

# PANNÓNIA

## ösztöndíjprogram

### **CORVINUS UNIVERSITY OF BUDAPEST CALL FOR APPLICATION UPON THE REGULATION FOR PARTICIPATION IN STUDY ABROAD**

to support an internship abroad

For the second semester of the academic year 2024/2025 and the first semester of 2025/2026

#### ***1. Subject of the call for application***

This call sets out the conditions for the award of a scholarship to support the participation in a pre-degree internship abroad for students at Corvinus University of Budapest.

#### ***2. Legal and regulatory background to the call for application***

The general rules for participation in mobility programmes are set out in the Regulations for Participation in Study Abroad at Corvinus University of Budapest (hereinafter referred to as the "University") (in particular Section 10 of the Regulation on Study Abroad).

In addition to the provisions of the previous paragraph, the following regulations and other provisions apply to the Pannónia Scholarship Programme: the Programme Implementation Guide, the Grant Agreement between Corvinus University of Budapest and Tempus Public Foundation.

The rules for the award of credits are set out in the Study and Examination Regulations (later referred as SER) § 53-57, and the rules for compulsory professional practice are set out in the SER § 58 and Annex 2.

#### ***3. The aim of the call for application***

The aim of the mobility programme is that a period spent in a foreign organisation will help the student to acquire the skills needed in the labour market and to get to know the economic and social culture of the host country. A work placement is a study-related, curricular or elective work placement abroad of a minimum duration of 60 days and a maximum of 180 days.

#### ***4. Eligible applicants***

Students of the Corvinus University of Budapest pursuing a bachelor's, master's or master's degree can apply by:

1. at least one (1) completed semester at Corvinus in the course of concerned study programme at the time of starting the mobility;
2. the work placement is linked to the student's study programme;
3. students studying under the Stipendium Hungaricum and Diaspora Scholarship Programme are not eligible to apply.

Students who study in more than one course at the same time must indicate in their application which course they are applying for the mobility programme from and only the results of the course they have chosen will be taken into account in the assessment of their application.

### ***5. Minimum application requirements***

- A minimum of **B2 level** in the working language of the internship applied for. If the working language of the proposed placement is English and the student is studying in an English language course, it is not necessary to present a B2 level complex English language examination.
- The student **has an active student status at** the Corvinus University of Budapest during the period of application and internship **mobility**.
- **The existence of a host site for an internship abroad** that meets the University's criteria (Annex 2 of the SER).

**NOTE:** It is up to the student to find and choose the host placement.

### ***6. Application period and method of submission***

#### **Application submission periods:**

Between 30 April 2025 (10:00) and 15 May 2025 (14:00).

Between 26 May 2025 (10:00) and 10 June 2025 (14:00).

Between 17 June 2025 (10:00) and 25 June 2025 (14:00).

It is possible to apply once for the same internship mobility during the above periods.

#### **Method of submission of application:**

Application is to be submitted via the Neptun study system by the P511 application form and the required documents.

If a student of International Management wishes to have the semester abroad to be completed with this application recognised as an "International semester", the application must also be submitted and accepted by the supervisor of the course by submitting the application form "E301-International Management - International semester".

Mandatory application file (in PDF format):

- **Europass CV in Hungarian + the working language of the internship.**

- **Language examination certificate(s)/document(s) proving language proficiency.** In the working language of the internship minimum B2 level, complex (oral + written) knowledge of a foreign language is required. If the working language of the proposed placement is English and the student is studying in an English language course, it is not necessary to present a B2 level complex English language examination.
- **Letter of Acceptance** from the placement site, using the template provided by the University (available [here](#) on the website)

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

### ***7. The organiser of the call and the department responsible for the evaluation***

In the Pannónia Scholarship Programme, International Mobility is responsible for the preparation of the application, Study Affairs is responsible for the management and evaluation of the application.

