory, compulsory elective and elective courses. Mobility programmes cannot be used for the sole purpose of preparing a thesis;
2. For students on the PhD programme, research supporting the preparation of a dissertation.

10. § Eligible places

Conditions for participation in the University's mobility programmes:

1. Studies can be carried out at higher education institutions abroad with which the University has a valid student mobility partnership agreement.
2. Students participating in a PhD programme may only apply to a partner university from which they have an official letter of acceptance or a clear written confirmation of their acceptance, agreed in advance and documented by the collaborating partner (the lecturer or researcher who is affiliated to the institution).
3. In the application, applicants will establish a preference ranking of at least one and up to ten institutions of their choice. The preference ranking cannot be changed after the submission of the application.
4. Applicants may only nominate partner institutions related to their field of studies. The list of disciplines is given in Annex 3 to this call for proposals.
5. Before submitting your application, you should check that the institution you wish to apply to does not have any requirement(s) that would prevent you from studying abroad (e.g. a language requirement that exceeds the minimum conditions - complex B2 in the language of study).
6. It is the responsibility of the applicant student to check the course offerings of the universities applied to for the period applied for and the language of instruction of the courses before submitting the application. If the course offerings for the semester of mobility are not available during the application period, it is possible to check the course offerings of previous semesters.
7. It is the responsibility of the student to check the course offerings of the universities he/she is applying to in terms of the courses that can be accepted, given that courses taken at the partner institution must be accepted at Corvinus.

11.§ The mobility (support) period

This call for applications is open only for mobility during the 2nd (spring) semester of the academic year 2024/2025.

12.§ Application material to be submitted

The application must be submitted via the MOBility Manager.

There is no possibility to re-submit missing documents, except for the language examination and doctoral diploma requested by the host institution in addition to the complex B2 language examination, which can be submitted until 12:00 21 August 2024y 2024 via the MyCorvinus HUB in the Do It Online! (§ 4).

Mandatory application material:

- a. online application in MOBility Manager
- b. a letter of motivation (no signature required) in the language of instruction of the first three institutions applied for, using the form available in the MOBility Manager Documents section.
- c. For PhD students, a detailed research plan and work plan (signed by the student) instead of a motivation letter, using the form in the MOBility Manager Documents section.
- d. an electronic copy of any valid language test certificate or other document proving language proficiency. Language rules: see Annex 1.
- e. any other document (signed by the person(s) specified in the TECA) proving the activities and results to be taken into account in the evaluation of the application, as specified in the table of Activities in Annex 1.
- f. For PhD students: official letter of acceptance (signed) or equivalent written confirmation by emailstudent organisation and.
- g. student union activity must be certified on the O365 form provided in MOBility Manager, retroactive (autumn semester 2023-24 or older) student organisation and student union activity, in addition to filling in the form, must be certified by filling in the template provided in the MOBility Manager Documents menu (signed by the persons specified in the MOBility Manager)
- h. The template and the form are only valid together in this case.
- i. the teaching assistance activity must be certified (signed) by filling in the template in the MOBility Manager Documents section.
- j. to certify a professional course or studies in a foreign language, you can upload the credit certificate (transcript) document downloadable from Neptun under Information/General Forms to the MOBility Manager.

ATTENTION: all uploaded documents are accepted **in pdf format only**. Applications containing documents in any other format will be rejected for formal reasons.

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

13.§ Financial conditions

To be eligible for a scholarship to support participation in a part-time study abroad, students must apply for it in the MOBility Manager application form, in the field provided.

Pannónia Scholarship Programme

1. The student who is awarded a scholarship may receive the following financial support, funded by the Pannónia Scholarship Programme, depending on the country of destination. The calculation of the exact amount awarded will depend on the country of destination and the exact period of the mobility abroad.
 1. country group: 400 000 HUF / month (30 days)
 2. country group: 375 000 HUF / month (30 days)
 3. country group: 350 000 HUF/month (30 days)

The country groups are listed in Annex 4 of .

