

 CORVINUS UNIVERSITY of BUDAPEST	STUDENT REQUIREMENTS PART 9	Version number: 00. File number: JB-SZ/2/2024
Regulation on International Part-time Studies		

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Version number	date of publication	effective date	version tracking
00.	11.12.2024	11.12.2024	Publication Resolution No. SZ-19/2024/2025. (2024. XII. 10.)

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Purpose of the Regulation on International Part-time Studies

1.§

- (1) The Regulation on International Part-time Studies (hereinafter: Regulation or IPS) lays down the conditions, rules, responsibilities and competences for the announcement of calls for applications to study abroad and for scholarship applications to support participation in study abroad programmes, as well as for participation in such programmes announced and organised by the Corvinus University of Budapest (hereinafter: University) for its students.

Scope of the Regulation on International Part-time Studies

2.§

- (1) The scope of this Regulation shall apply to all calls for applications to study abroad and double degree programmes, as well as to calls for scholarship applications to support participation in study abroad and double degree programmes, announced and organised by the University for its students, it being understood that for special programmes (see Paragraph i) of Subsection (1) of Section 4), the head of the programme may lay down additional and/or different rules in the call for applications. In the absence of such a rule, the provisions of this Regulation shall also apply to these special programmes.
- (2) This Regulation does not apply to participation in study abroad programmes that are not announced and organised by the University or to participation in individual study abroad programmes. In this case, studying abroad and credit recognition are possible according to the Study and Examination Regulations.
- (3) Studying abroad of doctoral students may, in addition to this Regulation, be subject to special provisions concerning the professional content in the Doctoral Regulation.
- (4) This Regulation sets out the rules for outgoing student mobility, i.e. it does not cover incoming student mobility, nor does it cover the mobility of lecturers and staff members.
- (5) The personal scope of the IPS covers the students of the University who apply for or participate in study abroad in accordance with this Regulation, it being understood that different rules may be laid down for students participating in special programmes as provided for in Subsection (1).
- (6) In addition, the personal scope of the IPS covers the persons, organisational units and bodies involved in the preparation, evaluation and implementation of applications for study abroad.



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Related regulatory documents

3.§

- (1) Enabling legislation, internal regulatory document for formulating this Regulation: Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Nftv.).
- (2) Related legislation and internal regulatory documents:
 - a) Act CCIV of 2011 on National Higher Education (hereinafter referred to as 'Nftv'),
 - b) Gvt. Decree No. 87/2015 (9 April) (hereinafter referred to as: Vhr) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education,
 - c) Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC (Text with EEA relevance),
 - d) Organisational and Operational Procedures,
 - e) Admission Regulation,
 - f) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: 'SSP'),
 - g) Study and Examination Regulations (hereinafter: SER),
 - h) Regulation on Student Fees and Benefits (hereinafter: RSFB),
 - i) Regulation ensuring equal academic opportunities for students with disabilities,
 - j) Student Disciplinary and Compensation Regulations,
 - k) Doctoral Regulation,
 - l) Code of Ethics,
 - m) Anti-plagiarism Regulation,
 - n) Provisions issued by the Vice-Rector for Academic Programmes on the design and operation of double-degree programmes.
 - o) Implementation Guide of the Pannonia Scholarship Programme, of the Tempus International Mobility Programme

Definitions

4.§

- (1) Under the present Regulation:
 - a) Long-term student mobility for the purpose of studies is student mobility to a specific destination country for a minimum of 2 months and a maximum of 12 months that is

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based on an inter-institutional agreement and is implemented with a view to obtain credits.