### ***8. The mobility (support) period***

The length of the mobility is: minimum 60 days (not 2 months!), maximum 180 days. Under this call for proposals, applications may be submitted for mobility starting in the second semester of the academic year 2024/2025 or starting in the first semester of the academic year 2025/2026 and ending by the end of the examination period of the second (autumn) semester of the academic year 2025/2026.

**PLEASE NOTE:** According to the Pannónia Scholarship rules, each student can receive a Pannónia Scholarship for a maximum total mobility period of 12 months per level of study, regardless of the number and type of mobility activities.

### ***9. Mobility grant***

The student who is awarded a scholarship may receive the following financial support funded under the Pannónia Scholarship Programme, depending on the country of destination. The calculation of the exact amount awarded will depend on the country in which the student is undertaking a long period of physical mobility.

1. country group: 400 000 HUF / month (30 days)
2. country group: 375 000 HUF / month (30 days)
3. country group: 350 000 HUF/month (30 days)

The country groups are set out in Annex 1.

**PLEASE NOTE:** The Pannónia Scholarship will be awarded until the available funding is exhausted, based on the ranking achieved according to the application criteria. If funding is not available under the Pannónia Scholarship Programme, the funding may be provided by the Sustainer.

### ***10. Decision making and announcement of results***

1. Applications **will be rejected without merit assessment** from applicants who:
  - do not meet the minimum requirements for applying (point 5.),
  - have submitted an incorrect application form, in particular, but not limited to: not enclosing the required annexes or not enclosing them in full or in part, or have written their CV in an incorrect language and/or format,
  - have previously been awarded a mobility grant under the Pannonia Scholarship Programme at the level of training covered by this application and would exceed the maximum total eligible mobility period of 360 days with this application.
2. **The competition is open to those who score a minimum of 25 points on the following criteria:**

Category	Score
<b>Items related to the student's academic performance (one category only)</b>	
The work placement is not compulsory for the course the student is applying for or, if compulsory, the student does not intend to do it with the present stay abroad	5 points
The student is required to undertake an internship in the course of the training covered by this application and intends to do so during the stay abroad covered by this application (and has fulfilled the conditions for this, in particular the general conditions for the authorisation of the internship)	15 points
The student in the course covered by this application has a compulsory internship abroad included in the training programme or has a compulsory 'International Semester' subject and intends to do so during the stay abroad with this application (and fulfilled all other conditions, in particular the general conditions for admission to the internship and the conditions for admission to the 'International Semester' subject 'B')	35 points
<b>Items supporting the international mobility</b>	
The student has not yet participated in an international mobility in the course covered by the application	10 points
<b>The student will complete his/her internship by 31 August 2025</b>	15 points
<b>Items related to the study result</b>	
Aggregated (cumulative) Adjusted credit index (for the course covered by the application)	
A) 0 - 3,00	0 points
B) 3,01 - 3,80	10 points
C) 3,81 - 4,49	20 points
D) 4,50 - 5,00	30 points
E) 5,01 - 6,00	35 points
F) 6,01 -	40 points

Applications submitted and not rejected without merit assessment according to point 10.1 will be evaluated by the Student Affairs Mobility Team. The deadline for the evaluation of applications is thirty (30) days from the date of receipt. There will be no possibility of submitting a deficiency or request for justification.

Once the applications have been evaluated, the Head of International Mobility Programmes decides on the scholarship and enters it in a decision which is published in Neptun by Study Affairs.

### ***11. Accomplishment***

Documents proving participation in the mobility activity and achievement of the mobility objective:

- Traineeship certificate (Traineeship certificate)
- Letter of confirmation/attendance
- Student report

If feedback is received from the work placement regarding inadequate performance, the student may be required to pay back up to a maximum of 30% of the total grant amount. The decision will be taken by the Head of International Mobility Programmes, upon the opinion of the supervisor.

Students who will have completed a work placement of less than 60 days will have to refund the full amount of the grant

The repayment obligation is decided by the Head of International Mobility Programmes. He/she shall record his/her decision in a decision. Study Affairs will ensure that the amount to be repaid is posted in Neptun.