2. If the funding is not available under the Pannónia Scholarship Programme, the funding will be provided by the Maintainer of the University.
3. The resources currently available are allocated according to the following principles:

A) In the case of interinstitutional contracts with universities in the following countries:

EU member states, Iceland, Norway, Turkey

- 1) Students travelling to these countries have priority over students travelling to bilateral partners.
- 2) Students will be awarded financial support based on their score in this call, up to the amount available. In case of equal scores, the student with the highest cumulative grade point average will be awarded the grant. In case of withdrawal, the next student in order of priority will be awarded the grant.

B) For trips to countries not covered by 3. A) under bilateral agreements, the University may award scholarships to the successful applicants, up to the available funding, in the following order of priority.

- 1) Great Britain - students with a cumulative adjusted credit index of 4.50 or more will be the first to receive funding, up to the amount available.
- 2) The remaining amount will be awarded to students on the basis of their score in this call, up to the amount available. In the event of equal scores, the student with the highest cumulative grade point average will be awarded the grant.
- 3) In case of withdrawal, the next student in the order of priority will be awarded the grant.

for the CEEPUS programme:

For information on the scholarships available, see Annex 5.

4. In addition to the above, students who have been awarded a scholarship for an international study place and participation in a study abroad programme may apply for a Scholarship for Partial Studies Abroad in the semester of the study abroad programme

in accordance with § 5 of the Student Requirements (Part 4, the Regulation on Student Fees and Benefits). For more information, see Scholarships - Corvinus University of Budapest (uni-corvinus.hu)

WARNING! Candidates should be aware that Pannónia, CEEPUS and other available scholarships cover only part of the actual costs incurred, the difference being covered by the student.

14.§ Decision making and announcement of results

1. Applications will be rejected without merit assessment from applicants who:
 - a. you have not submitted your application on time and in full via the MOBility Manager interface (ATTENTION! Applications can be submitted by clicking on the SUBMIT APPLICATION button) (for details see § 4-5, § 7 and § 12) and/or
 - b. you do not meet the minimum requirements for admission (see Annex 1: academic average, language criteria);
 - c. you have submitted a non-compliant application: this should be understood as:
 - i.: If the motivation letter is not in the template uploaded to MOBility Manager
 - ii: If the cover letter is not written in the language of the studies.
 - iii: If you do not upload a complete document proving your language skills (min. B2 in the language of study abroad).
 - iv.: In case of incomplete uploaded document (Only a complete certificate containing all pages of the supporting document will be accepted.)
 - v.: If the documents have not been submitted in pdf format,
 - d. d. In other cases specified in Article 23 (1) of the regulations entitled "Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status" (hereinafter: HJR).
2. Applications not rejected under point 1(a) to (d) without a substantive examination will be examined on the merits in accordance with point 3 .
3. **Applications that are submitted and not rejected without substantive examination** will be evaluated by the Student Services (hereinafter referred to as HSZ) Mobility Group, in the case of PhD students by Corvinus Doctoral Schools , according to the evaluation rules described in Annexes 1 and 2.
4. After the evaluation of the application, the sub-scores will be published on the website by HSZ, with the Neptun code of the applicants. This will be notified to the applicants by HSZ.
5. Students may submit a complaint against the partial scores in two areas, language and other professional activities, within three (3) working days of notification, via the DoIt Online! interface.
6. HSZ will decide on the comments within 10 working days and will notify the applicant by Neptun message. There is no independent right of appeal against the decision of the HSZ on the complaints, i.e. it can only be challenged in an appeal against the (substantive) decision communicating the final result of the application.
7. To determine the applicant's overall score, HSZ Mobility Team will score the applicant's cumulative average academic performance based on Neptun data.
8. Based on the above (the sub-score and the cumulative average academic score), HSZ Mobility Team will aggregate the scores of the applicants.

