

**BACHELOR AND MASTER STUDY PROGRAMMES
OF BUDAPEST BUSINESS SCHOOL
FOR INTERNATIONAL STUDENTS
WITH OPPORTUNITY OF PREPARATORY PROGRAMME
(ENGLISH LANGUAGE AND MATHEMATICS)**

Faculty of Commerce, Catering and Tourism

Faculty of International Management and Business

Faculty of Finance and Accountancy



BUDAPEST BUSINESS SCHOOL

BGE



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In this brochure we would like to present you the Bachelor and Master Study Programmes in English of Budapest Business School – University of Applied Sciences.

If your English knowledge does not reach the basic level of the language admission requirement, we are offering you a Preparatory Course opportunity in English and Mathematics organized by the Preparatory Institution for International Students.

After successfully completing this course, you will be able to start your studies at the Budapest Business School.

1. Why Budapest?

Three of the faculties of Budapest Business School are located in Budapest, Hungary's capital, which is also the largest city of the country.

The city of Budapest with its nearly 1.8 million inhabitants is comprised of two parts: Pest on the left bank of the River Danube, the commercial, cultural and administrative centre, with Buda on the right bank, a green belt area offering a wide variety of outdoor activity options.

Budapest is a popular tourist destination, visited by about 4.2 million tourists each year.

Budapest is a city of numerous World Heritage Sites, including the panorama of the Danube bank, the Buda Castle district, Andrassy street, the Heroes' Square and the Millennium Underground, the second oldest in the world after the London Tube.

Budapest is famous for its eventful cultural life, hosting numerous festivals and other events. The capital offers a great variety of entertainment opportunities for all age groups, with theatres, cinemas, restaurants, confectioneries, cafés, museums and galleries.

For more information please visit: www.budapest.com/

2. Budapest Business School (BBS) – Hungary's largest business school

Budapest Business School (BBS) – University of Applied Sciences is one of the largest higher education institutions in Hungary. BBS was established on 1 January 2000 as a result of the merger of its three legal predecessors: the College of Commerce, Catering and Tourism, the College of International Management and Business, and the College of Finance and Accountancy. The new institution preserved the established traditions and spirit of its predecessors, but extended its scope to cover the entire business science area, and it grew into a practice-oriented higher education institution on a European scale and became the biggest Hungarian college, educating a total of 20,000 students.

It has three Faculties in Budapest: the Faculty of Commerce, Catering and Tourism; the Faculty of International Management and Business; and the Faculty of Finance and Accountancy. Graduates of the legal predecessor institutions and those who obtained their degrees from BBS during the recent years have become experts and professionals in their field and they are in great demand in both the domestic and the international labour market. This is partly the outcome of our institution's constant quest for innovation, and a series of training courses adapted to market requirements have been launched. Our efforts received positive feedback since the Institution was awarded the Higher Education Quality Award in 2010, and since 2012 it is the holder of the ISO 9001:2009 certificate. In 2015 the BBS received the title of University of Applied Sciences.



BGE

3. Why BBS?

- ✓ Academic staff with professional experience in business and public administration
- ✓ Diverse and colourful student life
- ✓ Wide range of international relations
- ✓ Practice-oriented training
- ✓ Excellent job prospects
- ✓ Internships at recognised businesses and public administration institutions
- ✓ Possibilities for retraining and further training in business and information technology
- ✓ Easily applicable knowledge, internationally recognised degree

The best choice is BBS!



4. BBS's International Study Programmes

a. Preparatory Programme

REQUIRED QUALIFICATION: High School Diploma/Certificate

LEVEL: Non Degree program

TYPE: Full time

LANGUAGE: English

DURATION: 1 academic year (middle October-middle July)

Organized by PIFIS (Preparatory Institution for International Students)

AIM OF THE PROGRAMME

If Your English knowledge does not reach the basic level of the language admission requirement, we are offering you a Preparatory Course opportunity in English and Mathematics.

After successfully completing this course, you will gain direct admission to one of the BA or MA programme in BBS.

THE STRUCTURE OF THE PREPARATORY PROGRAM

COURSE A:

(for those students they want to continue their studies in:

(BA) Commerce and Marketing, Tourism And Catering (BA), International Business (BA), Tourism Management (MA), International Relations (MA), International Economics and Business (MA).)

