

## PhD Erasmus+ Regulations

Regulations for the evaluation of the Erasmus+ Short-term Doctoral Mobility Grant for students of the Faculty of Business and Economics of the University of Pécs (FBE of UP).

### Article 1 General provisions

Erasmus+ scholarships aim to support students' international educational and cultural exchanges. The Erasmus+ scholarships are evaluated through a call for applications system, the Erasmus+ coordinator of the faculty is responsible for the announcement of the deadline and the publication of the call for applications.

### Article 2 Conditions for the submission of applications

- (1) Applications may be submitted by any PhD student who
  - (a) are active students enrolled at the Faculty of Business and Economics of the University of Pécs in the semester of application and during the scholarship period, and have not yet completed during their higher education studies the 12-month period of eligibility for Erasmus+ scholarships at the given level of study;
  - (b) have completed at least 1 active semester at the time of departure;
  - (c) have at least an intermediate C (complex) level language examination or equivalent in the language of the research/teaching work at the host institution or a language proficiency equivalent;
  - (d) have earned all study credits by the semester prior to departure;
  - (e) undertake to prepare a report for the Tempus Public Foundation and the Faculty upon returning home if the scholarship is awarded.

### Article 3 Formal application requirements

The application includes:

- (1) Application form (Profile) completed in Hungarian or English language.
- (2) Documents to be uploaded:
  - (a) copies of documents certifying language examinations and proof of language proficiency,
  - (b) proof of academic credits to be completed by the semester prior to departure, certified by the Study Department (if applying in the first semester, proof of completion of the first semester of academic credits is a condition for departure),
  - (c) work plan,
  - (d) professional, scientific curriculum vitae (e.g. publications, conferences, research, teaching activities),

- (e) documents proving public and/or institutional management activities,
  - (f) a Letter of Acceptance issued by the host institution in Hungarian or English language,
  - (g) a recommendation from the supervisor, including the agreement of the head of the doctoral school,
  - (h) a declaration of active involvement in the promotion of the mobility programme (see Annex 1),
- (3) If any part of the application does not contain accurate data, the applicant is to be automatically **excluded** from the evaluation process.

#### **Article 4 Framework for scoring the application**

- (1) Candidates are nominated by the Faculty's Committee of Foreign Affairs at each partner institution.
- (2) Applications will be awarded a maximum of 100 points, distributed as follows:
  - (2.1) Professional, scientific CV (e.g. publications, conferences, research, teaching activities) may be awarded a maximum of 20 points
  - (2.2) A maximum of 50 points may be awarded for a work plan (minimum requirement 25 points)

Evaluation criteria for the work plan:

<b>0 – 5 points</b>	The work plan is not specific, no professional objectives are set.
<b>6-14 points</b>	A generally worded, conspicuously short work plan with few specifics or professional objectives.
<b>15-24 points</b>	A general professional and personal motivation, also general in the objectives of the work plan, although with some specificity (e.g. reference to activities to be carried out, work tasks).
<b>25-34 points</b>	Well-founded professional and personal motivation, but still general in its objectives, not sufficiently developed work plan.
<b>35-44 points</b>	A well thought-out, meaningful motivation and work plan, a promising application that is demanding in its wording and the definition of professional objectives, and contains concrete and promising proposals.
<b>45-50 points</b>	A well thought-out and convincingly expressed motivation and a concrete professional perspective in the work plan.

#### (2.3) Language skills

A maximum of 10 points for language skills can be awarded for a language test in the language of instruction at the host institution.

The language examinations accepted for the application are those accepted for the faculty degree at the time of application.

The points are determined according to the table below:

Level of language examination	Points
English language conference presentation(s)	2
English language article(s) that can be acknowledged for the completion of the PhD	4
State-recognised general intermediate level C language exam	6
State-recognised intermediate level C professional language exam	8
At least 1.5 years of active study in a foreign language at the FBE or another higher education institution, to be attested by 3 successfully completed semesters	8
State-recognised general/professional higher level C language exam	10

#### (2.4) Public and/or institutional management activities

A maximum of 10 points may be awarded for Community and/or institutional management activities.

For all public or institutional management activities mentioned in the application, a written certificate from the head of the organisation must be attached. If a document attesting to a managerial position is required, the vice-chairman/secretary/deputy chairman/other officer of the organisation will issue the necessary certificate. No points will be awarded for automatically delegated posts linked to an office.

