

VOLUME III OF THE ORGANISATIONAL
AND OPERATIONAL REGULATIONS
STUDENT REQUIREMENTS

III.6 Regulation on Study Abroad Programmes

The Senate supported the adoption of the regulation on study abroad programmes in its resolution No. SZ-164/2015/2016 (20.06.2016) at its meeting held on 20 June 2016.

Concurrently with this, the previous regulation issued on the same subject-matter was superseded.

General provisions

§ 1(1) This annex of III.1 Study and Examination Regulations of the Student Requirements constituting Volume III of the Organisational and Operational Rules of BCE regulates the conditions of participation in study abroad programmes by students of Corvinus University of Budapest (hereinafter referred to as BCE or the University) who participate in an educational programme provided by BCE to acquire a degree recognised by the state, or any other tertiary qualification, and who are not involved and have never been punished in a disciplinary procedure.

(2) An educational period shall be considered a study abroad programme if the student spends it at a foreign university as a result of winning in a call for applications organised by the University or another organisation, or if the student participates in a study abroad programme organised privately. The University must be informed of the programme and it must consent to it. During such period the student will have an active student status with the University, and the subjects completed by the student abroad will be recognised as part of the student's studies conducted at the University. It shall not be regarded as a study abroad programme if the student studies abroad while his student status is passive. The student may only request the recognition of any credits collected during such a period if he meets the conditions included in § 3.

(3) This regulation shall apply to all study abroad programmes advertised by the University, regardless of whether they are advertised by a department, an institute, a faculty or the University.

(4) In the case of study abroad programmes organised privately or by an organisation other than the University, the rules of recognition included in § 3 may be applied if it is requested by the student and if the student fulfils the conditions included in § 3.

(5) The recognition of students' studies conducted before their admission to the University, the recognition of studies at summer schools organised by universities and subjects completed at Hungarian or foreign universities shall be governed by the provisions of the Study and Examination Regulations.

(6) In addition to this regulation, the relevant faculty regulations are also applicable to study abroad programmes.

(7) The study abroad programmes of students in doctoral programmes shall also be subject to the Doctoral Regulation of the University, in addition to the present regulation.

Application procedure, assessment

§ 2(1) Study abroad programmes organised by the University will be publicly advertised (e.g. on notice boards, websites, message through the NEPTUN academic and records system). Selection for the specific programmes will take place on the basis of application, and eligible students and the application criteria will be specified in the call for applications. In calls for applications advertised within the framework of international programmes, faculties offer study opportunities granted on the basis of bilateral or international contracts falling within their scope of responsibility, mainly to their own students. Applications may also be submitted to places advertised by other faculties, but in such cases the own students of the faculty will have priority. Faculties may decide to announce an additional call for applications in which students may apply for any remaining opportunities (places).

(2) The organisational unit announcing and coordinating the programme also publishes information on the selection procedure and the manner of the announcement of the results. Results will be published by the organisational unit that announced the call for applications.

(3) The call for applications must contain the list of documents to be submitted, the deadline, place and manner of submitting applications, the planned dates of interviews and the academic, financial, etc. terms and conditions of the call for applications.

(4) The selection criteria will be specified by the organisational unit that announces the call for applications, also taking into account the framework conditions in the case of international programmes. The selection criteria will be published in a separate regulation or in the call for applications. If the process also contains an interview, at least one of the members of the committee conducting the interviews must be a lecturer and at least one member must be a representative from the Students' Union. If this provision is violated, the applicant may request a repeated interview.

(5) Of those parts of the selection procedure which require the participation of applicants (e.g. interviews, etc.) but which were not specified in the call for applications or were not advertised at all, the applicants must be informed in due time (at the latest 3 working days before the appointed date), providing information on the date and, if possible, the place of the interview. Such information may be given by posting it on notice boards or by publishing it on the faculty's website or via e-mail.

(6) The organisational unit that announced the call for applications must inform applicants of the results in the usual ways (e.g. notice boards, website, e-mail). Successful applicants must be informed of the most important academic and financial information as well as information on the deadlines concerning the study abroad programme.