Duration	Contact hours/week	Total
October 17, 2016-July 14, 2017	25 contact hours English	900 contact hours English
January 2, 2016-March 3, 2017	4 contact hours Mathematics	36 contact hours Mathematics

COURSE B:

(for those students they want to continue their studies in: Finance and Accounting (BA))

Duration	Contact hours/week	Total
October 17, 2016-December 16, 2017	20 contact hours English	510 contact hours English
January 2, 2016-June 23, 2017	12 contact hours English, 12 contact hours Mathematics	280 contact hours Mathematics
June 26, 2017-July 14, 2017	20 contact hours English	

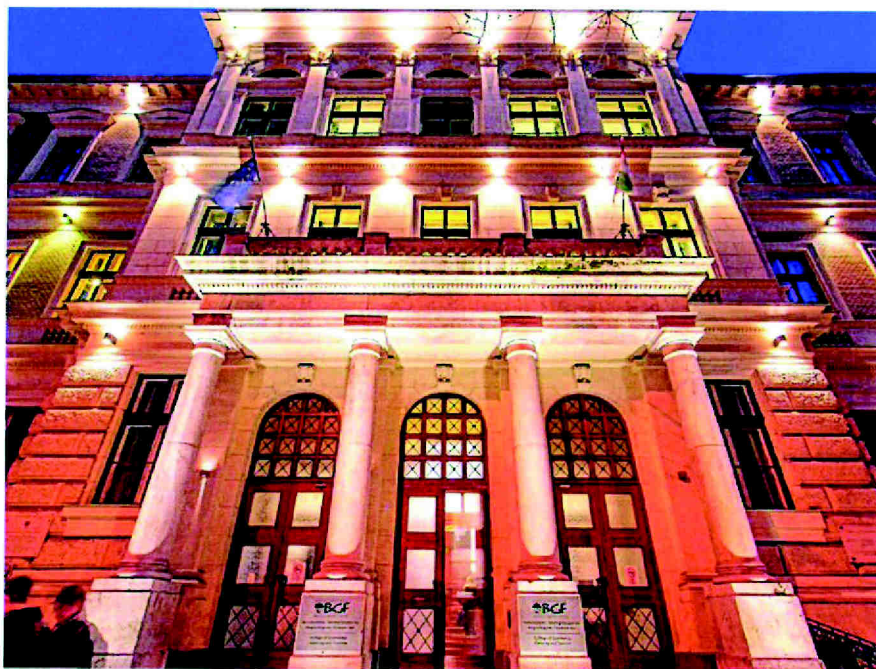


4. BBS's International Study Programmes

b. Bachelor Study Programmes

Name of the programme	Location
Commerce and Marketing in English	Faculty of Commerce, Catering and Tourism (CCCT)
Tourism and Catering in English	Faculty of Commerce, Catering and Tourism (CCCT)
International Business Economics in English	Faculty of International Management and Business (CIMB)
Finance and Accounting in English	Faculty of Finance and Accountancy (CFA)

See ANNEX 1 – Bachelor Study Programmes



4. c. Master study programmes

Name of the programme	Location
Tourism Management in English	Faculty of Commerce, Catering and Tourism (CCCT)
International Relations in English	Faculty of International Management and Business (CIMB)
International Economics and Business in English	Faculty of International Management and Business (CIMB)

5. Bachelor Study Programmes' admission requirements

- Online application form filled in English
- Curriculum Vitae in English
- 4 standard passport-size photos of you
- Certificate of English language proficiency (e.g. TOEFL, or TOIEC, or an official letter issued by an education institution of your home country about your proficiency in English. Required minimum TOEFL score: 560, minimum IELTS score: 5-6,5) or successful exam of English language at the end of the Preparatory Course
- Certificate of secondary school graduation and its notarized English translation
- Medical certificate of satisfactory health condition (allowing practical work in restaurant and hotel sector) – only in case of the Tourism and Catering Programme

6. Master Study Programmes' admission requirements

- Online application form filled in English
- Curriculum Vitae in English
- 4 standard passport-size photos of you
- Certificate of English language proficiency (e.g. TOEFL, or TOIEC, or an official letter issued by an education institution of your home country about your proficiency in English. Required minimum TOEFL score: 560, minimum IELTS score: 5-6,5) or successful exam of English language at the end of the Preparatory Course
- An officially attested true copy of BA/BSC degree certificate and its notarized English translation
- Good health condition

