Terms of application
for Erasmus student mobility programme for academic purposes
in the academic year of 2018/2019

Corvinus University of Budapest
FACULTY OF SOCIAL SCIENCES AND INTERNATIONAL RELATIONS

Attention! The application terms below supplement or clarify the General terms disclosed in the CUB International Office application advert. The application advert, the general terms and the faculty conditions are valid together.

✓ Submit your application by this deadline:
  Online application: by 24 November 2017, 12:00 am
  Printed application: by 24 November 2017, 12:00 am

✓ Submit your application here:
  Mobility Manager tool http://mobilitas.uni-corvinus.hu and also:
  Room 508, C building Nikolett Menyhárt (Mon: 13-15, Wed: 9-12, 13-15, Thu: 10-12)
  Address: CUB Faculty of Social Sciences and International Relations, Dean's office, 1093 Budapest, Közraktár u. 4-6, C 508.
  The online and the printed application are both required!

✓ Submit your application via:
  Submit your application personally or via mail (postage date - on the postage seal - by 24 November 2017 the latest)

✓ Ask questions from:
  You may want to ask relevant professional questions from the faculty mobility consultants. General and administrative questions are answered by the faculty coordinator. See our home page: BCE > Kar > Hallgatóknak > Mobilitás

✓ Eligible for application:
  - Students in either of the three years of BA/BSc training
  - Students in either of the two years of MA/MSc training
  - Students in the first two years of doctoral training
  - Required minimum sum average: 3.0

  For constraints concerning the third year of BA/BSc trainings and the second year of MA/MSc training, see the section after the score chart:
  "Terms concerning application of BA third year and MA second year (senior) students"

✓ Activities to apply for:
  Erasmus academic scholarship may only be granted for the purpose of completing courses, with the exception of doctoral training.

✓ constraints with regard to your choice of institution
  When applying, note that the first three preferred places can only be partner institutions which the Faculty of Social Sciences has an agreement with. Partner institutions of other Faculties can only be chosen from the fourth preferred place onwards.

✓ Recommended period for partial training abroad:
  The second year of BA/BSc programmes are recommended for partial trainings abroad.
Hints and tips concerning the transfer of Erasmus studies (courses):
For information, see menu: Mobility on the Faculty home page: (http://www.uni-corvinus.hu/index.php?id=28528).

Application materials to be submitted (there is no oral round):
- What you should submit and in how many copies for application:
  - The printed application form of online application (found at http://mobilitas.uni-corvinus.hu), signed, with photo (or printed picture), in two copies.
  - Photocopy of language examination certificates (language of studies)
  - Original certificates (further professional activity, community work)
  - Letter of motivation for the first three places of application, in the language of the studies, signed, in one copy each
- Constraints:
  - The certificates need to be submitted in one copy (on official sheet, properly sealed and signed). (Not older than three months)
  - No extra opportunities are granted to submit materials beyond deadline. (Certificates of language examinations, professional-, community- or sports activities and modifications to the letter of motivation will not be accepted beyond the application deadline)

Application and assessment process:
At the Faculty, the International Board, in concordance with the Student Council, propose the placement principles to the Faculty Council for confirmation.

Score system: find attached

Certain partial results and the final results are disclosed here:
Ranking and scores will be made public on the faculty home page by 31 January 2018.
Placement results are disclosed on the home page by 2 March 2018.

How to appeal and by what time:
Regarding points and ranking, in written form, with reasoning, via e-mail (to the faculty coordinator’s address), by 9 February 2018.

Attention! The application terms below supplement or clarify the General terms disclosed in the CUB International Office application advert. The application advert, the general terms and the faculty conditions are valid together. Please read the Erasmus information material (Erasmus student mobility for academic purposes, terms of application for the academic year of 2018/19).
For students of the Faculty of Social Sciences,  
the score system of Erasmus foreign partial training,  
valid for applications for the academic year of 2018/2019 (BA, MA, PhD students)  

Scoring of first year students is the same as that of other students of higher years.  

Total score: maximum 100 points  

1. Cumulative academic average: maximum 30 points  
(The cumulative average of the concluded semesters of the actual training. For first year students, the average of the first semester).  

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2. Language skills: max. 10 points  
a) the language of studies: maximum 5 points  
Advanced level, spec. purpose C  
Advanced level, general C  
5 points  
3 points  

At least a Common European Framework of Reference for Languages B2 level language examination certificate of the language of studies, or an equivalent intermediate level complex language examination certificate. The language examination certificate is considered a prerequisite by the receiving institution, thus no extra points can be accounted for. A Department waiver does not substitute the language examination. The receiving institution - especially in case of MA/MSc applicants - may prescribe higher level language examinations. Please look for further information on the home page of the receiving institution - especially if the receiving institution is overseas.  

b) Language skills/second language: maximum 5 points  
(Not including the language of studies)  

Advanced level, spec. purpose C  
Advanced level, general C  
Advanced level, spec. purpose C  
Advanced level, general C  
5 points  
4 points  
3 points  
2 points  

