

Yearly Brochure of Wekerle Sándor Business School
for international students
for the academic year of 2022-2023

Dear Student,

We warmly welcome you among the present or future students of Wekerle Sándor Business School. Our school's mission is to support you to become a critical thinker and a committed intellectual, by equipping you with up-to-date knowledge through using 21st century methodology within the framework of a professional and client-friendly educational institution.

Our programmes focus on developing students' competences in economics and informatics which are applicable readily and efficiently in business life. We are striving to provide you with personalized support in starting and building your career. The management, the faculty and the whole staff of our college are all doing their best to make sure you can experience college life to the fullest, including an inspiring environment and community life in addition to obtaining up-to-date knowledge.

We do trust that as a student of our college you will be able to enjoy the fruits of the innovations of our institution while you will also be able to contribute to our shared successes by your drive and novel approaches.

In this brochure you can familiarize yourself with the main educational and supplementary services our college provides, as well as with the learning environment you can expect to experience. Furthermore, we are going to inform you of the requirements you will have to meet, the schedule of the academic year, the opportunities for student mobility and the procedures of legal recourse in case you should seek legal redress.

Imre Balogh, PhD

1) Basic data

Name: Wekerle Sándor Business School
Address: 10 Jázmin Street, Budapest 1083
Institutional registration number: F150782

2) General information on WBS

Wekerle Sándor Business School (WBS for short in English and WSUF for short in Hungarian) has been operating since 2008, and has been running bachelor, tertiary vocational, and post-graduate diploma programmes alike. You will find detailed information on the different programmes under the Programmes menu point on our English-language website at wbsc-h.eu. Our programmes are conducted both in full-time and part-time formats, mostly in Hungarian, but several programmes and courses are also available in English. Our international students can only attend full-time programmes. The mission of WBS is to provide quality education within the framework of the Bologna Process.

WBS is aiming to establish a learning environment that will help its students develop their research competences by providing a solid theoretical foundation complemented with a strong practical component granted by our external partners. WBS is striving to earn the trust and the recognition of the local society as well as of the widest public.

WBS provides services and is actively engaged in fields that contribute to the scientific and economic development of both Hungary and the EU.

The philosophy of WBS is to provide quality education at a competitive price. A further aim is to establish the unity of theory and practice in education. Our mission also includes the following:

- leading our students onto the path of 'Life-Long Learning',
- educating a well-trained and flexible workforce,
- helping students to improve their proficiency in foreign languages,
- and reaching out to foreign markets.

Our core values are reliability, precision, student-centredness, marketability, flexibility, mutual respect and professionalism.

Our international students are all self-sponsored, fee-paying students.

3) Programme requirements for students

Detailed information on our programmes (bachelor, foundation and post-graduate diploma) is available under the Programmes menu point on our English-language website at wbsc-h.eu.

You can find a detailed description of the programme requirements students must meet under 'Operational Rules II 'Programme requirements' at <https://wsuf.hu/a-foiskolarol/szabalyzatok-dokumentumok>

4) The schedule of the academic year

The tables below display the most important events and their dates in the academic year of 2022-2023.

Wekerle Sándor Business School
Schedule of the academic year of 2022-2023

Autumn semester

Event	Date
Filing applications (requesting transfer to another programme: no. 007 and 008 documents)	July 19 th - August 1 st , 2022
Registration period (for senior students to mark their active or passive status in the forthcoming semester)	September 19 th – September 23 rd , 2022
Filing applications (requesting a special study schedule: no. 006, and requesting credit transfer: no. 009, both only for senior students)	September 19 th – September 23 rd , 2022
Registering for courses (for senior students)	September 19 th – September 23 rd , 2022
<u>Enrolment for freshmen</u> - Opening ceremony - Briefing on regulations regarding studies and finances, fire and work safety training, briefing on the mentoring programme - Enrolment - Briefing on the foreign language requirements of the programmes and placement testing	September 23 rd , 2022 02.00 p.m. – cca. 04.00 p.m.
Registration, filing applications and course registration period for freshmen only	September 1 st – September 23 rd , 2022
Extended period for enrolment for freshmen only	September 26 th – October 14 th , 2022
Autumn semester, study period	September 26th, 2022 – January 27th, 2023
- 1 st day of instruction, full-time programmes	September 26 th , 2022
Deadline for the submission of thesis topic registration forms	January 13 th , 2023
Deadline for the submission of theses	February 24 th , 2023
Start of exam registration	January 23 rd , 2023
Winter break	December 17 th , 2022 - January 8 th , 2023
Period for teaching make-up lessons	January 23 rd - January 27 th , 2023
Exam period	January 30 th – February 17 th , 2023
Final exams	March 6 th – March 10 th , 2023

