

UP-FBE CODES AND GUIDELINES OF THE DOCTORAL ADMISSION PROCESS

The Doctoral Schools operating at the Faculty of Business and Economics, University of Pécs (hereinafter Schools) apply the following admission procedure for foreign nationals applying for foreign language doctoral training programmes:

(1) This admission procedure applies to all applicants who do not have Hungarian citizenship or Hungarian dual citizenship, regardless of whether they have applied for a scholarship programme or a private placement at the Schools.

The deadline for application is the 15th of May.

(2) Documents to be submitted with the application are:

- a valid passport;
- a MA/MSc certificate and a certified translation into English, which entitles the applicant to enter into a doctoral programme in the applicant's home country;
- an official transcript of results of the completed MA/MSc programme and a certified English translation thereof;
- a certificate of proficiency in English if no older than two years, and at least a CEFR level B2, obtained at an internationally recognised (accredited) language examination institution. More information about the acceptable certificates [here](#).
- **medical certificate** (serological test result of the tests taken must be attached)
- chest X-ray (doctor's note, not the image, and not older than 1 year)
- vaccination card (showing that you are immunised against HEP B and C) OR serology results for Hep B and C
- HIV test result (not older than 3 months)
- CV, letter of motivation,
- research plan;
- list of publications (if the applicant has one),
- other certificates

In order to apply, an electronic copy of the required documents must be submitted via the online interface designated by the Schools, and their original copies must be presented upon enrolment.

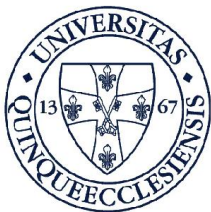
The application must be rejected if the research proposal's similarity index is 60% or above during the evaluation period.

(3) In the case of a fee-paying application, the 100€ application fee must be paid before the International Office starts the evaluation process. Regardless of the outcome of the admission procedure, the application fee is non-refundable.

The deadline for the application fee payment receipt is the 25th of May. The application cannot be considered if the International Office receives the payment after the deadline.

(4) The Schools measure the applicant's language skills and professional motivation in an admission interview. The language of the interviews will be English.





(5) The Heads of the Doctoral Schools shall appoint the lecturer members of the Admission Committees (hereinafter referred to as "the Committee"). The Committee shall consist of at least two lecturer members and a secretary. The secretary may be a non-teaching/research staff member of the Schools.

(6) Admission interviews are conducted in person or online. If the interview is conducted online, the Schools need to provide an interface for online chat, primarily the MS Teams availability. If the applicant cannot use MS Teams in their country due to local laws, the interview will take place on an online interface chosen jointly by the Schools and the applicant.

a) Admission interviews are conducted with only those whose research proposal was selected by the Heads of the Doctoral Schools/PhD Programme Managers in the content and form evaluation phase. In case of rejection, no appeal may be lodged against the decision of the Heads of the Doctoral Schools/PhD Programme Managers.

b) Admission interviews are scheduled by the International Office at least one week before the interview.

c) The applicant must identify themselves at the beginning of the admission interview upon the Committee's request. An identification card, in case it is written in English, or a passport is acceptable. Without the identification process being done, the interview cannot be conducted.

d) Ensuring the internet connection is suitable for delivering video and audio is the applicant's responsibility. The interview cannot be conducted via phone; therefore, only an audio link is not acceptable.

e) The applicant must be alone or separated while conducting the admission interview; upon request of the Committee, the camera must be turned around.

f) Making sure the correct time zone is the student's responsibility. The International Office sends the MS Team invitation according to CET/CEST time zone. The applicant's computer might change the time shown in the invitation according to its time zone settings.

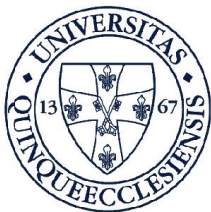
g) In case the applicant is not participating in the interview for any reason, they shall be invited for one other, the upcoming admission interview. The application must be automatically rejected if the applicant does not fulfil the requirement to participate in the admission interview for the second time.

h) The Committee secretary shall draw up the interview agenda, which the Schools shall keep following the rules on records.