7. Tuition fees of the Preparatory Course and BBS English study programmes

Preparatory Course:

- Application fee: 500 €
- Tuition fee: 4500 €

Bachelor Study Programmes:

- Registration fee: 600 € (only at the beginning of the programme)
- Tuition fee: 2000 € / semester

Master Study Programmes:

- Registration fee: 600 € (only at the beginning of the programme)
- Tuition fee: 2600 € / semester

8. Admission decision to BBS study programmes

Having been admitted to the Preparatory Course you will receive a decision of Preliminary Acceptance to BBS.

The final decision of your enrollment to BBS will be only in case of successful completion of the Preparatory Course.

The registration fee and tuition fee of the study programme should be paid after you having received the final admission decision of BBS in July 2017.

In case you need any further information and details on Preparatory Course please contact:

info@preparatory-corvinus.com

In case you need any further information and details on BBS Study Programmes please contact:

studyinfo@uni-bge.hu

9. Application form for degree programmes in English

See ANNEX 3 – Application form

10. Annexes

ANNEX 1 – Bachelor Study Programmes

COMMERCE AND MARKETING IN ENGLISH (BA)

REQUIRED QUALIFICATION: High School Diploma/Certificate

LEVEL: BA/ Bachelor's Degree

TYPE: Full time

LANGUAGE: English

TITLE OF DEGREE ACHIEVED: Economist in Commerce and Marketing (BA)

DURATION: 7 semesters (6 theoretical, 1 internship)

REQUIREMENTS OF CONDITION: 210 credit points + final exam with thesis

COLLEGE: College of Commerce Catering and Tourism (CCCT), Markó utca building (1055 Budapest, Markó u. 29-31.)

AIM OF THE PROGRAMME

After successfully completing this course you will have high-level theoretical knowledge related to business in the fields of commerce and marketing and you'll develop both subject-specific and technical skills. You'll also gain several useful transferable skills such as communication, creative problem solving, knowledge of merchandising, marketing and business communication. You will learn special terminology related to profession in foreign languages. In addition, you will develop management skills, and be capable to make responsible decisions.

MAIN ATTRIBUTE OF THE PROGRAMME

- **Specialization options:**
 - Commerce
 - Commercial Communication

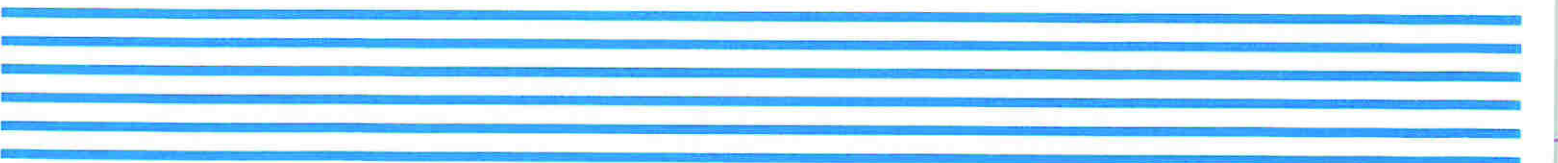
Double Degree programmes: Double degree programmes are available on the basis of self-financing and offered in cooperation with our partner universities:

- "University of Applied Sciences Kempten",
- "University of Applied Sciences Hof", Germany,
- "University of Le Havre", France
- "University of Oviedo", Spain
- **Internship:** after three academic years in the college, you will participate in a 5-month internship (industrial placement) as assistant manager in companies.

- **Main Subjects:** Sales Management, Marketing Consulting, International Trading Techniques, International Marketing, Business Mathematics, Operation Research, Statistics, Finance Integration (EU studies), International Economics, Economic History, Economic Geography, Regional Economics, Politology, Sociology, Business Law , Business Economics, Taxation, Human Resource Management, Business Communication, Business Etiquette and Protocol, Economic Psychology, Market Research, Sales Managment, Marketing Communication, Quality Management

YOU WILL BE ABLE TO:

- Manage special fields in multinational companies
- Run small and medium size enterprises
- Find jobs at multinational companies even abroad.