Bank holidays: October 23rd (Sunday), October 31st and November 1st, 2022

January 1st, 2023

Wekerle Sándor Business School
Schedule of the academic year of 2022-2023

Spring semester

Event	Date
Filing applications (requesting transfer to another programme: no. 007 and 008 documents)	December 6 th , 2022- January 2 nd , 2023
Filing applications (requesting a special study schedule: no. 006 document, and requesting credit transfer: no. 009 document, both only for senior students)	February 20 th – February 24 th , 2023
Registration period (for senior students to mark their active or passive status in the forthcoming semester)	February 20 th – February 24 th , 2023
Registering for courses (for senior students)	February 20 th – February 24 th , 2023
Enrolment for freshmen - Opening ceremony - Briefing on regulations regarding studies and finances, fire and work safety training, briefing on the mentoring programme - Enrolment - Briefing on the foreign language requirements of the programmes and placement testing	February 24 th , 2023 02.00 p.m. – cca. 04.00 p.m.
Registration, filing applications and course registration period for freshmen only	February 1 st – February 24 th , 2023
Extended period for enrolment for freshmen only	February 27 th – March 14 th , 2023
Spring semester, study period	February 27th – June 9th, 2023
- 1 st day of instruction, full-time programmes	February 27 th , 2023
Deadline for the submission of thesis topic registration forms	April 14 th , 2023
Deadline for the submission of theses	May 19 th , 2023
Start of exam registration	June 5 th , 2023
Period for teaching make-up lessons	June 5 th – June 9 th , 2023
Exam period	June 12 th – June 30 th , 2023
Final exams	June 26 th – June 30 th , 2023

Bank holidays: March 15th, 2023
April 7th and 10th, 2023
May 29th, 2023

5) The operation of the Registrar's Office

Students can manage all matters regarding their studies at the Registrar's Office. The Registrar's Office is the unit responsible for organizing and coordinating the instructional activities of WBS. At the Registrar's Office a well-qualified staff is managing the study-related issues of all students; they are in charge of internal communication and the organization of the instruction.

In-person consulting hours	Telephone consulting hours
Monday: not available Tuesday: not available Wednesday: 9.00-16.30 Thursday: not available Friday: 13.00- 16.45 Saturday (on teaching days only): 8.30-14.00	Monday: not available Tuesday: 9.00-13.00 Wednesday: 13.00-16.30 Thursday: 9.00-13.00 Friday: 9.00-13.00 Saturday: not available
Contact	
Ms. Klaudia Tóth-Berkes Head of the Registrar's Office or Ms. Krisztina Kispál International Student Liaison Officer Telephone: +36-1/323-10-70*233 E-mail: berkes.klaudia@wsuf.hu ; krisztina.kispal@wsuf.hu	

6) Final exams

Students are to take a final exam upon completing their studies. All the information regarding the final exams, for example their pre-requisites, the way of registering for the final exams, and information on its components are included in the Operational Rules II 'Programme requirements', which is available at <https://wsuf.hu/a-foiskolarol/szabalyzatok-dokumentumok>

7) Names and contact data of staff responsible for managing student mobility and dealing with students with special needs

Student mobility	Klaudia Tóth-Berkes Erasmus coordinator erasmus@wsuf.hu
Coordinator managing special needs students	Andrea Kunsági PhD Special needs coordinator kunsagi.andrea@wsuf.hu

The tasks and responsibilities of the coordinators of student mobility and students with special needs are specified in the Operational Rules II 'Programme requirements', which is available at <https://wsuf.hu/a-foiskolarol/szabalyzatok-dokumentumok>

8) Regulations regarding students' options for legal recourse

The regulations regarding students' options for legal recourse are spelt out in the Operational Rules I-II 'Programme requirements', which is available at <https://wsuf.hu/a-foiskolarol/szabalyzatok-dokumentumok>

9) Accessing consultation services regarding one's studies and career

WBS operates a mentoring system which aims to help students' smooth integration into college life. Mentors' most important responsibilities are to help students to lead a well-balanced life, to manage their conflicts efficiently and to reach a higher level of self-awareness. They provide on-going, personalized, tailor-made counselling for students in need. Mentors are appointed from among tutors and staff, based on the recommendation of the heads of departments.