(7) Applications are ranked in a 100-point system according to the following criteria:

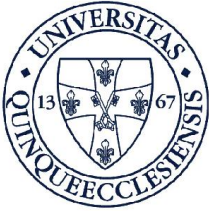
- a) Learning outcomes: maximum 25 points
- b) Research plan: maximum 60 points
- c) Motivational interview: maximum 15 points
- d) Extra points: maximum 23 points

Criteria	Results breakdown	Max points
1. Learning outcomes: GPA of the applicant's last two years in the MA/MSc training	0 point: If applicant's GPA is below 50 % 10 points: If applicant's GPA is 50 % or above 20 points: If applicant's GPA is 70 % or above 25 points: If applicant's GPA is 85 % or above	25
2. Quality and content of the research plan: Relevance of topic selection, quality of literature review, well-founded and advanced research hypotheses, relation of expected results with	0 point: The research plan contains nothing specific, no professional goals are set, the plan is plagiarised; 10 points: In its structure, the plan is not well elaborated or moderately worded. Conspicuously short research plan, unrelated to choice of subject, most of the selected literature was published more than 5 years ago, or the chosen literature does not fit the subject. The research hypotheses are difficult to interpret, and the relation of the expected results to the hypotheses and the chosen literature is difficult to reveal. The planned structure of the research does not	60



hypotheses and literature, planned structure of research, appropriateness of form, research methodology, linguistic quality, overall review.	<p>comply with the formal requirements and methodology, and based on the form of the research plan, the applicant's knowledge of the technical language and vocabulary is far below academic expectations.</p> <p>20 points: The chosen topic of the research plan is relevant, but the literature review, research hypotheses, and expected results are not sufficiently developed. The structure of the research generally conforms to the formal requirements, and the format of the research plan requires that the applicant's knowledge of the technical language and vocabulary be improved.</p> <p>35 points: The chosen topic of the research plan is relevant, and the literature review is based on current studies and research. The hypotheses and the expected results are not well explained yet, the planned structure of the research is in compliance with the formal requirements, and according to the form of the research plan, the applicant's knowledge of the technical language and vocabulary corresponds to the requirements of the field.</p> <p>50 points: The chosen topic of the research plan is relevant, and the literature review is based on current and internationally recognised studies and research. The research hypotheses and the expected results are elaborated and substantiated, and the planned structure of the research meets the formal requirements and methodology. Based on the format of the research plan, the applicant's language and technical language skills meet the requirements of scientific research and presentations.</p> <p>60 points: The chosen topic of the research plan is a relevant, previously unexplored topic, and the literature review is based on current and internationally recognised studies and research. The research hypotheses and the expected results are well-established and well-founded and can significantly contribute to the recognition of UP FBE and the Doctoral Schools, with an impact at the national or international level. The proposed structure of the research meets the formal requirements; its methodology is particularly novel. Based on the form of the research plan, the applicant's language and technical language skills meet the requirements of scientific research and presentations.</p>	
3. Motivational interview	<p>0 point: the applicant cannot communicate with the interviewer, not even the most basic communication acts (greeting, identity issues);</p> <p>5 points: the interview is lagging, the applicant only communicates in short answers, mostly answers yes or no questions;</p> <p>10 points: the applicant is fluent in general topics, his or her professional motivations are not fully elaborated;</p> <p>15 points: the applicant is fluent in both general and basic professional topics, has determined professional goals a</p>	15
Total		100

Extra points*		
Certified, relevant professional experience	<p>0 points: the applicant does not have any professional experience;</p> <p>9 points: the applicant has certified professional experience in academics (university lecturer) or in a nonprofit organisation or non-governmental organisation related to the training. (3 points per year up to 9)</p>	9
CEFR level C1 language exam certificate in the instruction language	<p>0 points: the applicant has only a level B2 language exam certificate in the instruction language;</p> <p>5 points: the applicant has an internationally recognised CEFR level C1 language exam certificate obtained no earlier than 2 years in the instruction language</p>	5



Relevant publications	0 point: the applicant does not have relevant publications in peer-reviewed papers. 9 points: the applicant has relevant publications in peer-reviewed papers. (3 points per publication up to 9 points)	9
Applicants with fewer opportunities	0 points: the applicant does not have any disability, or it cannot be creditably certified 3 points: the applicant has creditably certified his/her disability by attaching the official documents	3

* Applicants will be awarded a maximum of 23 extra points in total, according to the criteria listed, but the total number of admission points, including the extra points, must not exceed 100.

