

Information Sheet Budapest Business School FIMB International Mobility Department

General information	
Full legal name of the institution in the local language:	Budapesti Gazdasági Egyetem Külkereskedelmi Kar
Full legal name of the institution in English:	Budapest Business School – University of Applied Sciences Faculty of International Management and Business
Erasmus code (if applicable):	HU BUDAPES20
International website:	https://en.uni-bge.hu/cimb
Institution's website:	https://en.uni-bge.hu/cimb/news/main/main1
General email address International Office:	NA
General telephone number International Office:	NA
Postal address International Office:	Budapest Business School Faculty of International Management and Business 1165 Budapest, Diósy Lajos. u. 22-24 Hungary
Visiting/courier address International Mobility Department:	Budapest Business School – University of Applied Sciences Faculty of International Management and Business 1165 Budapest, Diósy Lajos. u. 22-24 Hungary
Head of International Affairs	Dr Teodóra Wiesenmayer
Erasmus Institutional Coordinator	István Kővári, Head of Academic Mobility Division, Budapest Business School – University of Applied Sciences 1149 Budapest Buzogány u. 11-13. Tel: +36 1 469-6600/6758 Kovari.Istvan@uni-bge.hu
Head of International Mobility Department	Krisztina Kardos-Varga 1149 Budapest, Buzogány u. 11-13 +36 1 469 6600/6759 Varga.Krisztina2@uni-bge.hu
Contact person for exchange agreements:	Mária Széllné Majoros
Email for exchange agreements:	SzellneMajoros.Maria@uni-bge.hu
Telephone for exchange agreements:	0036 1 4677800/910

Incoming exchange students	
Contact person(s) responsible for incoming exchange students:	Petra Kiss
Email:	Kiss.Petra@uni-bge.hu
Telephone:	0036 1 4677800/898
Website with information for exchange students:	https://en.uni-bge.hu/cimb/news/main/main1
Website with available courses and course descriptions for exchange students:	https://en.uni-bge.hu/cimb/news/main/main1
List of the requested application documents or link to the website with the application procedure:	Application form, Learning Agreement, CV in English, Transcript of records of previous studies, 2 recent passport sized photos, proof of valid health insurance; https://en.uni-bge.hu/cimb/news/main/main1
Deadlines for exchange application:	Fall semester: nomination until April 30, application until May 31 Spring semester: nomination until October 31, application until November 30
Semester dates (including exam sessions):	Fall semester: beginning of September until end of January Spring semester: beginning of February until end of June
Dates orientation day/week:	Fall semester: beginning of September the week before Fall Semester starts Spring semester: beginning of February the week before Spring Semester starts
Do you use local credits or ECTS credits? In case of local credits, what is the conversion factor to convert to ECTS?	ECTS credits are used
Language of instruction on exchange programmes:	English - incoming Erasmus and exchange students are required to have a B2 English language knowledge
Possibility of attending courses at different departments:	No
Do you offer a language course for incoming students? What are the costs? Can students obtain credits/ECTS?	Hungarian language course is offered as part of the curriculum, students can obtain 6 ECTS. Course is free of charge.
Approximate monthly costs (Euro) for: <ul style="list-style-type: none"> • Accommodation • Study material/books • Food/drinks • Transport 	<ul style="list-style-type: none"> • 240-300 euro rental fee plus 200-250 euro utility rates • 15 euro • 400 euro • 20 euro
Facilities for students with special needs:	vegetarian food in the canteen, chair lift to walk the stairs for those who have problems with walking
Nearest airports:	Liszt Ferenc Airport, Budapest
Other useful information or websites for incoming exchange students:	http://english.tpf.hu/pages/content/index.php?page_id=16

Information Sheet Budapest Business School CIMB International Office

Housing for exchange students	
Do you offer housing for exchange students?	No student dormitory is available
Contact person(s) responsible for housing:	Group of students called Xchange Group
Email:	erasmusinbbs@gmail.com
Telephone:	0036 1 467 7800-375
Website with information about the housing procedure:	https://en.uni-bge.hu/cimb/news/main/main1
Deadlines for housing application:	Fall semester: NA Spring semester: NA
Average housing costs:	240-300 euro rental fee plus 200-250 euro utility rates

Visa	
Contact person(s) responsible for visa:	Petra Kiss
Email:	Kiss.Petra@uni-bge.hu
Telephone:	0036 1 4677800/898
Website with information about the visa procedure:	https://en.uni-bge.hu/cimb/news/main/main1

Outgoing exchange students - studies	
Contact person(s) responsible for outgoing exchange students - studies:	Anikó Magyar
Email:	Magyar.Aniko@uni-bge.hu
Telephone:	0036 1 4677800/349

Outgoing exchange students - placement	
Contact person(s) responsible for outgoing exchange students - placement:	Anikó Magyar
Email:	Magyar.Aniko@uni-bge.hu
Telephone:	0036 1 4677800/349