- b) Short-term student mobility for the purpose of studies is student mobility to a specific destination country, for a minimum of 2 and a maximum of 30 days that is based on an inter-institutional agreement and is implemented with a view to obtain credits. Exceptions (from short-term student mobility) are participation in conferences where the nature of the participation does not justify an inter-institutional agreement, research mobility to a non partner institution, and student traineeships where no prior framework agreement between the sending higher education institution and the receiving company/institution is required.
- c) The types of study abroad can be: mobility for the purpose of studies, traineeships and traineeships for recent graduates, for the purpose of research, excellence mobility.
- d) Study abroad: the period of study which the student spends at a foreign university or a foreign professional training facility through a study abroad programme organised by the University, or by winning a non-university call for applications with the support of the University (arranged individually), and during which period of studies the student has active student status at the University and has the subjects (including traineeships/international semester) completed at the foreign university credited to his/her studies at the University in accordance with the Study and Examination Regulations. It does not qualify as study abroad if the student suspends his/her student status at the University during his/her study periods abroad (passive student status).
- e) Study abroad programme organised by the University: a study abroad programme which offers students the opportunity to study abroad on the basis of a bilateral or multilateral international agreement concluded by the University, and which is announced by the University and in which students may participate following a successful application.
- f) Call for applications to participate in a study abroad programme: a call for applications which offers applicants the opportunity to be included in a study abroad programme organised by the University without receiving scholarships. Therefore, this call for applications does not offer any scholarship support along with the place granted, and students may qualify for such support through a separate call for applications/in a separate application stage.
- g) Call for scholarship applications to support participation in study abroad: a call for applications under which an applicant who has already been awarded a study abroad place in a Call for applications to study abroad can obtain a scholarship. The aim of the application is therefore to obtain a scholarship to support participation in study abroad. (The mobilities referred to in paragraphs c) and d) are jointly referred to as applications for study abroad).



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- h) Student traineeship: a traineeship undertaken as part of a long-term mobility under student status. Student traineeship for recent graduates: a traineeship undertaken as part of long-term student mobility after the termination of student status.
 - i) Scholarship: Financial support available in the context of a call for scholarship applications to support participation in study abroad, i.e. a contribution to the costs of study abroad as specified in the call for applications.
 - j) The organisational unit publishing the call for applications shall be International Mobility. International Mobility shall announce, publish the call for applications, and the incumbent head of international mobility programmes shall decide on the conditions for the student's participation in the programme. International Mobility coordinates the application process, prepares the call for applications (in consultation with Study Administration Services), publishes it, and liaises with Study Administration Services during the processing of applications.
 - k) Learning Agreement, LA (Hereinafter: learning agreement): the learning agreement sets out the equivalent and the associated credit value of the University subjects that are planned to be completed at the receiving institution abroad. The credit value is the same as the credit value in the sample curriculum for compulsory, compulsory elective subjects. LA Before (preliminary subject registration plan: the first part of the learning agreement,
 - l) LA Changes: the second, optional part of the learning agreement, to be completed if there is a change in the preliminarily identified/taken subjects,
 - m) Transcript of Records, (hereinafter: transcript): Credit certificate for subjects completed/not completed in the study abroad programme,
 - n) Mandatory annex: A document containing the approval of the subject leader (and the study programme leader in the case of special programmes) if the student wishes to offset a compulsory or compulsory elective from his/her model curriculum.
 - o) Certificate of Arrival and Certificate of Departure: Certificate of period (spent at the receiving institution). A document confirming the date of arrival and departure. The date of arrival is the first day on which the student is required to be present at the receiving institution (studies) at the earliest time specified by the receiving institution. The day of departure is the last day on which the student has fulfilled the academic obligations for the semester at the receiving institution.
 - p) ECTS credit: a unit of the European Credit Transfer and Accumulation System (ECTS).
- (2) The applications process shall be conducted in the Neptun Unified Education Administration System (hereinafter: Neptun).

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- (3) With regard to the terms used in this Regulation, the definitions set out in the legislation, external and internal regulatory documents listed in the related documents, in particular the Nftv., Vhr., the SER and the RSFB, shall apply.

Bodies and persons involved

5.8

- (1) Organisational units and persons competent to act in matters covered by the Regulation:
- a) the Senate, the Executive Committee, the Vice-Rector for Academic Programmes, the Vice-Rector for Faculty and Research, the Vice-Rector for Student Affairs, with regulatory powers
 - b) the Education Committee with rights of consultation with regard to the regulation;
 - c) the competent dean (person authorised to enter into commitments) with decision-making powers ,
 - d) the Vice-Rector for Academic Programmes and/or the Head of International Mobility Programmes (person authorised to enter into commitments) with decision-making powers,
 - e) Study Administration Services with preparatory and implementing duties,
 - f) in the case of students taking part in doctoral programmes, Corvinus Doctoral Schools, the University Doctoral Office
 - g) International Mobility with preparatory, coordinating and implementing duties,
 - h) Legal and Procurement Services with powers of legal control;
 - i) the Student's Union (hereinafter: SU) with preparatory and consultative powers,
 - j) the PhD Students' Union (hereinafter: PhDSU) with preparatory and consultative powers,
- (2) Bodies competent in matters covered by the Regulation:
- a) Credit Transfer Committee,
 - b) Study Committee,
 - c) Student Appeals Committee,
 - d) Ethics Committee,
 - e) Student Disciplinary Committee,
 - f) Student Disciplinary Appeals Committee,
 - g) Disability Committee,
 - h) the committees conducting the hearings.
- (3) The provisions on the composition of the Credit Transfer Committee and the Study Committee are set out in the SER and the rules of procedure of each committee.