9. The Head of International Relations and Accreditations (hereinafter: NKA) decides on the places awarded on the basis of the aggregated scores and the order of preference indicated by the applicants.
10. The decision of the Head of the NKA will be included in the decision by 6 Sept 2024. The decisions must be sent to the students via Neptun. This is done by HSZ.
11. The applicant must accept the higher education institution awarded on the basis of their score and preference list.
12. The NKA leader decides who will receive financial support from the applicants who are awarded a scholarship to participate in a part-time study abroad course.
13. The decision of the NKA leader is set out in a decision by 30 Sept 2024. Decisions must be sent to students via Neptun. This is done by HSZ.

15.§ Remedies

Applicants have the right to appeal against the decision of the head of the NKA (including the rejection of the complaints) within 15 days of the notification or, if they have not been notified, then of becoming aware of the decision, pursuant to Articles 57-58 of Act CCIV of 2011 on National Higher Education. The appeal must be submitted to the Student Appeals Committee and submitted in Neptun.

The Student Appeals Committee will decide on the appeal in accordance with the procedure set out in the HJR.

The time limit is thirty (30) days, excluding the periods provided for in paragraph 15(3) of the HJR, in particular the period during which the administration of the case is suspended at university level (i.e. the period of university closure).

§ 16 Extension of the mobility period

There is no possibility of extending the mobility period of spring 2025 awarded in the current call to the autumn semester of 2025 .

Annex 1: Rules for the evaluation of applications for learning mobility schemes

Applications for mobility programmes are assessed on a scale of 1 to 100 points as follows.

1) Cumulative grade point average for closed semesters

1a) **Cumulative grade point average for completed semesters:** max 30 points
The table below applies to undergraduate students admitted BEFORE September 2023 and to all Master's students.

average		average		average		average		average	
4,96-5,00	30	4,61-4,65	23	4,26-4,30	16	3,91-3,95	9	3,56-3,60	2
4,91-4,95	29	4,56-4,60	22	4,21-4,25	15	3,86-3,90	8	3,51-3,55	1
4,86-4,90	28	4,51-4,55	21	4,16-4,20	14	3,81-3,85	7	3,00-3,50	0
4,81-4,85	27	4,46-4,50	20	4,11-4,15	13	3,76-3,80	6		
4,76-4,80	26	4,41-4,45	19	4,06-4,10	12	3,71-3,75	5		
4,71-4,75	25	4,36-4,40	18	4,01-4,05	11	3,66-3,70	4		
4,66-4,70	24	4,31-4,35	17	3,96-4,00	10	3,61-3,65	3		

1b) **Cumulative grade point average for completed semesters :** max.35 points
The table below refers to undergraduate students recruited in September 2023 .

average		average		average		average		average	
4,96-5,00	35	4,61-4,65	27	4,26-4,30	18	3,91-3,95	10	3,56-3,60	2
4,91-4,95	33	4,56-4,60	25	4,21-4,25	17	3,86-3,90	9	3,51-3,55	1
4,86-4,90	32	4,51-4,55	24	4,16-4,20	16	3,81-3,85	8	3,00-3,50	0
4,81-4,85	31	4,46-4,50	23	4,11-4,15	15	3,76-3,80	7		
4,76-4,80	30	4,41-4,45	22	4,06-4,10	14	3,71-3,75	6		
4,71-4,75	29	4,36-4,40	21	4,01-4,05	13	3,66-3,70	4		
4,66-4,70	28	4,31-4,35	20	3,96-4,00	11	3,61-3,65	3		

*The minimum requirement for participation in a mobility programme is a **grade point average of 3.00 or above (cumulative average of semesters completed)**, which is determined as follows:*

For students who are planning to study abroad at their current level (bachelor, master or master's degree), the cumulative average of the following semesters will be taken into account for the scoring:

- The total number of semesters of study already completed at the level of the intended study abroad (bachelor, master or postgraduate) for the course covered by the application, including the cumulative average of the semesters of study for the period of application;
- For students who have completed their first semester, the weighted average of 2023/24/2 credits per semester counts.