(7) The organisational unit coordinating the programme must enter into a contract on the study abroad programme with the successful applicants before their leaving. The contract must comply with the requirements of the programme in question and it must clearly set out the obligations undertaken, the financial terms and the cases and rules of grant or fee refunds (if any). An inseparable part of the study abroad contract (attached to it as an annex) is the tripartite learning agreement, which contains the academic programme the student needs to complete at the host institution during the study abroad programme. The home institution, the host institution and the student agree on the academic programme (the exact courses, projects, research etc.), in the manner specified in the faculty's mobility regulation.

(8) The applicant or the Students' Union may submit a complaint to the head of the unit that announced the call for applications if the provisions of the call (procedure, assessment, evaluation, allocation of places) have been breached during the application and selection process. Such complaints must be investigated and adjudicated on the merits within 8 working days. The applicant must be informed of the outcome of the complaint in the usual ways (e.g. notice boards, website, e-mail), within three working days from the day on which the decision is made.

(9) Events relating to the application which require the participation of the student in person (e.g. interviews) shall be conducted in the language in which the student wishes to study at the foreign institution.

Academic requirements and the recognition of studies conducted abroad

§ 3(1) Students may participate in study abroad programmes after completing two closed semesters in a Bachelor programme, or without any limitation in a Master programme or a doctoral programme, taking into consideration the faculty regulations prescribing the completion of the mandatory minimum credits and/or the educational period for the programme of study concerned at the University. The call for applications may specify additional conditions as to the number of completed semesters required for winning.

(2) A student may participate in a study abroad programme if his student status with the University is active during the study abroad programme and if he has fulfilled all of his outstanding payment obligations towards the University. A student who participates in a study abroad programme must register for the semester in question at the University – prior to his departure if possible – and he must have an active student status at the University throughout the study abroad programme.

(3) Before his departure, the student must ensure the following:

- a) He must have the preliminary version of the (tripartite) learning agreement to be entered into by the University, the host institution and the student, that is, he must have the version signed at least by the University and the student. In the case of one-semester study abroad programmes the learning agreement must contain the subjects taken at the host institution and the credit values attached to such subjects in the home institution and the host institution. Students who do not require an individual curriculum must also agree the requirements of the subjects taken at the host institution with the lecturers in charge of such subjects before their departure – in the case of those travelling in the autumn semester, by the end of the spring semester preceding their departure at the latest – and they must prepare the learning agreement on the basis of this. The total number of credits to be completed by a student during a one-semester programme is 30 ECTS (based on the credit values of the host institution) or if this involved taking more than 6 subjects or if the host institution does not use ECTS, then the student must complete at least 6 subjects abroad. The number of credits or subjects to be completed in a study abroad programme that is shorter or longer than a semester will be proportionately fewer or more (in the case of a trimester¹ it will be 20 ECTS or 4 subjects). Within this, the learning agreement must contain at least 21 ECTS credits that may be recognised (based on the credit values of the host institution), or if this involved taking more than 5 subjects, then it should contain at least 5 recognisable subjects (in the case of a trimester, 14 ECTS or 3 subjects). In cases where the host institution uses no ECTS, the learning agreement must contain at least 15 credits that are valid and recognisable at the University, or if this meant taking more than 5 subjects, then it should contain at least 5 recognisable subjects. Students who conduct research (e.g. PhD candidates) or write their thesis/dissertation during the study abroad programme shall indicate the research or the thesis/dissertation in the learning agreement. The foregoing may only be departed from if the rules of the host institution are contrary to the above provisions and the student attaches a document in support of this to the learning agreement.
- b) He must have a (bilateral) study abroad contract concluded with the University.
- c) Both students who do not request an individual curriculum and those who do must agree the requirements of the subjects taken at the University with the lecturers in charge of such subjects, before their departure.

¹ A trimester shall mean a period which is shorter than the semester used at BCE (cannot be longer than 3.5 months).

(4) Students conducting research (e.g. PhD candidates) or writing their thesis/dissertation during the study abroad programme shall be responsible for finding a lecturer (supervisor or tutor) at the host institution before their departure, who will supervise and support their work and who will be able to provide them with the certificate specified in paragraph (12).

(5) A student who participates in a study abroad programme must send the finalised learning agreement (signed by the student, the University and the foreign host institution) to the unit that announced the call for applications, no later than within 15 working days following the end of the subject registration period of the host institution. The learning agreement cannot be amended after that date. Should the student have any problem in connection with the fulfilment of the provisions of the learning agreement, he must immediately inform the organisational unit that announced the call for applications and the unit that coordinates the programme, or the person responsible for signing the learning agreement on behalf of the faculty.