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- (4) The rules of procedure of the Student Appeals Committee are laid down in the regulation called Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status, the rules of procedure of the Student Disciplinary Committee and the Student Disciplinary Appeals Committee are laid down in the Student Disciplinary and Compensation Regulations, the rules of procedure of the Ethics Committee are laid down in the Code of Ethics, and the rules of procedure of the Disability Committee are laid down in the Regulation ensuring equal academic opportunities for students with disabilities.
- (5) In respect of applications for study abroad, if an oral interview is to be held as part of the selection process, the committees conducting the interviews will act as ad hoc committees as part of the selection process. The committee shall consist of at least two (2) members, one (1) lecturer and one (1) student delegated by the Students' Union, and in the case of doctoral programmes, one (1) doctoral student delegated by the PhD Students' Union. The lecturer member(s) of the committee will be invited and their assignment letter will be issued by the Head of International Mobility Programmes, In the case of scholarship applications to support participation in double degree programmes, the study programme leader may also decide (in accordance with the partnership agreement) to hold an oral interview. Also in this case, the committee shall consist of at least two (2) members, one (1) lecturer and one (1) student delegated by the Students' Union. In this case, the study programme leader invites the lecturer member of the committee.
- (6) If the committee is not set up in accordance with this Regulation, or if the rules for the oral interview are violated (e.g. the representative of the Students' Union is not present), the applicant may request the interview to be repeated.
- (7) To avoid any conflict of interest, students/doctoral students carrying out the assessment of applications may not be involved in giving an opinion on their own application in any form, they may not be present when their application is evaluated and they shall refrain from influencing the assessors in any manner. Any violation of the rule or any attempted violation shall be considered as a material breach and shall result in being excluded from application. In addition, the person who detects the irregularity may initiate an ethics and/or disciplinary procedure against the applicant who has acted in violation of the University's regulations.
- (8) Should, in the course of the evaluation of applications, other irregularities beyond those referred to in subsection (7) be suspected, such suspicion shall be reported to the Head of International Mobility Programmes, who shall take the necessary measures and, if necessary, initiate an ethics and/or disciplinary procedure in accordance with the University's regulations.

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The application process, call for applications, evaluation of applications and the signature of agreements with students

6.§

- (1) Students may participate in study abroad programmes organised by the University by submitting an application.
- (2) The organisational unit responsible for the student application process associated with studies abroad is Study Administration Services, in the case of doctoral programmes the Corvinus Doctoral Schools, the University Doctoral Office and - for all applications - International Mobility. The International Mobility unit
 - a) receives applications in Neptun.
 - b) assesses academic performance on the basis of the scoring system set out in the call for applications/RSFB
 - c) assigns the assessors delegated by the SU to the applications for the purposes of scoring public affairs/scientific activities
 - d) transmits the aggregated scores to International Mobility, who will in turn allocate places to students and record the decision
 - e) after the decision, Study Administration Services generates a resolution
 - f) receives student requests for legal remedy, prepares them, if necessary, for the Student Appeals Committee in accordance with the SSP and, in accordance with the relevant regulation, and forwards them to the Student Appeals Committee for further processing.
- (3) The public interface for announcing study abroad opportunities organised by the University is the website of the University, and students must be also notified via a Neptun message in accordance with the RSFB not later than the date of publication, but failure to send a Neptun notification will not invalidate the call for applications.
- (4) Places each programme will be awarded as a result of an application process. The scope of applicants and the conditions are set out in the call for applications, which is determined by the organisational unit issuing the call for applications in consultation with the other organisational units and heads of programme involved in the call for applications. The call for applications shall include the purpose of the call, the classification of the study abroad programme according to Section 4 paragraphs a) or b), its type, the eligible activities, the scope of eligible applicants, the application criteria, the list of documents to be submitted, the deadline, place and method of submitting the application, the frequency of application periods, the possibilities and criteria for extension, the formal and content requirements, the academic and in the case of applications for scholarship, the financial conditions of the call, the name of the evaluator and the evaluation criteria, the deadline for the evaluation of applications, information on the right to legal remedy, the date of issuing the