TOURISM AND CATERING IN ENGLISH BA

REQUIRED QUALIFICATION: High School Diploma / Certificate

LEVEL: BA /Bachelor's Degree

TYPE: Full time

LANGUAGE: English

TITLE OF DEGREE ACHIEVED: Economist in Tourism and Catering (BA)

DURATION: 7 semesters (6 theoretical, 1 internship)

REQUIREMENTS OF COMPLETION: 210 credit points + final exam with thesis

COLLEGE: College of Commerce Catering and Tourism (CCCT), Markó utca building (1055 Budapest, Markó u. 29-31.)

AIM OF THE PROGRAMME

After successful completion of this programme, you will become a competitive expert in tourism and hospitality industry in the European Union or anywhere in the world. You will have a high level of theoretical knowledge. You will also take part in practice-oriented education and develop good communication skills in at least two foreign languages, gain knowledge of main trends in tourism, you will be familiar with the role and tools of marketing, and will be conscious of consumer behaviour and consumer protection. You will develop special presentation and negotiation techniques.

THE STUDIES IN THIS PROGRAMME WILL ENABLE YOU TO:

- Run small and medium size enterprises or find jobs in the tourism industry such as hotel chains, travel agencies, transport companies, or non-profit organizations in the tourism industry or in state administration.
- Work as middle managers in the hotel or hospitality industry with multinational companies in the front office or in functional managerial positions.
- Find jobs in the EU labour market or in other fields of the international labour market.
- Continue your studies in other Higher Education Institutions in Hungary and in any other countries



MAIN ATTRIBUTE OF THE PROGRAMME

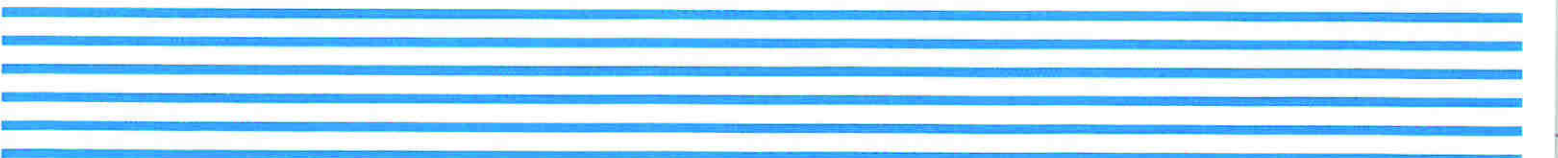
- **Specialization options:**
 - Tourism and Hotel Management
 - Catering and Hotel Management
- You have to take a second foreign language (4 lessons/week) chosen from German, French, Italian, Spanish or Russian
- **Internship:**

After three academic years in the college, you are required to participate in an internship for at least 5 months (industrial placement) as assistant manager in hotels, restaurants or travel agencies.
- **Main Subjects:** Hotel Operation Management, Introduction to Tourism, Basic Studies in Gastronomy, Foreign Language for Tourism and Hospitality, Business Mathematics, Business Communication, Basics of Hotel Operations, Hotel Operation Management, Restaurant Service, Basic of Cultural History, Human Resource Management, Introduction to Accounting, Research Methods, Basic Studies in Gastronomy

CAREERS:

This programme enables you to:

- Run small and medium size enterprises or find jobs in the tourism industry such as hotel chains, travel agencies, transport companies, or non-profit organizations in the tourism industry or in state administration.
- Work as middle managers in the hotel or hospitality industry with multinational companies in the front office or in functional managerial positions.
- Find jobs in the EU labour market or in other fields of the international labour market.
- Continue your studies in other Higher Education Institutions in Hungary or in other EU countries



INTERNATIONAL BUSINESS ECONOMICS IN ENGLISH BA

REQUIRED QUALIFICATION: High School Diploma

LEVEL: BA

TYPE: Full time

LANGUAGE: English

TITLE OF DEGREE ACHIEVED: Economist in International Business Economics (BA)

DURATION: 7 semesters (6 theoretical, 1 internship)

COLLEGE: College of International Management and Business (CIMB)

AIM OF THE PROGRAMME

You will develop analytical, problem-solving and communication skills and a good working knowledge in two foreign languages. You will be familiar with the micro- and macro-economic processes and the various levels of business decision-making. You will acquire up-to-date professional and practical knowledge. After completing the programme, you will be able to successfully achieve the results required in an increasingly challenging European business environment.

