

CEMS INFORMATION SHEET 2010/11

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Corporate Sustainability and CSR

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Decision Making and Negotiation Strategies

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International Trade Policy

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Marketing Challenges in Diverse European Market

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Strategic Financial Analysis

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Supply Chain Management

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English for Communication in Management - Accredited Course

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2011 Spring Term

CEMS Core

Cross Cultural Management

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CEMS Elective

Corporate Environmental Management

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Financial Market Risk Management

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<p>Administrative and Support Staff:</p>	<p>Zsuzsa Krista: zsuzsa.krista@uni-corvinus.hu</p> <p>Welcome Office Room 205 E-mail: infooffice@uni-corvinus.hu Phone: + 36 1 482 5044</p>
<p>Deadlines:</p>	<p>[On-line Partner University Nominations] to nominate fall semester and whole academic year candidates: April 1 - April 25 (if necessary, till May 30) to nominate spring semester candidates: October 1 - October 25 (if necessary, till November 30)</p> <p>[On-line Student Registration] is usually* open ■ for fall semester registration: in May, ■ for spring semester registration: in November, *the exact dates will be sent to the partners and to the nominated students</p>
<p>Required Documents:</p>	<ul style="list-style-type: none"> ■ Application Form - Personal data and certain other details should be provided here. ■ Course Registration Form
<p>Course offer:</p>	<p>CEMS students at CUB may choose their courses from the CEMS course list which can be found on</p>

	http://www.cems.org/general/academic_partners/courses.php and http://corvinus.mobilitymanager.hu/courses/																														
Student Registration:	http://corvinus.mobilitymanager.hu/student/																														
Faculties/Colleges:	<i>Faculty of Business Administration Faculty of Economics Faculty of Food Science Faculty of Horticultural Science Faculty of Public Administration Faculty of Social Sciences Faculty of Landscape Architecture, Protection and Development</i>																														
Language of Instruction:	English																														
Language requirement:	English																														
Language courses:	Corvinus provides a CEMS accredited language course in English, and a special CEMS preparatory language course in German language.																														
Full-time Workload	<p>In CUB there is a maximum of five courses which can be followed during a semester. The average quantity of work required of a full-time CUB student is generally fixed at 60 credit points per year.</p> <p>In CUB, there is no minimum number of credits required to be passed in a semester. However, you must <i>enrol</i> for at least three courses during your stay. As to your CEMS minimum credit requirement, please confer with your home school coordinator. (Suggested by CEMS: 30 credits for first term, 15 for the second) As a CEMS student, you must take the mandatory CEMS course offered during your stay in CUB (Fall: Corporate Strategy CEMS, Spring: Cross Cultural Management)</p> <p>5 courses / semester is a full time workload (30 ECTS) A Course is 2x80 minutes per week</p>																														
Grading:	<p>Exchange students at the Corvinus University of Budapest are evaluated based on the European ECTS Grading Scale:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><i>Local Grading</i></th> <th colspan="2" style="text-align: center;"><i>Equivalent ECTS Grading</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">A</td> <td style="text-align: center;">Excellent</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">B</td> <td style="text-align: center;">Very good</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">C</td> <td style="text-align: center;">Good</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">D</td> <td style="text-align: center;">Satisfactory</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">E</td> <td style="text-align: center;">Sufficient</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">F</td> <td style="text-align: center;">Fail*</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">W</td> <td style="text-align: center;">Withdrawn*</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Audit</td> <td style="text-align: center;">Audit*</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">N</td> <td style="text-align: center;">No credit*</td> </tr> </tbody> </table> <p style="text-align: center;">*no credit</p>	<i>Local Grading</i>	<i>Equivalent ECTS Grading</i>		5	A	Excellent	5	B	Very good	4	C	Good	3	D	Satisfactory	2	E	Sufficient	1	F	Fail*	-	W	Withdrawn*	-	Audit	Audit*	-	N	No credit*
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TERM DATES FOR THE ACADEMIC YEAR

	Term 1	Term 2
Terms Dates:	September - December	February - May

Welcome Day/Orientation week	Early September	Early February
Block Seminar/Launch Event	Early September	End of January / Beginning of February
Exam period	December - January	May - June
School vacations, public holidays	<p>Holidays</p> <p>The University is closed on these days:</p> <ul style="list-style-type: none"> • New Year's Day (January 1) • Memorial Day of the 1848 Revolution (March 15) • Easter (Sunday and Monday) • Labour Day (May 1) • Whit Monday • St. Stephen's Day (August 20) • Memorial Day of the 1956 Revolution (October 23) • All Saint's Day (November 1) • Christmas (December 25, 26) 	