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- call for applications and the signature of the person issuing the call for applications. The legal review of the calls for applications is carried out by Legal and Procurement Services.
- (5) The call(s) for applications under international programmes offer study opportunities falling within the responsibility of the University, backed by bilateral or international agreements, for students in the fields of study defined in the agreement. If not excluded by the partnership agreement, applications may be submitted for places advertised in other fields of study. In this case ranking is done on the basis of the call for applications. Only remaining opportunities (places) may be applied for under the supplementary call for applications.
 - (6) In case of study abroad under the Erasmus+ programme or the Pannonia Scholarship Programme, the principles and guidelines published by the Tempus Public Foundation, which are published in the call for applications, should be followed.
 - (7) The CEEPUS (Central European Exchange Program for University Studies) programme is announced at the same time and under the same conditions as the Pannonia Scholarship Programme.
 - (8) In the case of diploma programmes (double degree diploma programmes, the rules set out in the cooperation agreement must be complied with, as published in the call for applications.
 - (9) In the case of special programmes, international network/educational network programmes, the cooperation agreement must be complied with, as published in the call for applications.
 - (10) The organisational unit publishing the call for applications is International Mobility, which, after prior consultation with Study Administration Services and, in the case of double degree programmes, with the heads of international network/educational network and further special programmes, determines the content of the calls, the deadlines, the procedure and details of the selection process and the method of the announcement and publication of the results.
 - (11) For diploma programmes (double degree) programmes, international network/educational network and further special programmes, the rules for publishing the calls to participate in the programme are approved by the Dean on the recommendation of the study programme leader/head of programme/programme director. The decision on the applications (decision on nomination) shall be made by the Dean.
 - (12) In case of a call for scholarship applications to support participation in study abroad in a diploma (double degree) programme, in an international network/educational network programme, the application process and the evaluation of the applications shall be in accordance with the relevant call for applications, the decision being taken by the Head of International Mobility Programmes.



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- (13) If, after the closing of the call for applications procedure (principal application), there are still vacant places with regard to the number of students (quotas) set out in bilateral or multilateral international agreements concluded by the University, the University may call for applications for such vacant places. Only vacant semester places remaining after the closing of the principal call for applications may be applied for under the supplementary call for applications.
- (14) A resolution(s) shall be taken on the place awarded and any scholarship(s) earned.
- (15) The decision shall be formalised in a resolution and signed by the Head of International Mobility Programmes. The resolution is sent to the student via Neptun with the support of Study Administration Services.
- (16) The decision is subject to appeal, according to the SSP.
- (17) The following contracts shall be concluded with the students whose applications have been successful, once the resolution on the decision on the successful application has become final:
- a) a tripartite learning agreement (hereinafter: learning agreement),
 - b) a grant contract in case the student is also awarded a scholarship (hereinafter: grant contract).
- (18) The tripartite learning agreement contains the study programme that the student is required to complete at the receiving institution during the period of study abroad. The study programme (specific subjects, projects, research, etc.) is agreed between the sending and receiving institutions and the student. In the case of subjects undertaken by the student, the learning agreement shall specify the credit value of the subjects.
- (19) The learning agreement sets out the obligations of the University and the student, the financial terms and conditions, and the cases and rules for possible repayment of the scholarship (reimbursement of costs).
- (20) Study Administration Services shall, as far as possible, conclude the tripartite learning agreement with the successful applicants before the start of the trip and, if they are also eligible for a scholarship, the grant contract.
- (21) A grant contract may be concluded with a student who is eligible for a scholarship on the basis of a resolution of the Head of International Mobility Programmes and who has already concluded the learning agreement, which is signed at least by the student and the University.