The calculation will be based on the cumulative grade point average as defined by the TVSZ, with all semesters being assessed being weighted equally.

If you are studying more than one course in parallel, you must specify in your application which course you intend to study and only the data relating to that course

will be taken into account when determining the points associated with your academic results and in all other matters.

2) **Language skills:** max 20 points

IMPORTANT: Only language exams uploaded to the MOBility Manager during the application period can be taken into account for the calculation of extra points for the student's language exams.

Minimum language requirement: **at least B2 in the language of the intended studies**

LANGUAGE SKILLS TO BE TAKEN INTO ACCOUNT:

In the language of the training course applied for or in the official language of the country of destination or in another language (other than the language of the course applied for, the official language of the country of destination and not your mother tongue):

Intermediate language skills

Advanced languages skills

Mother tongue

Intermediate language skills:

In the language of the planned study abroad (point 2a), a state-recognised language proficiency of the complex type B2 level (intermediate) or equivalent, subject to the relevant Government Decree (137/2008 (16.V.)).

You can provide proof of: **a language test certificate or a school-leaving certificate or a diploma certifying higher education.**

Language tests not accepted: Duolingo, TOEFL iBT Special Home Edition.

Ineligible certificate: certificate of studies in a foreign language.

Advanced level of language skills:

In the language of the planned study abroad (point 2a), a complex type C1, C2 (**advanced level**) state-recognised language examination or equivalent language proficiency, subject to the relevant Government Decree (137/2008 (16.V.)).

You can provide proof of: **a language test certificate or a diploma certifying higher education.**

Ineligible certificate: certificate of studies in a foreign language.

Attention! Only language exams that are **ACCEPTABLE** for extra points are Duolingo, TOEFL iBT Special Home Edition.

That is, in the case of a Duolingo or TOEFL iBT Special Home Edition Advanced Level exam, **intermediate knowledge of the language of study must be demonstrated by another language test certificate or a school-leaving certificate or diploma.**

For the categories Other language relevant to the training (official language of the country of destination) (2.b)) and Language other than the language relevant to the training and knowledge of a language other than the mother tongue (2.c)), language knowledge may be certified by any language examination certificate, or by a school leaving certificate or a higher education diploma.

IELTS, TOEFL and TOEIC etc. exams taken at Corvinus more than 2 years ago are also acceptable, and will be awarded points in the categories indicated.

In any case, only language certificates issued no more than 2 years previously may be accepted for this application, even if the host institution accepts a language certificate from a host institution that is more than 2 years old. Applicants must hold a valid language certificate at the time of placement, at the time of departure and, in several cases, throughout the mobility period, as required by the host university. Accordingly, proof of language proficiency must be provided in the application, i.e. a language certificate within 2 years.

In their application, applicants must declare their mother tongue in the relevant part of the MOB.

2a) language of study: maximum 13 points

Advanced professional C - 13 points

Upper General C - 12 points

Intermediate professional C - 11 points

Higher professional A or B - 10 points

Higher General A or B - 9 points

The minimum requirement for participation in a mobility programme is to have a Common European Framework of Reference for Languages (CEFR) language examination of at least complex level B2 or equivalent (complex intermediate level B2) in the language of the selected courses at the international institution. This is considered by the host institutions as a prerequisite for nomination and therefore points can only be awarded for language proficiency above this level.

If the applicant's mother tongue is the same as the language of study and has indicated this in the MOBility Manager interface, he/she will receive maximum points in the language of study category.