Living Expenses:	<p>Cost of Living</p> <ul style="list-style-type: none"> • Students need about EUR 400 - 650 per month to cover all expenses. • Accommodation: about EUR 250 - 400 per month per person, depending on the size and location of the flat as well as on the number of students sharing it. • Living costs (food, transport, miscellaneous): about EUR 300 - 400 per month. • Academic related expenses (student ID, books, photocopying, etc.): about EUR 50 - 100 per semester.
Academic Expenses:	<p>Block Seminar fee : 250 €</p> <p>Language exam fee for the oral: 12 €</p> <p>Bonding event: around 100 €</p>
Health insurance:	<p>All international students are recommended to insure themselves in their home country.</p> <p>Valid health insurance for the duration of your stay in Hungary is obligatory (if your health insurance card does not specifically state that it is valid for EU member states or that is valid specifically for Hungary, please ask your insurance company to supply you with an official letter to this effect as the Hungarian Immigration Authorities may need this statement when you arrive to Budapest).</p> <p>NB: The health insurance must provide full coverage, emergency health insurance will not be accepted.</p> <p>Health Care Services in Hungary (pdf version) (http://www.uni-corvinus.hu/fileadmin/user_upload/hu/kozponti_szervezeti_egysegek/nemzetkozi_iroda/files/Vegyess/Health_Care.pdf)</p>

Visa:

Information on the regulations concerning the visa and the residence permit can be found on the website of the [Ministry of Foreign Affairs - Hungary](http://www.mfa.gov.hu/kum/en/bal) (<http://www.mfa.gov.hu/kum/en/bal>) or at the diplomatic and consular missions of Hungary (see the [Ministry website](http://www.mfa.gov.hu/kum/en/bal/missions/missions_abroad) (http://www.mfa.gov.hu/kum/en/bal/missions/missions_abroad) for the list).

International students are highly recommended to consult the relevant authorities (and their websites) at least 2 months before the beginning of their studies.

Upon receipt of the Letter of Acceptance from the Corvinus University of Budapest, **students from non-EEA countries (non-EEA nationals)** must hand in their demand on residence permit for the purpose of studies at the Hungarian Embassy in their home country. (We very much recommend that all non-EEA citizens - even those who are eligible to enter Hungary without a visa for up to 90 days - apply for a visa for residence permit **BEFORE** coming to Hungary.)

In case of successful application, the students obtain a visa - for the purpose of studies - authorizing them to a single entry for receiving the residence permit and to stay for maximum 30 days in Hungary.

The decision on the residence permit falls within the scope of the regional directorates of the Office of Immigration and Nationality.

The students must visit the Office of Immigration and Nationality and obtain their residence permit within 30 days from the day of entry. All non-EEA nationals must, at all times during their stay and studies here, have a valid residence permit allowing them to study in Hungary.

Those international students who are staying at Corvinus for a longer period of time - for more than one semester - are obliged to have the residence permit renewed before it expires. Please note that renewal of the residence permit must be started at least 30 days before it expires. The regulations for the registration of the place of residence and the residence permit can also be found on the website of the [Office of Immigration and Nationality](http://www.bmbah.hu) (<http://www.bmbah.hu>) and/or of the Ministry of Foreign Affairs.

[Here](http://www.mfa.gov.hu/kum/en/bal/missions/missions_in_hungary) (http://www.mfa.gov.hu/kum/en/bal/missions/missions_in_hungary) you can find the most up-to-date list of diplomatic and consular representations in Hungary.

Students from EEA countries (EEA nationals) must obtain their certificate of registration at the regional directorate competent for the place of residence within 3 months from the day of entry.

All international students are also responsible for registering their housing address at the regional directorate competent for the place of residence. Each student will receive an "address ID card" which is obligatory for all people residing in Hungary. In general, all international students have to notify the authorities about their place of residence soon after arrival and within 3 days after any changes