### ***12. Legal remedies***

Applicants have the right to appeal against the decision of the Head of International Mobility Programmes within 15 days from the date of notification or, failing this, from the date of knowledge of the decision, pursuant to Articles 57-58 of Act CCIV of 2011 on National Higher Education. The appeal must be submitted to the Student Appeals Committee in Neptun.

The Student Appeals Committee will decide on the appeal in accordance with the procedure for first instance applications and the procedure for the examination of appeals in connection with student status (HJR).

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

Budapest, 29.04.2025

Dr. Zita Anikó Kelemen  
Head of International Mobility Programmes

## No. 1. Annex: Target countries and groups of countries in the Pannónia Scholarship Programme

The support available depends on the country of destination of the mobility. The countries of destination have been grouped in the following categories.

Country grou	Destination countrie
Group of countries 1.	Andorra, Australia, Austria, Belgium, Canada, Cook Islands, Denmark, Faroe Islands, Fiji, Finland, France, Hong Kong, Ireland, Iceland, Israel, Japan, East Timor, Kiribati, the Netherlands, Hong Kong, Iceland, Israel, Japan, the United Kingdom, the United States, the Cook Islands, South Korea, the Faroe Islands, the United Kingdom, Liechtenstein, Luxembourg, Macao, Marshall Islands, Micronesia, Monaco, Nauru, Germany, Niue, Norway, Palau, Papua New Guinea, Solomon Islands, San Marino, Switzerland, Sweden, Samoa, Singapore, Taiwan, Tonga, Tuvalu, New Zealand, Vanuatu
Group of countries 2.	Afghanistan, Bangladesh, Belarus, Bhutan, Bosnia and Herzegovina, Bulgaria, Cambodia, China, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Georgia, Greece, Iraq, Kyrgyzstan, Kosovo, Laos, Kyrgyzstan, Latvia, Lithuania, Poland, Latvia, Lithuania, Yemen, North Macedonia, Poland, Croatia, Greece, Kosovo, Kyrgyzstan, Laos, Yemen, Maldives, Malta, Myanmar, Moldova, Montenegro, Nepal, Italy, Russia, Armenia, Pakistan, Portugal, Romania, Spain, Sri Lanka, Serbia, Syria, Slovakia, Slovenia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Slovakia, Tajikistan, Uzbekistan
Group of countries 3.	Albania, Algeria, Angola, Antigua and Barbuda, Argentina, Azerbaijan, Bahamas, Bahrain, Barbados, Belize, Benin, Bolivia, Botswana, Brazil, Brunei, Burkina Faso, Burundi, Chile, Comoros, Costa Rica, Chad, South Africa, South Sudan, Dominica, Dominican Republic, Djibouti, Ecuador, Equatorial Guinea, United Arab Emirates, Egypt, El Salvador, Ivory Coast, Eritrea, Ethiopia, Philippines, Gabon, Gambia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iran, Jamaica, Jordan, Cameroon, Qatar, Kazakhstan, Kenya, Colombia, Congo, Qatar, Kenya, Kongói Demokratikus Köztársaság, Közép-afrikai Köztársaság, Kuba, Kuvait, Lesotho, Libanon, Libéria, Líbia, Madagaszkár, Malajzia, Malawi, Mali, Marokkó, Mauritánia, Mauritius, Mexikó, Mongólia, Mozambik, Namíbia, Nicaragua, Niger, Nigéria, Omán, Palesztina, Panama, Paraguay, Peru, Ruanda, Saint Kitts és Nevis, Saint Lucia, Saint Vincent and the Grenadines, Sao Tome and Principe, Seychelles, Sierra Leone, Suriname, Saudi Arabia, Senegal, Somalia, Sudan, Swaziland, Tanzania, Thailand, Togo, Turkey, Trinidad and Tobago, Tunisia, Uganda, Uruguay, Venezuela, Vietnam, Zambia, Zimbabwe, Cape Verde, Cape Verde, Zimbabwe