(6) Students who fail to meet the requirements included in paragraphs (1) to (3) may be excluded from the study abroad programme. If the learning agreement does not contain a credit quantity specified in paragraph (3)(a) as the minimum credit quantity that can be recognised (whether it is attributable to the student's fault or is a result of the structure of subjects at the host institution), the study abroad programme cannot be started or the University may initiate the interruption of the programme.

(7) An individual curriculum may be authorised for a student based on his participation in a study abroad programme or a work experience programme abroad. The provisions applicable to individual curricula can be found in § 24 of the Study and Examination Regulations.

(8) The student must request the recognition of his subjects completed and credits acquired during his study abroad programme as part of his academic obligations at the University, and the semester in which the student participates in the study abroad programme must be completed as an active semester at the University. If a student of the University passes examinations as a visiting student and the Credit Transfer Committee recognises such examinations in its decision, then such examinations must be regarded as if the student had taken them at the University. The decision on the recognition of subjects completed as a visiting student shall be made by the Credit Transfer Committee of the Faculty concerned. Subjects completed at another institution by way of taking an examination will be recorded in the NEPTUN academic and records system by the academic registrar, as an accredited subject. The provisions on the recognition of subjects can be found in §§ 8, 9 and 17 of the Study and Examination Regulations. All other faculty rules applicable to the procedure of the recognition of subjects and the relevant application are included in the faculty regulations.

(9) During his study abroad programme the student must take subjects that are related to the studies he conducts at his own faculty. If the student acquires fewer than 21 ECTS credits, he must have all subjects recognised. It is not required that credit transfers apply to the semester concerned, as the substitution of subjects in subsequent semesters (in accordance with the recommended curriculum/operational curriculum) may also be authorised. In the case of mandatory/alternative subjects, the subjects must be equivalent, while in the case of optional subjects no subject-level equivalence is required. In order to support decision-making, the description/syllabus of the subject must also be attached.

(10) A student may only complete a subject at a foreign university if he has not completed it or he has not had any unsuccessful attempts at completing it at his home institution.

(11) Within 90 days after the end of the study abroad programme – in the case of final-year students at least 2 months before they obtain their pre-degree certificate – the student must present a document

showing the courses (or studies) successfully completed at the foreign higher education institution as well as the learning agreement to both the organisational unit coordinating the programme and the organisational unit that announced the call for applications. Based on this the competent office of the competent faculty checks if the student performed the obligations included in the learning agreement, of which it informs the organisational unit coordinating the programme.

(12) A student who conducts research (e.g. PhD candidates) or writes his thesis/dissertation during his study abroad programme must present his work and the certificate issued by the lecturer supervising him at the host institution (supervisor or tutor), containing the details of the student's professional activities performed abroad, to the competent faculty and the organisational unit that announced the call for applications no later than within 30 days after the end of the study abroad programme, or in the case of a final-year student at least 2 months before he obtains his pre-degree certificate. The certificate should also contain information regarding the credits, if possible. If it contains no such information or the host institution does not use ECTS, then the relevant faculty or department of the University may propose the number of credits to be recognised at the University, based on the above-mentioned certificate.

(13) If the student fails to acquire the minimum number of credits specified in paragraph (3)(a), or fails to perform the obligations specified in paragraphs (11) and (12), or fails to fulfil the conditions of the study abroad programme the details of which are contained in the study abroad agreement concluded by the student and the unit that announced the call for applications, or if the student's student status is terminated during the study abroad programme, then he must repay any grants or expenses he received with regard to the programme in full or proportionately, and he must pay the tuition fee of the host institution applicable to the semester in question.

(14) In the case of privately organised study abroad programmes the authorisation is given by the Academic Committee of the Faculty. The student must submit the letter of acceptance of the host higher education institution to the Academic Committee of the Faculty within 8 days.

(15) The International Office of the Directorate of External Relations must be informed of all calls for applications for study abroad programmes organised by the University as well as of the results of the selection processes (name of the student, name of the partner institution, the semester to be spent abroad).

(16) Marks obtained abroad shall be converted according to § 9 of the Study and Examination Regulations.