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Study conditions, ranking rules, crediting studies abroad (credit recognition)

7.8

- (1) In bachelor single-cycle master programmes, students can take part in study abroad after completing two semesters. In master programmes of a two-cycle programme and doctoral programmes, the call for applications contains the required conditions for completing semesters.
- (2) A student may participate in study abroad if he/she has active student status at the University during the entire period of study abroad. The provisions of Section 30 (10) of the SER must be complied with.
- (3) Students who depart for study abroad in the last semester of their studies shall acknowledge that due to time constraints in the official rules of procedures, the earliest they can take their final examination is the semester after their return from the study abroad.
- (4) The relevant call for applications may set additional conditions in terms of the number of completed semesters required to be eligible.
- (5) If the study abroad is accompanied by a scholarship from the state, university or other funding source, applicants must also comply with the rules of these programmes. During their studies abroad, students shall take subjects that are relevant to their studies, it is recommended that they take as many subjects as possible that are relevant to their studies at home, and they shall apply for acceptance of all their subjects. The substitution does not necessarily have to be for the semester in question; substitution may also be allowed for subjects from a later semester according to the sample curriculum.
- (6) The period of study abroad for a student participating in the Pannonia Scholarship Programme must be part of the student's period of study targeted at obtaining a diploma in any cycle of study and must be accepted by the University and fully comply with the curricular structure.
- (7) In the case of any of the University's students, for individually arranged study abroad programme (Freemover), the permission for taking part in individually arranged study abroad is granted by the Study Committee according to the rules set out in the Section 7 of the SER.
- (8) During one semester of study abroad, the student shall take a minimum of thirty (30) ECTS (24 ECTS for CEMS) and a minimum of five (5) subjects in the LA Before part of the learning agreement, i.e. this is the number of credits required for the student, based on the number of credits of the receiving institution. The number of credits to be earned and the number of subjects to be completed during a study abroad period that is shorter (min. 60 days) or longer than one semester is proportionally less or more, twenty (20) ECTS for trimester-system¹ programmes. In cases where the receiving institution does not apply

¹ A trimester is a period shorter than the semester applied at CUB (maximum 3.5 months).



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ECTS, the learning agreement shall include at least fifteen (15) credits eligible for recognition at the University. Students doing research work (e.g. doctoral students) during their studies abroad shall indicate the research work in their learning agreement. Deviation from the foregoing is only possible if the rules of the receiving institution do not allow this requirement to be met and the student attaches supporting evidence to the learning agreement. In this regard, evidence may include, in particular, an email from a responsible staff member at the receiving university or a page or regulation providing information in this respect on the official website of the receiving university.

- (9) The student shall also have his/her subjects and credits completed during the study abroad recognised as part of his/her academic obligations at the University in accordance with the rules set out in Subsections (2)-(3) of Section 53 and Section 57 of the SER.
- (10) The conversion of grades obtained abroad is based on Annex 4 of the SER.
- (11) An exam/exams taken by a student of the University in the framework of mobility abroad and accepted by a resolution of the Credit Transfer Committee shall be considered as if the student had taken it/them at the University. The Credit Transfer Committee decides on the recognition of subjects completed in the framework of mobility abroad. The way in which subjects are recognised is laid down in Sections 53-57 of the SER.
- (12) Before departure, the student shall complete the following:
 - a) At least four (4) weeks prior to departure, the student shall be in possession of the version of the (tripartite) learning agreement signed by the University and the student. The learning agreement shall include the subjects the student wishes to take at the receiving institution and their respective foreign and home credit values.
 - b) The student shall endeavour to take those subjects at the receiving university, as specified in Subsection (8), which correspond to the current (up-to-date) compulsory and compulsory elective subjects of the curriculum in force at the University in the semester in question, but he/she may also take subjects to be recognised in further semesters.
 - c) As regards compulsory and compulsory elective subjects in the student's home programme, the student shall also obtain the prior written approval of the relevant subject leader(s), subject leader and study programme leader in the case of special programmes, (mandatory annex) and send it to Study Administration Services (in the case of doctoral students, to Corvinus Doctoral Schools, the University Doctoral Office) as indicated in the call for applications. The subject syllabus issued by the receiving university shall be enclosed to facilitate the conclusion of the agreement. In the absence of the mandatory annex, compulsory and compulsory elective subjects taken in the context of training with the purpose of acquiring specialised knowledge may only be taken as free elective subjects.
 - d) Registration for active semesters according to Section 30 (10) of the SER and subject registration according to Subsection (8) and Section 47 (16)-(18) of the SER.