	<p>taking place.</p> <p>Further information on visa and residence permit (pdf version) (http://www.uni-corvinus.hu/fileadmin/user_upload/hu/kozponti_szervezeti_egysegek/nemzetkozi_iroda/files/Angol/INFORMATION_ON_VISA_AND_RESIDENCE_PERMIT.pdf)</p>
<p>Housing:</p>	<p>CORVINUS offers accommodation in the dormitory to exchange students only in limited number for about 120€/month.</p> <p>It is suggested that students rent a flat or share a rented flat, this is what most international students do.</p> <p>The International Office makes every reasonable effort to provide assistance in finding the suitable accommodation. At the beginning of each semester a list of some real estate agencies is issued in the Information Letter, that may help our international students to find accommodation. Please note, however, that the University does not have an agreement with these agencies, so we cannot guarantee their prices, rental conditions, quality of cooperation etc.</p> <p>It is advisable to ask the Hungarian Tandem partner (http://www.uni-corvinus.hu/index.php?id=15984&no_cache=1#c16008) for help in finding accommodation. It is also recommended that students look for a place to stay for the first couple of days (temporary accommodation eg. in a hostel) and see the rentable apartments for themselves. It is very important to read the rental agreement carefully before paying or signing anything!</p> <ul style="list-style-type: none"> • Flat-4-Rent Accommodation Management: Mr. Szabolcs Kiss, Mobile Phone: +36-20-929- 0217, E-mail: flat4rent@reply.hu; homepage: www.flat4rent.uw.hu • Verger Ltd.: Dob u. 71, 1077 Budapest. Phone: +36-1-215- 6541, Mobile Phone: +36-30-327- 4579, E-mail: info@ingatlanpaletta.hu; homepage: www.ingatlanpaletta.hu • Lidar Ltd.: Szt. István krt. 11, 1055 Budapest. Phone: +36-1-354-1875, Mobile Phone: +36-30-319- 6719, E-mail: lidar@lidar.hu; homepage: www.lidar.hu • Esprit Immo Ltd.: Magyar u. 22, 1053 Budapest. Phone: +36-1- 411-1616, Fax: +36-1- 411-1617, Mobile Phone: +36-20-555- 6521, E-mail: achat@centralapparts.com; location@centralapparts.com; homepage: www.centralapparts.com • Blue Line Immo Ltd.: Kossuth Lajos tér 9. I/1, 1055 Budapest, (near the Parliament). Phone/Fax: +36-1-311-2136, E-mail: blueline@interware.hu; homepage: www.blueline.hu

<p>Facilities:</p>	<p><i>Network of Libraries</i></p> <p>In order to meet the information requirements of the training and research activities carried out in its seven faculties, the Corvinus University of Budapest has a network of libraries with special collections which are in many ways unique in comparison with other libraries in Hungarian higher education.</p> <p>Major components of this library network are:</p> <ul style="list-style-type: none"> • the Central Library (http://www.lib.uni-corvinus.hu), • the Library of the Faculty of Public Administration (Bibliotheca Publica http://www.uni-corvinus.hu/index.php?id=16685#c16916), • the Library and Archive of the Faculties of Horticulture, Food Science and Landscape Architecture (Entz Ferenc Library and Archives http://www.uni-corvinus.hu/index.php?id=16681#c16914). <p><u>Centre for Foreign Language Education and Research</u> (http://www.uni-corvinus.hu/index.php?id=8672#c16239)</p> <p>The Foreign Language Centre of the Corvinus University of Budapest enables students to study various foreign languages, such as English, German, French, Italian, Spanish and Portuguese, from beginner to advanced level for an extra fee.</p> <p><u>IT Centre</u> (http://www.uni-corvinus.hu/index.php?id=8671#c16240)</p> <p>The Information Technology Center (ITC) is in charge of the maintenance of all computers installed at the Corvinus University. Supporting, installing softwares and a general help for users is also provided by them. In other words, the ITC maintains the university computer network.</p>
<p>Internships:</p>	<p>Welcome Office Room 205 Phone: + 36 1 482 5044</p>
<p>Orientation / Student Clubs:</p>	<p>www.cemsbudapest.hu</p>
<p>Information about the city / the country</p>	<p>www.hungarytourism.hu www.budapestinfo.hu/en</p>

Who?	What?	When?
		For the fall semester / For the fall+spring semesters
Coordinators	Online nomination in MOB	April 1 - 25 (by May 25 the latest) (exact dates are given in MOB under "Important dates")
Students	Online registration and course registration in MOB	in May (exact dates are given in MOB under "Important dates")
Students	Sending printed version of application materials to the International Office	May 31

Who?	What?	When?
		For the spring semester
Coordinators	Online nomination in MOB	October 1 - 25 (by November 25 the latest) (exact dates are given in MOB under "Important dates")
Students	Online registration and course registration in MOB	in November (exact dates are given in MOB under "Important dates")
Students	Sending printed version of application materials to the International Office	November 30