2b) other language relevant to the course (language of the country of destination): maximum 8 points

Advanced professional C - 8 points

Upper General C - 7 points

Intermediate professional C - 6 points

Higher professional A or B - 5 points

Intermediate General C - 4 points

Higher General A or B - 3 points

2c) knowledge of a language other than the language relevant to the course and knowledge of a language other than your mother tongue : maximum 4 points

Advanced professional C - 4 points

Upper General C - 3 points

Intermediate professional C - 2 points

Intermediate General C - 1 point

(More than one language is acceptable, but only the highest level per language will be considered.)

3) Other professional activities

The professional activities of applicants in the bachelor's degree programme, the master's degree programme and the other professional activities of applicants in the master's degree programme will be assessed according to the following table. Each activity must be supported by appropriate supporting documents (even if carried out at other higher education institutions) - no marks will be awarded if these are not provided.

3a) Other professional activity: max 33 points

The table below applies to all undergraduate and masters students admitted BEFORE September 2023.

	Activity	Max score
1	<p>Studies in a foreign language (bachelor's and master's degree courses in progress or completed within CORVINUS or in another higher education institution) or part-time studies abroad - 3 points per completed semester (those who have received points in this category cannot receive points for a professional course in a foreign language in the semester concerned) (max. 3 semesters can be counted)</p> <p>Professional course in a foreign language - 1 point per completed semester (max. two courses can be counted - not linguistic, grammar or translation)</p> <p>Supporting document: Neptun index extract (transcript/ credit certificate)</p>	9
2	<p>TDK activity (max. two different papers can be counted):</p> <p>OTDK 1st-3rd place: 7 points</p> <p>TDK 1-3 place: 5 points</p> <p>OTDK participation: 3 points</p> <p>TDK participation: 2 points</p> <p>(The highest score obtained from TDK and OTDK activities in one title will be taken into account.)</p> <p>Other study competitions, case study competitions:</p> <p>foreign, foreign language 1st-3rd place: 5 points</p> <p>home 1-3 place: 4 points</p> <p>foreign participation: 3 points</p> <p>domestic participation: 2 points</p> <p>Supporting document: certificate of participation, diploma</p>	14
3	<p>Demonstrator teaching support; participation in demonstrator teaching: as certified by the institute or department concerned, including the number of points offered from 0 to 5 (max. two courses can be considered)</p> <p>Supporting document: a certificate from the institute or department, with the points offered, according to the template provided</p>	10
4.	<p>Work in a college for advanced studies or other university organisation according to the 'Student Organisation Regulations' of the Student Union (max. two organisations can be considered :</p> <p>Activities in Students' Union::</p> <p>- Student Union presidency and area leaders: 10 points</p>	15

	<ul style="list-style-type: none"> - Students' Union coordinators: 8 points - Members of Students' Union working groups/project teams <ul style="list-style-type: none"> - : 5 points <p>Activities in an „A category” student organisation or a college for advances studies:</p> <ul style="list-style-type: none"> - Senior student leaders: 9 points - Middle management of a student organisation 7 points - Member of a student organisation: 4 points <p>Activity in a student organisation in “B1” category (in the case of retroactive activities, S1 and K1 according to the previous accreditation system):</p> <ul style="list-style-type: none"> - Senior management of a student organisation: 7 points - Mid-level managers of a student organisation 4 points - Member of a student organisation: 2 points <p>Activity in a student organisation in “B2” category (in the case of retroactive activities, S2 and K2 according to the previous accreditation system):</p> <ul style="list-style-type: none"> - Senior management of a student organisation: 5 points - Mid-level managers of a student organisation: 3 points - Member of a student organisation: 1 point <p>Supporting document: engagement letter To be submitted with the application: see 12 § Application file to be submitted</p>	
5.	<p>Participation in programmes to help foreign students' integration:</p> <ul style="list-style-type: none"> -Tandem programme: based on the 10-point rating scale used: 10-8 points: 3 points 7-5 points: 2 points <p>Supporting document: certificate issued by the ESN or, in the case of English-language training, by the HSZ</p> <p>-Participation in the organisation of CEMS Club events: 3 points per semester (max. two times can be counted) Supporting document: CEMS Club certificate</p> <p>- Students' Union International Area: (minimum of six months in a given position) area manager, coordinator: 3 points members: 2 points</p> <p>Supporting document: engagement letter To be submitted with the application: see § 12 Application material to be submitted</p>	6

3c) **Other professional activity:** max 28 points

The table below refers to undergraduate students admitted in September 2023 !