CAREERS:

Upon graduation, students will have excellent chances to:

- Obtain a good job in Hungary or elsewhere in Europe within multinational or international companies
- Undertake middle and senior managerial tasks in professional and functional areas
- The degree provides an easy route to further studies abroad at Master's level

MAIN ATTRIBUTE OF THE PROGRAMME

- **Specialization option:**
 - International Business Enterprises
- **Double degree:** Double degree programmes are available on the basis of self-financing and offered in cooperation with our partner universities:
 - School of International Studies Avans, Breda OR
 - Frankfurt University of Applied Sciences



- **Internship:**

After three academic years in the college, you will participate in a 5-month internship (industrial placement) abroad.

- **Main subjects:** Global Business Environment, International Organisational Management, Negotiation Strategies, International Relations and Institutions, Business Language Specialisation, Economic Psychology and Finance, Marketing, Accounting and Finance, Economics of Business Enterprises, Law and Management, Economics of International Enterprises, International Marketing



FINANCE AND ACCOUNTING IN ENGLISH BA

REQUIRED QUALIFICATION: High School Diploma/Certificate

LEVEL: BA/ Bachelor's Degree

TYPE: Full time

LANGUAGE: English

TITLE OF DEGREE ACHIEVED: Economist in Finance and Accounting (BA)

DURATION: 7 semesters (6 theoretical, 1 internship)

REQUIREMENTS OF COMPLETION: 210 credit points + final exam with thesis

COLLEGE: College of Finance and Accountancy (CFA)

AIM OF THE PROGRAMME

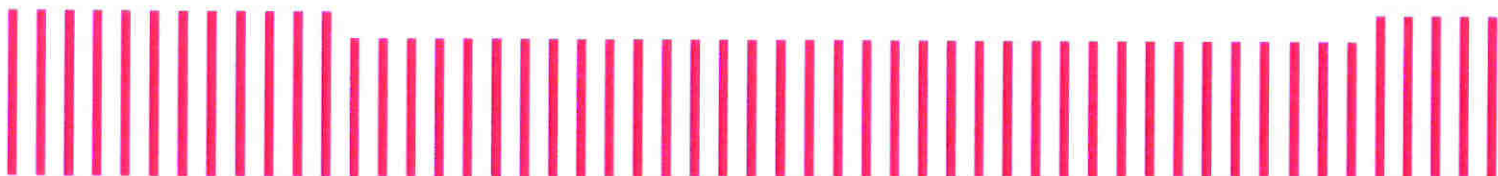
The objective of the programme is to train professionals with strong theoretical knowledge combined with high level of practical skills in the field of finance and accounting, as a result, you will have complex and comprehensive professional knowledge. To meet the demands of the labour market, we emphasize the importance of practical skills and abilities therefore this is a practice oriented programme.

THE STUDIES IN THIS PROGRAMME WILL ENABLE YOU TO:

- Work in finance and accounting departments of businesses and other organizations
- Develop the accounting system of the economic entities
- Prepare financial statements and tax reports
- Assess credit applications, write applications for grants
- Prepare plans for investment, financing and other financial decision-making, implement tax regulations
- Participate in marketing, business management decisions.

MAIN ATTRIBUTE OF THE PROGRAMME

- **Specialization options:**
 - Finance
 - Accounting





- **Internship:**

After three academic years in the college, you will participate in a 5-month internship (industrial placement).

- **Main Subjects:**

- Economics, methodology and business: mathematics, statistics, information technology, microeconomics and macroeconomics, international business, finance, business law, marketing, accounting, management, business communication and professional foreign languages
- Basics of social sciences: business law, history of economy, sociology, psychology, philosophy
- Finance and Accounting professional courses at advanced level: financial calculations, taxation, financial and management accounting, controlling, financial analysis, financial and accounting information technology, business planning and other optional courses of the specializations.