Financial requirements

§ 4(1) The financial conditions of the programmes shall be included in the relevant call for applications and the study abroad agreement concluded with the student.

(2) Since during the study abroad programme the student is enrolled/registered at both the home institution and the host institution, the student must pay all fees that the University imposes on its students (e.g. tuition fee) and the student will receive all benefits to which the enrolled/registered students of the University are entitled.

(3) A student who has any outstanding debt towards the University as a result of his study abroad programme may not take his final examination.

Extension of the study abroad programme

§ 5(1) If the programme makes it possible, the student may initiate the extension of the duration of the study abroad programme within the academic year concerned (in the case of bilateral – overseas – programmes he may also request an extension from the spring semester to the autumn semester, depending on the number of remaining places). The extension of the study abroad programme must be approved by both the University (the organisational unit coordinating the programme and the unit that announced the call for applications) and the host institution. In the case of Erasmus+ programmes the extension requests approved by the faculty must be sent to the International Office of the Directorate of External Relations by 15 January at the latest, with the exception of requests that do not result in the amendment of the study period.

(2) In the case of programmes that involve financial support, the extension of the duration of the study abroad programme will not automatically result in the proportionate increasing of the partial grant amount. In such case the programme may be implemented as a self-funded programme.

(3) In the case of the **Erasmus+** programme, the International Office makes a decision on increasing the period of providing individual support, on the basis of the budget available for financial support. When making a decision on the requests received until the deadline, the International Office of the Directorate of External Relations will consider the following:

- the faculty's quota;
- the original application results of students submitting requests at the same faculty; and
- the maximum amount of support available to the student in question.

The International Office of the Directorate of External Relations informs students of the extension of their support (if appropriate) by the end of January, and it may decide to disburse further grants later in the academic year if the available grant budget allows this or if it obtains additional resources.

Study abroad programmes at the University and their special conditions

§ 6(1) During his higher education studies a student may spend 12 months per educational cycle abroad through the **Erasmus+** programme for the purpose of a study abroad programme and/or work experience (also taking into account the "Lifelong Learning" Erasmus programme), regardless of whether he participates in the programme as a grant holder or as a self-funded student

(2) The partial grant amount available within the **Erasmus+** programme is determined by Tempus Public Foundation, in accordance with the directives issued by the European Union.

(3) The principles and guidelines published by Tempus Public Foundation in the call for applications must be followed in the case of a study abroad programme implemented within the framework of the **Erasmus+** programme.

(4) In the case of the **Erasmus+** programme the International Office of the Directorate of External Relations is the programme coordinator and the faculties are the organisational units announcing the calls for applications. The calls for applications are jointly advertised by the International Office of the

Directorate of External Relations and the faculties. The general application criteria are published by the International Office of the Directorate of External Relations on the basis of the guidelines specified by the EU, and the faculty-specific criteria are determined by the faculties. The application procedure, the selection procedure, the allocation of places and the recognition of studies conducted abroad are performed by the faculties. The institutional places cannot be amended after the faculties have published the final allocation of places.

(5) In the case of the **Erasmus+** programme the repayment obligation included in § 3(13) will be performed in the following manner – the student must repay the following amounts in the following cases: the total grant if he completes 0-4 ECTS credits based on the credit values of the host institution, 50% of the grant if he completes 5-9 ECTS credits, one month's grant if he completes 10-14 ECTS credits and a half month's grant if he completes 15-20 ECTS credits. If the student is not subject to the requirement of 30 ECTS but to the requirement of taking at least 6 subjects, then his repayment obligation will be as follows: if he completes 1 subject, he must repay the total grant; if he completes 2 subjects, he must repay 50% of the grant; if he completes 3 subjects, he must repay one month's grant; and if he completes 4 subjects, he must repay a half month's grant.

(6) The **CEEPUS (Central European Exchange Programme for University Studies)** programme is announced at the same time and under the same conditions as the Erasmus+ call for applications.

(7) Students travelling abroad under the **CEEPUS freemover** programme will be subject to the same course recognition rules as those travelling abroad within the framework of network programmes.

(8) Students travelling abroad under the **Campus Mundi** programme will be governed by the rules applicable to the Erasmus+ and other inter-university exchange programmes as well as by the Campus Mundi rules.