	Activity	Max score
1	<p>Studies in a foreign language (bachelor's and master's degree courses in progress or completed within CORVINUS or in another higher education institution) or part-time studies abroad - 3 points per completed semester (those who have received points in this category cannot receive points for a professional course in a foreign language in the semester concerned) (max. 3 semesters can be counted)</p> <p>Professional course in a foreign language - per semester completed: 1 point (max two courses can be counted - not language, grammar or translation)</p> <p>Supporting document: Neptun index extract (transcript/ credit certificate)</p>	9
2	<p>Work in a college for advanced studies or other university organisation according to the 'Student Organisation Regulations' of the Student Union (max. two organisations can be considered):</p> <p>Activities in a Students' Union (HÖK):</p> <ul style="list-style-type: none"> - Students' Union presidency and regional leaders: 10 points - Students' Union coordinators: 8 points - Members of Students' Union working groups/project teams: 5 points <p>Activities in an „A category” student organisation or a college for advances studies:</p> <ul style="list-style-type: none"> - Senior student leaders: 9 points - Middle management of a student organisation 7 points - Member of a student organisation: 4 points <p>Activity in a student organisation in “B1” category (in the case of retroactive activities, S1 and K1 according to the previous accreditation system):</p> <ul style="list-style-type: none"> - Senior management of a student organisation: 7 points - Mid-level managers of a student organisation 4 points - Member of a student organisation: 2 points <p>Activity in a student organisation in “B2” category (in the case of retroactive activities, S2 and K2 according to the previous accreditation system):</p> <ul style="list-style-type: none"> - Senior management of a student organisation: 5 points - Mid-level managers of a student organisation: 3 points - Member of a student organisation: 1 point <p>Supporting document: engagement letter To be submitted with the application: see: Section 12 Application material to be submitted</p>	13
3	<p>Participation in programmes to help foreign students' integration:</p> <ul style="list-style-type: none"> -Tandem programme: based on the 10-point rating scale used: 10-8 points: 3 points 7-5 points: 2 points 	8

<p>Supporting document: certificate issued by the ESN or, in the case of English-language training, by HSZ</p> <p>Participation in the organisation of CEMS Club events: 3 points per semester (max. two times can be counted) Supporting document: CEMS Club certificate -Students' Union International Area: (minimum of six months in a given position) area manager, coordinator: 3 points members: 2 points</p> <p>Supporting document: credentials To be submitted with the application: see 12 § Application file to be submitted</p>	
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The classification of student organisations should take into account the following (applicants must indicate when the activity is active or retrospective):

- If the student is actively involved in a student organisation in the same semester as his/her application, the category of the student organisation awarded in the June 2024 accreditation will be taken into account. So the category currently in effect will count, not the retroactive one.
- If the organisation does not currently exist/is not accredited, the most recent category awarded will be taken into account, provided the student was already an active member at the time.
- If the student refers to a previous activity (but not older than 5 years), the accreditation category to which the student organisation belonged at the end of the student's active activity will be taken into account, provided that the student can provide a retrospective activity certificate.

If the student is pursuing a Master's degree, the undergraduate activity is also worth points. If the student has not been a member of a student organisation, a professional college or a student council accredited at Corvinus University of Budapest, he/she can receive points for his/her past, verified activities based on category B2.

4) Motivation letter in the language of study: max 17 points

Applications must be accompanied by **1 letter of motivation for** the first three places in the order of preference. The cover letter must be completed using the form available in the MOBility Manager.