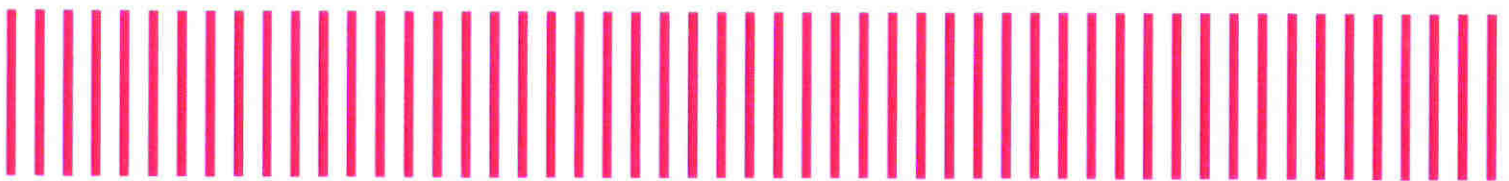
STUDY REQUIREMENTS

BA degree is awarded upon fulfilling the following language requirement:

- Have state accredited complex (B2) professional language degree at least from one foreign language at intermediate level **OR** state accredited complex (C1) language degree at advanced level or other certifications equivalent to the state accredited.

ADMISSION REQUIREMENTS

- **High School Diploma**
- Sufficient knowledge of mathematics, and be prepared for business studies, e.g have sufficient knowledge of history, geography or economics.





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ANNEX 2 – Master Study Programmes

TOURISM MANAGEMENT IN ENGLISH MA

REQUIRED QUALIFICATION: Bachelor's Degree in Tourism and Hospitality or Business

LEVEL: MA

TYPE: Full time

LANGUAGE: English

TITLE OF DEGREE ACHIEVED: Economist in Tourism Management, MA

DURATION: 4 semesters

REQUIREMENTS OF COMPLETION: 120 credit points + final exam with thesis

COLLEGE: College of Commerce Catering and Tourism (CCCT), Markó utca building (1055 Budapest, Markó u. 29-31.)

AIM OF THE PROGRAMME

After successfully completing this course, you will have a high-level knowledge in the necessary fields of economics, social, management and methodological sciences and possess professional skills in tourism. You will be able to manage complex planning, controlling or coordination issues at local, regional, national or international level in tourism and hospitality industry.

ADMISSION REQUIREMENTS

The necessary knowledge and skills to achieve the Tourism Management MA degree are the following:

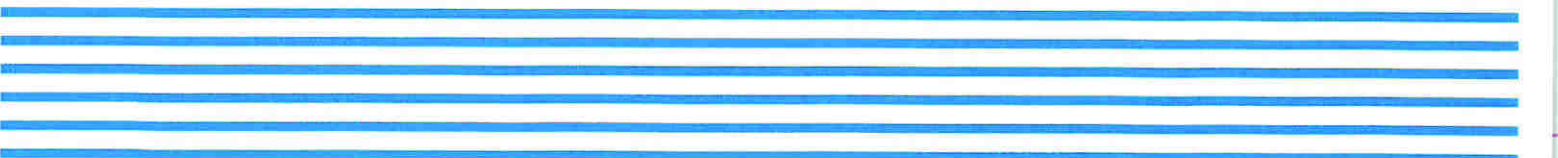
- **BA Degree in Tourism and Hospitality or Business**

MAIN ATTRIBUTE OF THE PROGRAMME

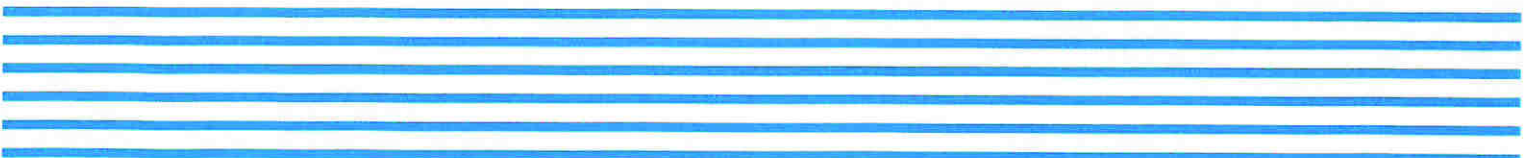
- **Main Subjects:** Marketing Management in Tourism, International Hotel Management, Culture of Gastronomy, Regions and Cultures, Sustainable Development and Tourism Planning

THE STUDIES IN THIS PROGRAMME WILL ENABLE YOU TO:

- Run small and medium size enterprises or find jobs in the tourism industry such as hotel chains, travel agencies, transport companies, or non-profit organizations in the tourism industry or in state administration.