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- e) It is the responsibility of the student (e.g. doctoral student) doing research work during his/her study abroad to find, prior to submitting his/her application, a lecturer (thesis supervisor or supervisor) at the receiving institution to supervise and/or assist him/her in his/her work, who will be able to provide the certificate specified in Subsection (8). On the basis of the evidence of the work completed, the corresponding credit value is calculated in accordance with the ECTS credit calculation rules, within the framework set by the doctoral school.
- (13) After departure, the student shall complete the following:
- a) Students participating in study abroad shall send the LA Before part of the learning agreement (signed also by the foreign receiving institution) to Study Administration Services no later than the end of the subject registration period applicable at the receiving institution or within 30 days after the subjects taken have been finalised.
 - b) If any changes have been made to the original learning agreement (subject dropping, subject registration), the student must indicate this in the LA Changes part of the learning agreement, which is signed by both the student and the receiving institution and sent by the University to Study Administration Services for approval, together with the original study contract, within 30 days of the start of the studies abroad (by the last day of the last day of the subject registration period in the case of a trimester system subject registration). If, during the change, the student takes a subject that he/she wishes to be recognised as a compulsory or compulsory elective subject, he/she shall also obtain the written approval of the subject leader at home of the equivalent subject and send it to Study Administration Services, otherwise the new subject(s) shall be recognised as free elective subjects only.
 - c) If the student has any problems with the implementation of the conditions set out in the learning agreement, he/she should immediately report them to the organisational unit in charge of coordinating the programme and having the learning agreement signed (Study Administration Services). If this is not done, the consequences shall be borne by the student. A learning agreement signed by all three parties and the transcript are required to match in order for the subjects to be accepted. If the learning agreement and the transcript do not match, the Credit Transfer Committee will not evaluate the documents submitted by the student.
 - d) All students participating in study abroad programmes shall send the “Certificate of Arrival and Certificate of Arrival and Certificate of Departure” signed by the receiving institution abroad to Study Administration Services no later than seven (7) days after arrival abroad.
 - e) A student who does not fulfil the conditions set out in paragraphs ((b) to d) of Subsection (12) may be excluded from the study abroad programme. If the learning agreement does not contain the minimum number of credits available for recognition as stipulated in Subsection (8) (either due to the student's fault or due to the subject



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structure of the receiving institution), the study abroad programme cannot be started, or the University may initiate the termination of the study abroad programme. A student who does not meet the conditions set out in Subsection (12) may be excluded from the study abroad, the study abroad may not be started or the study abroad may be interrupted unless the receiving party limits the number of credits available and the student provides evidence of this. Even in the case of such evidence, the number of credits taken cannot be less than 21.

- f) A student may be granted a preferential study schedule based on the student's participation in study abroad or a traineeship abroad. The preferential study schedule is regulated in Section 92 of the SER.
- g) If the student has any problems with the implementation of the terms set out in the Learning Agreement, he/she should immediately report them to Study Administration Services. If this is not done, the consequences shall be borne by the student.

(14) Students shall have and/or complete the following before and after their return home:

- a) A Certificate of Arrival and Certificate of Departure" document signed by the receiving institution (for all students departing for study abroad) within the 14th day from the end date of the mobility (last exam or study obligation requiring personal presence).
- b) Within 90 days after the end of the study abroad programme, in the case of graduating students, at least 2 months before the final certificate (absolutorium) is obtained, the student shall submit to the organisational unit coordinating the programme the document certifying the courses successfully completed (or completed studies) at the receiving university, in accordance with Section 57(5) of the SER.
- c) in accordance with Subsection (9) he/she shall submit a Credit Transfer Request via Neptun for all the subjects included in the transcript sent by the foreign partner and successfully completed by the student.
- d) A student who conducts research work (e.g. a doctoral student) during his/her study abroad shall present his/her work and a certificate detailing the student's professional activity abroad issued by the supervising lecturer (thesis supervisor or supervisor) at the receiving institution to the unit coordinating the call for applications no later than 30 days after the end of the study abroad, in the case of graduating students, at least 2 months before the final certificate (absolutorium) is obtained. If possible, the certificate should include credit information. If no such information is provided, or if the receiving institution does not apply ECTS, the Doctoral School may propose the number of credits to be recognised at the University on the basis of the certificate in question.
- e) The student shall complete at least 21 credits out of the credits to be taken according to Subsection (8) in order to be considered to have successfully completed the study



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abroad, otherwise the student shall be liable to repay the scholarship to the extent provided for in this Regulation.