Main aspects of writing a cover letter:

- It must be written in the language of the studies to be carried out at the university (where appropriate, the letter of motivation may be multilingual in the section on universities if the student is applying to institutions in different languages);
- In the letter of motivation, the applicant must provide a **concrete preliminary plan with a list of subjects to be taken at the chosen institution** in accordance with the requirements in the home country (list the names of the subjects chosen, indicate the subjects already taken and those still to be taken and refer to their availability at the foreign institution (the range of subjects offered by the target university)).

- If you intend to take courses in more than one language at the same institution, you should prepare your application in the language that will dominate your studies;
- The motivation letter should explain why the institutions are relevant to the student's studies or career;
- The motivation letter should describe the student's objectives for the mobility programme (e.g. to increase professional competence, broaden horizons)

1.***Annex 2******Scores for the evaluation of applications for mobility programmes with study purpose in the case of doctoral students***

Research plan	maximum 40 points
Work plan	maximum 20 points
Publication output	maximum 20 points
Successful complex exam	maximum 10 points
Credits to be completed on a pro rata basis	Maximum 10 points

PhD students cannot gain extra points for language skills, but they must have a B2 language exam in the language of study/research and meet other language requirements set by the partner university.

For more information, please contact: phd.office@uni-corvinus.hu

Annex 3: Majors and fields of study**English language programmes**

Undergraduate (English)	Study field in MOBility Manager
Applied Economics	Economics
Business and Management	Business and Administration/Business and Management
Communication and Media Science	Communication Science Social Sciences
Data Science and Business	Business and Administration/Business and Management Computer Science
International Relations	International Relations Social Sciences
Sociology	Sociology Social Sciences
Philosophy, Politics, Economics (PPE)	Economics Social Sciences
International Business	Business and Administration/Business and Management

Graduate (English)	Study field in MOBility Manager
Advanced supply chain management	Business and Administration/Business and Management
Business Informatics	Business and Administration/Business and Management Computer Science
Communication and Media Science	Communication Science Social Sciences
Economic Analysis	Economics
Economic Behavior Analysis	Business and Administration/Business and Management
Finance	Business and Administration/Business and Management Economics
Health Policy, Planning and Financing	Social Sciences Economics
International Economy and Business	Business and Administration/Business and Management Economics
International Relations	International relations
Management and leadership	Business and Administration/Business and Management
Marketing	Business and Administration/Business and Management
Marketing Strategy and Innovation	Business and Administration/Business and Management

Political economy	Political Science
Public governance	Social Sciences, Public Administration
Public Policy and Management	Economics, Public Administration Social Sciences
Regional and Environmental Economic Studies	Business and Administration/Business and Management Economics
Sociology	Sociology Social Sciences

MBA programs	Study field in MOBility Manager
Corvinus-MSM-SEED Executive MBA	Business and Administration/Business and Management
Masters of Business Administration (Full-time)	Business and Administration/Business and Management
Doctoral Programmes	Study field in MOBility Manager
Business Informatics Doctoral Program	Business and Administration/Business and Management, Computer Science, Social Sciences, Engineering, Social Sciences
Communication Science Doctoral Program	Communication Social Sciences
Doctoral School of Business and Management Program	Business and Administration/Business and Management
Economics Doctoral Program	Economics, Social Sciences
Geopolitics and Sustainable Development Doctoral Program	Business and Administration/Business and Management Economics Social Sciences, Political Sciences
International and Security Studies Doctoral Program	Political Science, Social Science
Political Science Doctoral Program	Political Science, Social Sciences
Sociology Doctoral Program	Sociology Social Sciences
World Economics Doctoral Program	Business and Administration/Business and Management Economics, Social Sciences

Annex 4: Target countries and groups of countries in the Pannónia Scholarship Programme

In many cases, the support available depends on the country of destination of the mobility. The countries of destination have been grouped into the following categories.