(9) Students participating in study abroad programmes within the framework of **dual degree programmes** may apply for grants within the Erasmus+ programme if their programme is also governed by an Erasmus+ contract entered into by the competent organisational units and if the regulations of the host university make this possible. The other conditions shall be governed by the contracts concluded by the institutions participating in the programme, which must be outlined to the students in the call for applications.

(10) In the case of **other inter-university exchange programmes** the application of a student for self-funded places may only be accepted if the student has the funds necessary for his stay abroad and he is able to prove this by a document issued by his bank. Selected students also need the approval of the partner institution.

(11) **PhD students** may apply for places overseas or in Europe, provided the chosen university offers education in their discipline. Submitting an application is only possible after the International Office of the Directorate of External Relations has consulted the host institution at the applicant's request.

Miscellaneous provisions

§ 7(1) This regulation shall enter into force on the day following its adoption, that is, on 21 June 2016.

(2) Concurrently with the entry into force of this regulation the previous regulation issued on the same subject-matter shall be repealed.

§ 8(1) A student may apply for study abroad programmes organised by the University several times during his studies, taking into consideration the conditions included in the Study and Examination Regulations, the faculty regulations and the calls for applications. In the case of programmes providing financial support, applicants may not participate in study abroad programmes in countries of which they are the citizens and/or in which their permanent address can be found. If there are students with the same score, students applying for a study abroad programme or for the programme concerned and to the institution concerned for the first time will have priority. If a student obtained fewer than 15 credits during his previous study abroad programme, he will not be eligible to participate in another study abroad programme or he may not start any study abroad programme for which he has been selected.

(2) A study abroad opportunity won in a specific academic year may not be transferred to the following academic year. In such cases the student must submit a new application. The two semesters of an academic year may only be spent abroad within the framework of two different study abroad programmes under the conditions specified by the units that announced the relevant calls for applications, and if there are places available.

(3) Before submitting his application, the applicant must make sure that there are no requirements set by the institution he would like to apply to that might prevent him from completing his studies abroad in the institution concerned (e.g. language requirements exceeding faculty requirements, etc.).

(4) Mobility programmes are only available to students who have at least 21 remaining credits to complete at the start of their study abroad programme (in addition to their work experience credits and their specialist seminars).

(5) Students may only apply for study abroad places offered by their own faculties unless their own faculty and the other faculty offering places have authorised the application of each other's students.

(6) Students participating in study abroad programmes must do their utmost to represent the University and Hungary in the best possible way. If a host university submits a complaint about a student, he will be excluded from other study abroad opportunities.

(7) The credit amount of subjects completed abroad – as determined in the credit transfer procedure – must be disregarded when establishing the excess credit fee.

(8) Definitions of the terms used in the regulation:

- Study abroad programme: a student spends at least three months or at least one full academic period (determined according to the rules of the host university) at a foreign higher education institution, and during such period he has an active student status at the University, and his subjects completed abroad are recognised as part of his studies conducted at the University.
- Grant: an amount that covers all costs (for average needs).
- Partial grant (support): serves to cover only a part of the costs.
- Tuition waiver: the foreign institution waives only the tuition fee; in such cases the student must pay all other costs that may arise.
- Equivalence: at least 75% of the content of a course provided by the host institution – which the student wishes to substitute for a course offered by the University – and of the content of a course offered by the University are the same.
- ECTS credit: a unit in the European Credit Transfer and Accumulation System (ECTS).
- Organisational unit coordinating the programme: the organisational unit which is responsible for the implementation of the programme, determines the general conditions of the call for

applications and is responsible for ensuring adherence to such conditions (e.g. the International Office of the Directorate of External Relations).

- Organisational unit that announces the call for applications: the organisational unit which announces the call for applications according to the framework conditions specified by the programme coordinator and according to the special conditions developed by the announcing unit, assesses the applications and makes a decision on the conditions of students' participation in the programme (allocation of places).
- Call for applications organised by the University: every call for applications which is announced by an organisational unit of the University and in which the students are selected based on their applications.

The present regulation shall fully apply to students participating in study abroad programmes from the 2016/2017 academic year.

Dr. Zsolt Rostoványi
Rector

Dr. Lívia Pavlik
Chancellor

In witness whereof:

Dr. Marica Sárközi-Kerezsi
Secretary of the Senate