

PIFIS

RULES AND REGULATIONS





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GENERAL PROVISION

PIFIS (Preparatory Institution for International Students) organizes the official preparatory program of

- Corvinus University of Budapest (Corvinus Business School and Corvinus School of Economics)
- Budapest Business School – University of Applied Sciences (BBS).

The two programs have different structures, and the different university programs have different admission requirements, therefore the rules and requirements of the two preparatory programs might differ as well.

In the frame of the Preparatory Program students prepare for the TOEFL test (English language examination) and the Mathematics Admissions test required for admissions to both universities. Upon meeting the required levels on these exams¹ students gain admission to one of the following BA/MA programs at

- Corvinus University:
 - o BA in International Business
 - o BA in Business and Management
 - o BA in Applied Economics
- Budapest Business School:
 - o BA in International Business Economics
 - o BA in Finance and Accounting
 - o BA in Tourism and Catering
 - o BA in Commerce and Marketing
 - o MA in Tourism Management
 - o MA in International Relations
 - o MA in International Economy and Business

The Preparatory program of Corvinus University consists of 2 periods as follows:

1. Intensive English period from October until mid-January (20 classes/week)
2. Mathematics and English period (including TOEFL preparation) when classes run parallel: from mid-January until the end of June (Mathematics: 12 classes/week and English: 12 classes/week)

¹ For more details see the Admission to Higher Education chapter.



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The Preparatory program of Budapest Business School-University of Applied Sciences consists of 2 periods as follows:

1. Intensive English period from October until mid-March. (25 classes/week)
2. Mathematics and English period (including TOEFL preparation) when classes run parallel: from mid-March until the end of June (English: 25 classes/week and Mathematics: 4 classes/week)

STUDENT RULES, REGULATIONS AND RIGHTS

ADMISSION OF STUDENTS

Admission to either the Corvinus or the BBS preparatory program is based on the provided documents together with the results of the online tests and interview. The final decision is made by the director of PIFIS.

During the first week of the preparatory program students must take placement tests. If the results of the placement tests differ significantly from the previous online test results, the director of PIFIS has the right to withdraw the student's admission and expel him or her from the preparatory program or in case a common agreement is reached, transfer the student to a more suitable program.

STUDENT STATUS

- The day of enrolment is the start day of the student status.
- The student status terminates:
 - on the day of the last final exam, or
 - if the student interrupts his/her studies on his/her own decision, or
 - if the student is excluded by the director of PIFIS for a disciplinary offence

STUDENT RIGHTS

- To attend the classes of the preparatory program
- To attend the events of the program
- To take part in cultural programs and study trips organized by PIFIS
- To get access to the e-registrar online program (www.intranet.pifis.hu) to follow their records (progress, test results, absence, personal documents, etc.)
- To allow their parents to access to the e-registrar online program (www.intranet.pifis.hu) to follow the student records (progress, test results, absence, personal documents, etc.) with the student's user name and password.



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STUDENTS OBLIGATIONS

Each student is obliged to:

- Respect the laws and regulations of Hungary
- Avoid any form of discrimination on the basis of race, national or ethnic origin, religion, sex, disability, age, etc.
- Maintain a level of behaviour which supports a proper learning environment
- Attend lessons, write the weekly tests and take the exams
- Complete the study tasks (including homework) given by their teachers
- Use the facilities of the campus carefully
- Follow the House Policy²
- Protect the safety and health of their own and their companions
- Manage the office routines required for the legal stay in Hungary
- Submit the documents required for application procedures

GROUP CHANGE

At the beginning of both the Corvinus and BBS programs, students must take placement tests (Mathematics and English reading, listening, dictation, writing, grammar and speaking). Based on the results and considering the students' personality, sex, age and other characteristics, the teachers of PIFIS, together with the directorate will arrange students into different groups.

The arrangement of the groups is not permanent. If a student's performance is significantly better or worse than his/her group mates' the director of the PIFIS has the right to move the student into a different group.