Country group	
Country Group 1.	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
Country Group 2.	Afghanistan, Bangladesh, Belarus, Bhutan, Bosnia and Herzegovina, Bulgaria, Cambodia, China, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Georgia, Greece, Hungary, Iraq, Kyrgyzstan, Kyrgyzstan, Kosovo, Laos, Latvia, Lithuania, Poland, Latvia, Lithuania, Yemen, North Macedonia, Poland, Kyrgyzstan, Laos, Maldives, Malta, Myanmar, Moldova, Montenegro, Nepal, Italy, Russia, Armenia, Armenia, Pakistan, Portugal, Romania, Spain, Sri Lanka, Serbia, Syria, Slovakia, Slovenia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan
Country Group 3.	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, Chad, South Sudan, Dominica, Dominican Republic, Djibouti, Ecuador, Equatorial Guinea, Egyesült Arab Emírségek, Egiptom, El Salvador, Elefántcsontpart, Eritrea, Etiópia, Fülöp-szigetek, Gabon, Gambia, Ghána, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonézia, Irán, Jamaica, Jordánia, Kamerun, Katar, Kazahsztán, Kenya, Kolumbia, Kongó, Kongói Demokratikus Köztársaság, Central African Republic, Cuba, Kuwait, Lesotho, Lebanon, Liberia, Libya, Madagascar, Malaysia, Malawi, Mali, Mauritania, Mauritius, Mexico, Mongolia, Morocco, Mozambique, Namibia, Namibia, Nicaragua, Niger, Nigeria, Oman, Palestine, Panama, Paraguay, Peru, Rwanda, Saint Kitts and Nevis, Saint Lucia, Morocco, Oman, Panama, Paraguay, Peru, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, São Tomé and Príncipe, 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

Annex 5: scholarships in the CEEPUS programme

University	Scholarship rate / month	More information
WU - Vienna University of Economics and Business	1250€/month	https://www.ceepus.info/files/NCOInformation/NCO_AUSTRIA.pdf
Prague University of Economics and Business Rectorate	For undergraduate and masters students: 14 000,00 CZK/month for PhD students: 15 000,00 CZK/month	https://www.ceepus.info/files/NCOInformation/NCO_CZ.pdf
University of Maribor Faculty of Economics and Business	400€/month	In addition: accommodation in student hostels organised by CMEPIUS and paid directly by the Ministry (€100-200/month), basic health insurance for the whole stay in Slovenia (€254.19/month), subsidies for meals (vouchers) and local public transport. https://www.ceepus.info/files/NCOInformation/NCO_SLOVENIA.pdf
University of Graz School of Business, Economics and Social Sciences	1250€/month	Only PhD students can apply. https://www.ceepus.info/files/NCOInformation/NCO_AUSTRIA.pdf
University of Klagenfurt Faculty of Management, Economics & Law	1250€/month	Only PhD students can apply. https://www.ceepus.info/files/NCOInformation/NCO_AUSTRIA.pdf
Technical University in Košice Faculty of Economics	1025,50€/month	Only PhD students can apply. https://www.ceepus.info/files/NCOInformation/NCO_SK.pdf
Charles University Department of Social Geography and Regional Development	For undergraduate and masters students: 14 000,00 CZK/month for PhD students 15 000,00 CZK/month	https://www.ceepus.info/files/NCOInformation/NCO_CZ.pdf
University of Maribor Faculty of Arts	400€/month	In addition: accommodation in student hostels organised by CMEPIUS and paid directly by the Ministry (€100-200/month), basic health insurance for the whole stay in Slovenia (€254.19/month), subsidies for meals (vouchers) and local public transport. https://www.ceepus.info/files/NCOInformation/NCO_SLOVENIA.pdf
University of Prešov in Prešov Department of Geography and Applied Geoinformatics	For Bachelor and Master students: 620€/month PhD students: 1025,50€/month	https://www.ceepus.info/files/NCOInformation/NCO_SK.pdf

Peter Fehér
Head of International Relations and Accreditations