- Work as middle managers in the hotel or hospitality industry with multinational companies in the front office or in functional managerial positions.
- Find jobs in the EU labour market or in other fields of the international labour market.
- Continue your studies in other Higher Education Institutions in Hungary or in other EU countries



INTERNATIONAL RELATIONS IN ENGLISH MA

REQUIRED QUALIFICATION: Bachelor's Degree

LEVEL: MA

TYPE: Full time

LANGUAGE: English

TITLE OF DEGREE ACHIEVED: International Relations Expert, MA

DURATION: 4 semesters

COLLEGE: College of International Management and Business Studies (CIMB)

AIM OF THE PROGRAMME

The aim is to train highly qualified experts who are able to interpret Hungary's role and position within an international system and within Europe, and who are able to understand international events drawing on theoretical and practical knowledge. You will master the skill to analyse international events, and will be equipped with theoretical skills (civilisation, global economy, international law, political theory) and practical knowledge (diplomacy, language, negotiation and protocol).

Main Subjects: International - Intercultural Communication, Strategies of International Negotiation, Foreign Policy Decision-Making, Country Studies - Comparative Societal and Economic Analyses, Geopolitics and Geostrategies, Civilisation and World Religions, Comparative Political Law, Theory of International Relations and the New World Order, International Finances and Financial Institutions, Development Trends in the European Union, Dilemmas, Challenges, International Security Systems, Cultural and Media Policies in the EU, Tender Specifications and Procedures in the EU, Protection of Interests and Representation in the EU, Development of EU Politics, Labour and Societal Policy in the EU, Community Law and Legal Harmonisation, Common Agricultural Policy and Rural Development, Cohesion and Regional Funds in the EU, Globalisation and Anti-globalisation, Studies in General and Specialised Diplomacies, History of Economic Theories, Political History of East-Central Europe in the 20th Century



ADMISSION REQUIREMENTS

- **BA or equivalent degree in** International Relations International Studies, Communication and Media Studies, Political Science, Sociology, Social Sciences, Cultural Anthropology, Social Work, Social Pedagogy, Library and Information Science, Applied Economics, Economic Analysis, Public Services, Business Administration and Management, Commerce and Marketing, Human Resources, International Business Economics, Finance and Accounting, Tourism and Catering, Administration Management, International Administration, Security and Defence Policy, National Security Studies, Defence Administration, Military Leadership, History, English and American Studies, German Studies, Romance Philology, Roma Studies, Slavonic Studies, Oriental Languages and Cultures, Liberal Arts
- From prior learning the maximum number of 60 credits can be recognised



INTERNATIONAL ECONOMICS AND BUSINESS IN ENGLISH MA

REQUIRED QUALIFICATION: Bachelor's Degree

LEVEL: MA/Master Degree

TYPE: Full time

LANGUAGE: English

TITLE OF DEGREE ACHIEVED: Economist in International Economy and Business, MA

DURATION: 4 semesters

COLLEGE: College of International Management and Business Studies (CIMB)

AIM OF THE PROGRAMME

The aim of the programme is to train professionals who are able to carry out economic analysis of international nature. You will gain knowledge of micro- and macroeconomics, international politics, European integration, international law, regional-, civilizational- and globalization affairs and business. You will be able to work independently to prepare decision making and analysis in various fields and at different levels of the economic institutional system.

Students of our master programme may acquire skills that enable them to:

- Pursue an international career in the corporate world
- Take expert, analyst and management positions in homeland public administration and in international organizations

Main Subjects: Regional integration analysis, International monetary markets and processes, Economics of transnational companies, International commerce and global factor trends, International business language, International organisations and institutions in the new world order, International political economics, International company law, Law and practice of international commerce, Business development and controlling, Advanced International Economics, Economic development and world-trade theories, International commerce and global factor trend, Global infrastructural networks, Economics of transnational companies, Regional integration analysis, International monetary markets and processes, International taxation, Logistics of global merchandise trends