Similar to the evaluation tests at the beginning of the program, students must take midterm exams in December and at the end of March. Based on the results of the midterm exams students will be rearranged into groups and must continue their studies in the group they were assigned to.

Students can also transfer between groups by requesting the change at the director of PIFIS via submitting the appropriate form (available at the program coordinator's office). Each request is examined individually and an individual decision is made in each case as well. +

² For more details see the House Policy chapter



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PROGRAM CHANGE

The two preparatory programs organized by the Preparatory Institution for International Students (PIFIS) are:

- a) Corvinus preparatory program and
- b) BBS preparatory program.

They are two separate programs even though both of them are organized by Preparatory Institution for International Students (PIFIS), therefore the requirements and the outcomes differ as well. Especially that Corvinus BA programs focus much more on Mathematics, therefore the Corvinus Preparatory mathematics course has more classes (in total 280), and require deeper knowledge.

Students are accepted to one of the programs based on their application and online test results. Transferring from one program to another is only possible in special cases, based on the students' study results, and their teachers' recommendation, only if the student meets the following requirements:

Transition from the BBS preparatory program to the Corvinus preparatory program is possible in case a student's results during the first period are as follows:

- A minimum average of 85% on English homework assignments
- AND a minimum average of 85% on the weekly English test results
- AND has an absent rate lower than 10%

In case a student meets both requirements the transition will be made before the start of the second period.

Transition from the Corvinus preparatory program to the BBS preparatory program is possible if a student's results during the first period are as follows:

- Mathematics results (in a Corvinus group)
 - An average lower than 50% on homework assignments
 - OR an average lower than 50% on the weekly tests
 - OR the average result of the 1st and 2nd midterm test is lower than 50%.

In case a student meets the requirements and would like to transfer between programs, the student must issue a request to the director of PIFIS using the proper form (available in the program coordinator's office). Each request is examined and decided upon individually.

EXEMPTION FROM VISITING CLASSES AND ABSENCE

In order to get direct admission to either programs of either Corvinus University or BBS students must not miss more than 25% of their classes during the preparatory year.



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In case a student gets permanently ill, he or she should inform the affected teacher and the program coordinator and also bring the medical documentation to the program coordinator after recovering. Students might get exemption from visiting English classes if they request it. In this case students are not allowed to visit the English classes anymore and they must take full responsibility for their studies and final exam results. Such a request can be made with the proper form (available in the program coordinator's office) at the director of PIFIS. Students must also show their parents' approval of their request by handing in their declaration together with the request form (also available in the program coordinator's office). Each request is examined and decided upon individually.

CLASSROOM BEHAVIOUR

Students are expected to follow the rules listed below:

- arrive in time and prepared
- attend every class
- switch off their phones and leave them in the designated place
- respect their classmates' right to study
- respect their teachers' obligation to teach
- respect others' property
- participate in all activities
- follow the instructions
- must not use offensive language
- must not disturb the lesson with private conversation

EXAMINATION RULES

- General /weekly/ tests are held once a week. Students must not miss more than 25 % of the tests.
- Students who arrive late will not be allowed to take the exam.
- Students have to write legibly in blue ink.
- During the tests and exams NO study materials (notes, books, pieces of paper, handouts etc.) or electronic/wearable technical devices (phones, headsets, smart watches, cameras, tablets, etc.) can be used or viewed. Cell phones should be switched off and placed on the teacher's desk.
- During the maths tests and exams students can use the type of calculators that are allowed by the university (e.g.: Casio fx 82)
- Students must not copy or attempt to copy other students' work.
- Speaking to or communicate in any way with anyone other than the examiner is forbidden.
- Students have to write their full name on the first page of the test.
- Any form of cheating will result in dismissal.



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TOEFL – IELTS

As universities, depending on their programs, accept regular or academic IELTS language certificates as part of the individual application (and not through a preparatory program), we would like to give the opportunity to our students to use this type of certificate as well. Students may use an IELTS certificate as part of their university application only if they requested and were granted permit for it. Permit can be requested at the director of PIFIS by handing in the right form (available at the program coordinator's office). Each request is examined and decided upon individually.