- (15) The student shall report any withdrawal from the place he/she has been awarded as soon as possible, but no later than 15 November of the previous calendar year in case of a spring semester departure and 15 May in case of an autumn semester departure. If the student fails to do so, he/she will be disqualified from the next call for applications.
- (16) With regard to this section, it should be stressed that different rules may be laid down for special programmes.
- (17) Implementation of the call for applications
- a) The application procedure has two rounds:
 - aa) for participation in study abroad (study abroad place, without a scholarship), and
 - ab) for earning a scholarship supporting participation in study abroad for those who have been awarded a study abroad place,
 - b) A call for applications under subparagraphs aa) and ab) of Paragraph a) may be implemented in a single call. The University first evaluates applications for study abroad, and then evaluates scholarship applications to support participation in study abroad.
 - c) The decision-making process is as follows:
 - ca) decision on study abroad places in the first phase of the call for applications process, including any supplementary call for applications,
 - cb) decision on scholarships in the second phase of the call for applications process.
- (18) Ranking of applications
- a) Entry requirements: Meeting the language requirements specified in the call for applications
 - b) Ranking: 70% of the overall score is based on the cumulative adjusted credit index and 30% based on extra-curricular activities. Detailed scoring are set out in the relevant call for applications.
 - c) For doctoral students, the final score is the sum of the scores for the following:
 - research proposal,
 - work plan,
 - publication activities,
 - successful comprehensive examination,
 - achievement of credits pro rata temporis.

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Financial terms and conditions

8.§

- (1) The financial terms and conditions are set out in the call for applications and in the scholarship contract to be signed with the student.
- (2) As the student is an enrolled/registered student of both the sending and the receiving institution during the period of study abroad, the student shall pay all fees that the University charges to its students (e.g. programme cost) and shall receive all benefits that the University provides to enrolled/registered students.
- (3) A student who has any overdue debts to the University arising from his/her study abroad may not be admitted to the final examination.
- (4) If the student has not obtained the twenty-one (21) credits during his/her study abroad period or fails to comply with the terms of his/her grant contract, he/she will be required to repay in full or in part any scholarship and/or reimbursement of expenses received for his/her study abroad.
- (5) If the student has not acquired the minimum number of credits available for recognition, or fails to fulfil the obligations set out in Subsections (8) - (11) of Section 7, or fails to fulfil the conditions of the study abroad programme, as detailed in the study abroad programme support contract concluded between the student and the coordinating unit, or if the student's status as a student is terminated during the study abroad programme, the student shall be obliged to repay any scholarship or reimbursement of expenses received for the study abroad programme.
- (6) Students who participate in a full-semester international mobility funded under a grant agreement with the university, but whose mobility does not last for at least 60 days shall repay the full amount of the grant. In the case of students going abroad for one trimester, if the length of their mobility is less than the length of the trimester, they shall repay the full amount of the grant.
- (7) Any further repayment obligation under Erasmus+ is based on the credit values of the receiving institution as follows:
 - a) if 0-9 ECTS credits are obtained, 50% of the grant amount,
 - b) if 10-14 ECTS credits are obtained, the entire grant amount for 30 days,
 - c) if 15-20 ECTS credits are obtained, the entire grant amount for 15 days,
shall be repaid by the student.
- (8) In case of a traineeship, if the professional training facility provides feedback for unsatisfactory performance, the student may be liable to repay up to 30% of the total amount of the grant. The decision is taken by the Head of the International Mobility Programmes, after hearing the opinion of the study programme leader. The decision is set out in a resolution.

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- (9) Doctoral students who take part in short-term Erasmus+ doctoral mobility, but whose completed mobility does not last at least 2 days, shall repay the full amount of the grant.
- (10) The Head of International Mobility Programmes shall take a decision on repayment obligations- The decision is set out in a resolution. Study Administration services will arrange for the amount to be refunded to be imposed in Neptun.