The head of the mentoring system: Csaba Zsebők, PhD, college professor

Mentors:

- Klaudia Tóth-Berkes, Head of the Registrar's Office
- Hajnalka Kindtner Velichné, Head of the Student Services Office
- Andrea Kunsági PhD, associate college professor

Students may approach the Head of the Registrar's Office and its staff, the heads of the departments, or the programme leaders. They can manage their problems in person (within the openings hours, after making an appointment via e-mail), or by using the contact phone numbers or e-mail addresses available on our website. Career consultation is provided at the Student Services Office, in person or via e-mail. Contact information is available under the menu point Why WBS?/Student Services Office, on our website.

10) Enrolment and registration

Regulations regarding enrolment and registration are included in Studies and Exams Regulations, which can be found in the Operational rules II 'Programme requirements' at <https://wsuf.hu/a-foiskolarol/szabalyzatokdokumentumok>

11) Information for foreign students

Information for foreign students is available on our English language website at <https://www.wbsc-h.eu/>), or in person at the International Student Office.

12) Tuition fee and other fees, general conditions included in student contracts

Detailed Information regarding the above is available in Operational rules II 'Programme requirements' at <https://wsuf.hu/a-foiskolarol/szabalyzatokdokumentumok> and under the Fees and Finances menu point on the English language website at <https://wbsc-h.eu/how-to-apply/fees-and-finances>

13) Accommodation in residence halls and hostels

WBS does not have a residence hall of its own, but has contact with several hostels, real estate agencies, and institutions owned and operated by municipalities, thus it is able to support students seeking accommodation. For further information contact the staff of the Registrar's Office.

14) Library and digital services

Our library has built up and is constantly extending a large collection of professional books on different areas of business life. A considerable proportion of the library stock is made up by foreign language coursebooks, foreign language professional books, foreign language fiction and audio-visual materials. Students' access to library services is free of charge. Apart from the above listed print and audio-visual materials, students can also access several digital data bases on the library premises. All the theses from the previous years are also available, though cannot be borrowed. The library also offers Internet access, and photocopying and printing services.

Contact	Opening hours
Address: 10 Jázmin Street, 1083 Budapest, 1083 Telephone: 06-1-323-10-70 Fax: 06-1-323-01-63 E-mail: konyvtar@wsuf.hu	Monday: closed From Tuesday through Friday: 10.00 - 17.00 Saturday: 8.30 - 14.00

Online catalogues:
Szirén Integrated Library System
OSZK Digital Library

Access to library services:

All students, faculty and staff can access all library services free of charge within the opening hours.

Clients can access the library stock with the aid of the reference service.

Basic library services include the following:

- briefing readers using the library's own and external data bases
- reading room
- library lending and interlibrary loans

Supplementary services include the following:

- photocopying service subject to fee-paying
- printing service subject to fee-paying
- access to computers and the Internet free of charge

The library may establish further services to better cater for the needs of both students and faculty staff.

15) Sport and recreational activities

WBS has a fitness room to cater for the recreational needs of the student body. Attending conferences and other professional events organized by WBS is free of charge for students. Further activities may be organized upon students' demand.

16) Information regarding instruction

It is of utmost importance that you thoroughly familiarize yourself with the information included under the Programmes menu point on our English-language website at wbsc-h.eu. This material includes the 'Recommended Curriculum' (or 'Sample Curriculum'), which spells out how the study areas prescribed in the 'Study and Exam Requirements' have been translated into subjects and curriculum units distributed over time, the pre-requisites and credit values of different subjects and curriculum units, the accepted ways of assessment of student performance, and the pre-requisites of registering for the final exam. If you follow the Sample Curriculum to the letter and meet the requirements in due time, you will earn your degree within the time frame specified in the 'Study and Exam Requirements'. You can download the 'Sample Curriculum' from the Programmes menu point on our English-language website at wbsc-h.eu.

The subject descriptions include all the indispensable information needed to successfully meet the subject requirements, as well as all additional information on the subject, such as: the name of the subject, the number of instructional hours allocated to it, its credit value, its code, the number of the semester when the subject is advertised, the name of the lead subject tutor and the names of the instructors, the pre-requisites of registering for the subject. The subject description also includes an introduction of the subject, its aims and objectives, a list of the competences to be mastered, the requirements and the ways of assessment as well as the compulsory and recommended literature. Subject descriptions and timetables are available in the Neptun course management system and in the Google Drive Folder of the International Department.