If a student requested for a permit to use regular or academic IELTS certificate for the university application, attendance of English classes remains mandatory. Absence from classes is only allowed to students who requested exemption from visiting classes as has been discussed previously.³

PIFIS cannot and will not provide specific help to prepare for a regular or academic IELTS exam. The requesting student is fully responsible for the result.

ADMISSION TO HIGHER EDUCATION

Generally there are two different ways to get accepted to the above mentioned universities. Either applying directly and meeting the given requirements or attending the preparatory program of the university first and gaining direct admission based on the results achieved during the preparatory year. The requirements of admission are slightly different based on how the students apply to the university (individually or through a preparatory program).

Students attending the preparatory program can only apply to the universities programs through the preparatory institution (PIFIS).

Admission rules for students of PIFIS are assessed by each and every university. In order to be qualified for the programs, applicants must meet certain general and specific entry requirements. Written and/or oral exams can be conducted by the universities.

General entry requirements:

English

- students must not miss more than 25 % of the lessons
- higher than 70 % performance on the daily homework tasks
- higher than 70 % on average on the weekly tests
- passing the TOEFL PBT exam with a score that meets the requirements of the desired program at the chosen university
- passing an oral exam (if required) by the university

³ For more details see Exemption From Visiting Classes chapter



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Maths:

- students must not miss more than 25 % of the lessons
- higher than 60 % performance on the daily homework tasks
- higher than 60 % on average on the weekly tests

Specific requirements for the different programs:

University	BA Program	Subject	Special requirement
Corvinus	Applied Economics	English	- Min. 500 points on TOEFL or an overall score of 5.5 on basic IELTS
Corvinus	Business and Management International Business	English	- Min. 550 points on TOEFL or overall band of 6.0 on academic IELTS AND - Passing the final oral exam
Corvinus	All programs	Mathematics	- Passing 4 out of 5 module exams with higher than 50% results AND - Passing the final exam with higher than 50 % result
BBS	All programs	English	- Min. 453 points on TOEFL or an overall band of 5.5 on basic IELTS
BBS	Finance and Accounting International Business Economics	Mathematics	- Passing the final exam with higher than 70 % result
BBS	Tourism and Catering Commerce and Marketing	Mathematics	- Passing the final exam with higher than 50 % result

Students of the preparatory program organized by the Preparatory Institution for International Students (PIFIS) **can not apply to Corvinus University or BBS University individually**. They must submit their application through the Preparatory Program otherwise their application will be rejected by the universities.



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HOUSE POLICY

General rules:

- Keep the building, every room and every object in it, clean. In case anything gets dirty, please let your teacher know about it.
- Always throw your garbage into the trash bin. Pay attention to recycling and use the appropriate bin.
- You are responsible for all your belongings (phone, wallet, money, etc.). Keep them safe and never leave them unattended.
- Smoking is **FORBIDDEN** in the whole building, including the garden, the lavatory, all the classrooms and the area within 5m from the entrance. This is regulated by Hungarian law, and smokers can be fined up to 100.000 HUF. After the second time a student is caught smoking within the perimeters, the director of PIFIS has the right to expel the student from the program.
- You must **NOT** drink alcohol, use drugs or behave aggressively in the property. Shouting and being disturbingly loud is forbidden. Please keep quiet and show respect to the others studying in the building.

Students are responsible for all their actions in the building therefore fully responsible both legally and financially for any damage in the building and its belongings.

GENERAL INFORMATION

The director of PIFIS has the right to make a decision in special cases and requests based on his best knowledge of the circumstances of the given situation.

Both Corvinus University of Budapest, and Budapest Business School – University of Applied Sciences reserve the right to modify the entry requirements to their programs until the end of February, 2020.

CAMPUS AND OFFICE STAFF

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