Extension of the duration of the study abroad

9.§

- (1) If the programme allows it, the student may initiate an extension of the duration of his/her study abroad within the academic year. The extension of the duration of the study abroad shall be approved by both the University and the receiving institution. Applications for extensions (for study abroad places and scholarships) shall be sent to the organisational unit publishing the call for applications by 15 November at the latest.
- (2) In the case of programmes with financial support, the extension of the duration of the study abroad does not automatically entail a proportional increase in the scholarship, this requires a contract amendment. Failing to amend the contract is of peremptory nature, in such cases the study abroad programme may be implemented in a self-funded form.
- (3) The extension of the study abroad and the extension of the period of the grants will be decided by the Head of International Mobility Programmes on the basis of the available grant budget. Applications received by the deadline will be assessed on the basis of the following points:
 - a) the number of places available, as defined in the partner agreement,
 - b) the original application results of the students who submitted applications; and
 - c) the amount of grant that can be awarded to the student.
- (4) The Head of International Mobility Programmes shall decide on the possible extension of the student grant by 20 December. The decision is set out in a resolution. The amendment of the contract is concluded by Study Administration Services with the student.

Further conditions applying to traineeships abroad

10.§

- (1) Where possible, the traineeship should be linked to the student's programme of study.
- (2) In case of a student traineeship abroad, if the traineeship partially or entirely coincides with the study period, the criteria set out in Section 30(10) of the SER should be complied with.



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- (3) The successfully completed traineeship shall be included in the student's diploma supplement.
- (4) In the case of recent graduates, application and selection of students should take place during the active student period, in the year of graduation.
- (5) In the case of traineeships for recent graduates, the traineeship must be completed within one year of the date of obtaining the diploma, taking into account the completion date of the current project.
- (6) There is no credit recognition requirement for recent graduates.
- (7) Students who participate in traineeship (including traineeship completed by recent graduates) but whose mobility does not last for at least 60 days, shall repay the full amount of the grant.

Force majeure and its special conditions

11.§

- (1) If the student files a force majeure claim and at the same time a repayment obligation arises on his/her behalf, he/she is not obliged to pay the debt until the force majeure claim has been processed.
- (2) The application for force majeure is submitted to Study Administration Services. The decision on the force majeure claim is taken by the Head of International Mobility Programmes on the basis of a referral from Study Administration Services, who will set out the decision in the form of a resolution.

Miscellaneous

12.§

- (1) During their higher education studies, students may spend a number of months abroad on an Erasmus+ programme and Pannonia Scholarship Programme for the purposes of completing a study abroad and/or traineeship period, whether on a scholarship or self-financed basis, in accordance with the current rules of the Erasmus+ programme and the Pannonia Scholarship Programme.
- (2) Students may apply for study abroad organised by the University more than once during their studies, subject to the terms and conditions set out in the SER and the call for applications.
- (3) The study abroad opportunity awarded in a given academic year can only be used during the period of the award, i.e. it cannot be carried over to the next semester or academic year.
- (4) Students may spend two semesters of the same academic year in two different study abroad programmes according to the terms and conditions of the respective call for applications.



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- (5) Before submitting their applications, applicants should make sure that the institution they wish to apply to does not have any requirements that would prevent them from participating in study abroad at that institution (e.g. language examination requirements that exceed the application criteria).
- (6) Students participating in study abroad shall make every effort to fairly represent the University and Hungary. A student who has been the subject of a complaint by the receiving university and whose complaint is deemed justified by the Head of International Mobility Programmes, shall be excluded from further participation in study abroad.

Closing provisions

13.§

- (1) The present Regulation were adopted by the Senate at its meeting of 10 December 2024.
- (2) This Regulation shall enter into force on 11 December 2024, at the same time, the Regulation on Study Abroad adopted by the Senate under Resolution SZ-6/2023/2024. (2023. XI. 7.) shall be repealed.
- (3) Calls for applications launched before the entry into force of this Regulation shall be governed by the provisions in force on Regulation on Study Abroad adopted by the Senate under Resolution SZ-6/2023/2024. (2023. XI. 7.).
- (4) This Regulation shall constitute Part 9 of the Student Requirements.