ADMISSION REQUIREMENTS

- **BA or equivalent degree** in: International Business, Business and Management, Human Resources, Commerce and Marketing, Finance and Accounting, Tourism, Business Trainer, Applied Economics, Economic Analysis, Public Service, and International Studies
- Student should have at least 60 credits transferred from previous studied in the following areas: Basics of Methodology (15 credits), Basics of Economics (10 credits), Basics of Business (10 credits), Basics of Social Sciences (10 credits), Professional Expertise (15 credits).
- In case of the pre-accepted **BA in International Business** degree, there is no need for a credit recognition process (60 credit points should be transferred).
- **In the case of other degrees**, a Credit Transfer request should be submitted. The possession of at least 30 credits from the list above is an admittance requirement for the master studies. Those, who are not able to transfer at least 30 credits, are not eligible to partake in the admittance procedure. However, those who are able to transfer a minimum of 30 credits, must earn missing credits simultaneously with the master programme – in accordance with BBS's Academic and Examination Regulations – within the first two semesters after admittance.





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ANNEX 3 – Application form

BUDAPEST BUSINESS SCHOOL

APPLICATION FORM FOR CHINESE STUDENTS WITH PREPARATORY COURSE

FOR ACADEMIC YEAR 2016/2017.

Please complete all the relevant sections clearly, printed or in block capital letters and tick boxes where applicable.

- Course:
- | | |
|---|--------------------------|
| Commerce and Marketing BA | <input type="checkbox"/> |
| Tourism and Catering BA | <input type="checkbox"/> |
| International Business Economics BA | <input type="checkbox"/> |
| Finance and Accounting BA | <input type="checkbox"/> |
| Tourism Management MA | <input type="checkbox"/> |
| International Relations MA | <input type="checkbox"/> |
| International Economics and Business MA | <input type="checkbox"/> |

1. PERSONAL DETAILS

Surname: _____

Forenames: _____

Passport Number: _____

Sex: Male ☐ Female ☐ Nationality: _____

Mother's name: _____ Mother tongue: _____

Place of birth: _____ Country: _____

Date of birth: day _____ month _____ year _____

2. CORRESPONDENCE

Address: Country _____ Town _____

Postcode _____ Street _____

House number: _____

Telephone: _____ E-mail: _____

3. ACADEMIC DETAILS

Certified documentary evidence of academic qualifications must be attached

Secondary education:

Type of secondary school: _____

Name of last secondary school: _____

Country: _____ Year commenced _____ Year of completion _____

Other studies:

Title of course: _____

Name of institution: _____

Country: _____

Completed ☐ Year of completion _____

Post secondary ☐ Undergraduate ☐

BA/BSC studies:

Course Studied: _____

Dates of attendance

from: _____

to: _____

Diploma awarded: _____

Graduation date: _____

4. LANGUAGE PROFICIENCY

Certified documentary evidence of academic qualifications must be attached

Language	Test type/name	Year attempted	Score
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Was English the language of instruction used in secondary school? Yes ☐ No ☐
Partly ☐

- I, the undersigned, _____ hereby declare that the details above are true and correct to the best of my knowledge and I hereby certify my application to BBS for the academic year of 2017/2018.
- I take note that the Study Programme of BBS is self-financed and the registration fee is 600 € (one time - at the beginning of the programme), the tuition fee of:
 - the BA Programme is 2000 € / semester
 - the MA Programme is 2600 € / semester
- I take note that I am attending the one-year Preparatory Course in English beginning in September 2016 and I will pay the application fee (500 €) and the tuition fee (4500 € / year) of the programme to the Preparatory Institution for International Students
- I take note that having been admitted to the Preparatory Course I will receive a decision of Preliminary Acceptance to BBS and the final decision of my enrollment to BBS will be only in case of successful completion of the Preparatory Course in July 2017.

Date: day _____ month _____ year _____

Signature: _____

Please enclose the following:

- Certificate of secondary school graduation and its notarized English translation in case of BA programmes
- An officially attested true copy of BA/BSC degree certificate and its notarized English translation in case of MA programmes
- Certificate of English language proficiency
- Curriculum vitae in English
- Four passport-sized photographs
- Medical certificate of satisfactory health condition (allowing practical work in restaurant and hotel sector) – only in case of the Tourism and Catering Programme