#### (2.5) Thesis supervisor recommendation

A maximum of 10 points can be awarded for a thesis recommendation.

#### (2.6) Justification of fewer options<sup>1</sup>

A maximum of 5 points may be awarded for justifying fewer options.

#### (2.7) Promotional activity

If the applicant commits to play an active role in the promotion of the Erasmus+ programme during the mobility period and the following academic year (Annex 1), 2 extra points may be awarded.

Promotional activities may include:

- a) Providing content on the online platforms operated by the UP Mobility and Scholarships Office.
- b) Active participation in Erasmus+ related events organised by FBE of UP.
- c) To promote and actively represent UP and FBE of UP at events organised by the student's host institution.

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<sup>1</sup><https://erasmus-plus.ec.europa.eu/hu/programme-guide/part-d/glossary-common-terms>: Persons with fewer opportunities are those who, for economic, social, cultural, geographical or health reasons, migration background, disability, learning difficulties or any other reason, including those which may constitute a ground for discrimination within the meaning of Article 21 of the Charter of Fundamental Rights of the European Union, face barriers which prevent them from benefiting effectively from the opportunities offered by the programme.

## **Article 5 Procedure for the evaluation of applications**

- (1) The academic CV and the work plan will be evaluated by the PhD school leader or PhD programme leader requested by the Foreign Affairs Office and sent to the Erasmus coordinator in the faculty. The Faculty's Erasmus coordinator and the PhD students' rapporteur of the FBE of UP will evaluate the following criteria: copy of language certificate(s), proof of language proficiency; proof of other community or institutional management activities; recommendation of a subject leader; proof of fewer opportunities<sup>2</sup>.
- (2) The Faculty's Erasmus coordinator and the FBE of UP PhD students' rapporteur will aggregate the points and submit the application to the Faculty Committee for Foreign Affairs for voting.
- (3) If the applicant receives zero point for any part of the application, the application will be automatically rejected.
- (4) No appeal shall lie against the decision of the Committee on Foreign Affairs.

## **Article 6 Miscellaneous and final provisions**

- (1) Successful applications do not mean automatic mobility, as the amount of the scholarship is not known in advance and the initial allocation may be subject to change.
- (2) Erasmus+ scholarships can be awarded to a student at a given training level for a total of 12 months.
- (4) Students who have received financial support under the Erasmus+ scholarship but who have committed one of the following infringements are subject to the following sanctions:
  - (a) If the amount of the grant has been paid and the student does not use the grant, s/he is automatically obliged to repay it.
  - (b) If a student fails to meet the minimum research or teaching obligation during his/her mobility abroad, the Faculty Committee on Foreign Affairs may, at its discretion, order him/her to repay the amount. This will be based on a report prepared by the PhD student, in which at least 60% of the points for the listed criteria must be achieved:

### ***Report content and points earned for mobility with a duration of 5 – 10 days:***

Name of negotiating partner(s), subject of negotiation (collaboration, own work, joint research) – 20 points

List of databases, digital or physical libraries – 30 points

List of literature – 50 points available

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***Content of the report for mobility with a duration of 10 – 14 days:***

Name of negotiating partner(s), subject of negotiation (collaboration, own work, joint research) – 20 points

List of databases, digital or physical libraries – 30 points

List of literature collected, outline of topic or article and its presentation – 50 points

***Content of the report for mobility with a duration of 14 - 30 days:***

Name of negotiating partner(s), subject of negotiation (cooperation, own work, joint research) – 20 points

List of databases, digital or physical libraries. List of collected literature – 30 points

A draft of the article or a detailed description of the development of a topic. Detailed presentation of research progress, chapter presentation, if completed, from the thesis. Detailed presentation of methodological development or content development – 50 points

**The regulation enters into force on 15 December 2022.**

**Annex 1**

Declaration on active involvement in the promotion of the mobility programme

I, the undersigned \_\_\_\_\_ (Neptun code \_\_\_\_\_), declare that I will actively participate in the promotion of Erasmus+ at UP and FBE of UP.

Accordingly, I undertake to carry out the following activities during my mobility or for one year after my return home (underline the relevant part):

- a) Providing content on the online platforms operated by the UP Mobility and Scholarships Office.
- b) Active participation in Erasmus+ related events organised by FBE of UP.
- c) Promotion and actively representation of UP and FBE of UP at events organised by the student's host institution.

Date:.....

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Student's signature