3. Further professional activities: maximum 15 points  
- professional course in a foreign language * (In the actual training, finished semester; not a course of language, grammar or translation):  
2 points (maximum two courses can be accepted)  
- Specialisation course completed at a specialisation dorm - completed semester: 2 points (maximum two courses can be accepted) *
• Teaching or professional activity at specialisation dorms or further fora, related to University studies (except for working as a Teacher’s Assistant): 3 points (maximum two courses can be accepted)
• University competition (maximum two competitions can be accepted)
  Participation: 3 points
  Second round: 4 points
  1st-3rd places: 5 points
First year students may also transfer other national academic competitions.
• Students' Scholarly Circle activity (maximum two Students' Scholarly Circle activity can be accepted)
  Activity as an assessor: 1 point
  Participation as a contestant: 2 points
  Second round: 3 points
  2nd-3rd place or extra award: 4 points
  1st place: 5 points
• National Conference of Student's Scholarly Circles activity
  Activity as an assessor: 1 point
  Participation as a contestant: 10 points
  3rd place: 12 points
  2nd place: 14 points
  1st place: 15 points
Out of the Students' Scholarly Circle and National Conference of Student's Scholarly Circles activities, the ones with the highest scores will be accepted.
• Teacher's Assistant at the Department, including participation in research conducted at the Department: 3 points *
• Scientific publication: 3 points (maximum two publications can be accepted)
  (Scientific publication which was published in printed or electronic media. Translations are not included in this category.)

Religious and political activity cannot be accepted as further professional activity. Compulsory activities necessary for graduation cannot be accepted (e.g. compulsory internship). Activities for considerable financial remuneration cannot be accepted. Only officially certified activities can be evaluated (official paper, signed, sealed).

* At categories marked with an asterisk, BA/BSc applicants' further professional activities relating to their BA/BSc trainings will be considered, and MA/MSc applicants' further professional activities relating to their MA/MSc training will be considered.

4. Community work: maximum 15 points (maximum two activities can be accepted)
a) Organising work at a University specialisation dorm or at a University organisation: 3-6 points *
  • 3 points: active member, takes part at organisation meetings, cooperates in organisational work
  • 4-5 points: middle manager, official filling in a position indicated in the regulations of the organisation
  • 6 points: member of the organisation's leadership

The status of the applicant - with regard to organisation rules - is considered by the leader of the organisation. The organisation leader need to explain the score given, attached to the duly signed and sealed certificate of the organisation (how long the participant been a member of the organisation, what is their position, what tasks do they manage). The issued certificate shall be authorised by the Student Council. Only one category can be accepted in each organisation.
b) Participation in a programme which helps the assimilation of foreign students (Tandem programme) *
During the actual training, concluded or current semester. On a 10 point assessment scale used by the International Office:

- 10-9 points: 3 points
- 8-7 points: 2 points
- 5-6 points: 1 point

c) Outstanding sports result (maximum two results can be accepted)

- Participation at the Olympic Games: 5 points
- EC/WC 1st place: 4 points
- EC/WC 2nd place: 3 points
- EC/WC 3rd place: 2 points
- National championship (at an Olympic sport) 1st place: 3 points
- National championship (at an Olympic sport) 2nd place: 2 points
- National championship (at an Olympic sport) 3rd place: 1 point

In case of sports results, high school activities can also be accepted. Olympic games 1st-3rd place results in an automatic admission to the programme.

* At categories marked with an asterisk, BA/BSc applicants' further professional activities relating to their BA/BSc trainings will be considered, and MA/MSc applicants' further professional activities relating to their MA/MSc training will be considered.

5. Letter of motivation in the language of studies: maximum 30 points

A separate letter of motivation needs to be prepared for each of the first three places of application. The main aspects of preparing a letter of motivation include:

- They always need to be written in the language of studies;
- They need to contain how the particular institution relates to the studies and professional career of the student;
- The courses which suit the student's interests and professional level are available and properly indicated;
- The student's goals in the course of the Erasmus programme (e.g. refining language skills, expanding professional competence, research for the degree thesis, etc.).
- Length: minimum 1, maximum 3 pages (justified text, size 12 Times New Roman font, line spacing 1)

Procedural matters

The basic principles of Erasmus programme placement are considered by the International Board every year. It is the task of the International Board to set the annual quotas for training levels and training fields. Its resolution needs to be confirmed by the Faculty Council. The distribution of remaining places (cross-faculty applications) are considered by the Erasmus board of the University campus in Pest.

When applying, note that the first three preferred places can only be partner institutions which the Faculty of Social Sciences has an agreement with. Partner institutions of other Faculties can only be chosen from the fourth preferred place onwards.
Principles of ranking

Applicant rankings will be based on scores. As the Faculty contracts treat BA and MA students separately, separate score rankings are set up for either level. When placements are considered, it needs to be taken into account that some universities prescribe higher language examination requirements. If the applicant reaches the entrance score but is unable to meet the requirements, the place cannot be offered to them. However, we shall try to adjust the primary preferences of applicants to the opportunities available.

Terms concerning application of BA third year and MA second year (senior) students:

a) If the applicant intends to continue their studies in the same training (as an extension), then the journey is subject to the following conditions: the applicant must not hold a final certificate, and for its acquisition, they need the amount of credit points prescribed by Erasmus (principally 30 credits, but at least 20) and credit transfer. Which means that the Erasmus semester needs to count in their studies, just like for first- and second year students.

b) If the final year student applies to the foreign partial training as an entrant student to another major, their journey will take place in the first year of their new programme, in the spring semester. (Placement will not precede the date official entrance results are disclosed. There is a chance that remaining places will get distributed, the place which was originally applied for cannot be guaranteed.) All materials need to be submitted at the respective faculty, with regard to the general terms, in the application period.

Date: Budapest, 2 October 2017