Extra points for relevant professional experience, CEFR level C1 language examination, relevant publications and for those with fewer opportunities may be awarded. The total score, including extra points, cannot exceed 100 points.

(8) Minimum eligibility criteria for admissions

a) obtains more than zero points for each of the three main criteria [(7) a), b), c)] and
b) the total score, of at least 40, without extra points.

(9) The Committee makes a proposal, but the decision is made by the Doctoral Council in Economics within a maximum of two weeks from the date of the interview, taking into account the applicant's score and the capacity of the training programme applied for. In case of formal or non-formal application rejection, the applicant is not allowed to apply in the same application period for the same level of study within the same financial scheme. No appeal may be lodged against the decision of the Doctoral Council in Economics.

(10) In case the applicant has passed the evaluation phase and the admission interview, the invoice for the tuition fee (payment must be issued in case of a fee-paying applicant. Please note that the tuition fees are in a decreasing order throughout the training period.

In case there are missing documents, the deadline for submission is the 1st of August. The application cannot be considered if the International Office receives the document(s) after the deadline.

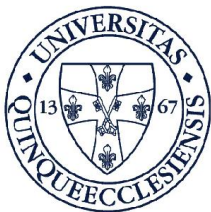
(11) Upon **receiving the** tuition fee, the International Office must issue the Letter of Admission. The International Office is not obliged to mail the hard copy of the Letter of Admission.

The deadline for tuition fee payment receipt is the 10th of August. The application cannot be considered if the International Office receives the payment after the deadline.

(12) In case any of the admission documents' validity becomes questionable after issuing the Letter of Admission, the admission must be withdrawn by the International Office, and the tuition fee must be refunded.

(13) Last date of arrival

The students should arrive and participate in the orientation programme in order to ensure meeting the requirements of all of the courses. The students who arrive by the end of the fourth week of the semester will be allowed to continue in the semester – of course, the risk of not being able to earn credit at a course must be taken by the student – but those who cannot get here by the fifth week of the semester will no longer have the opportunity to earn credits at the given semester.



The responsibility and role of the International Office in supporting the enrollment process ends when the applicants receive the Letter of Admission. The University of Pécs has no impact on the visa and immigration processes and cannot provide information related to their status.

(14) Applicants with fewer opportunities

If the student proves his/her disability, they will receive three extra points for all master's programmes.

A person with a disability is an applicant who has the following:

- musculoskeletal disability,
- sensory (visual, auditory) disability,
- speech impairment (dysphasia, dyslalia, dysphonia, stuttering, hoarseness, nasal speech, dysarthria, mutism, severe speech perception and comprehension disorder, central blurb, delayed speech development, etc.),
- autism spectrum disorder
- other psychological developmental disorders (severe learning, dyslexia, dysgraphia, dyscalculia, dystography, hyperactivity, attention or behavioural control disorder).

A detailed expert opinion can only justify the applicant's disability and special educational needs. The report must be officially translated into English.

The expert report shall also record the disability name and/or the ICD code.

If the applicant proves not a disability but a persistent or chronic disease (e.g. diabetes, hay fever, food allergy, celiac disease, epilepsy, etc.), no extra points can be awarded.

Certificates, decisions and other documents issued by the following organisations shall not be accepted:

- Resolutions of the administration, and official certificates, because they contain only the degree of damage to health, not the name of the disability.
- Extracts from expert opinions and certificates.
- Chief medical officer's opinion.
- Outpatient sheet, final hospital report, specialist's certificate, findings, referral.
- Other certificates bearing medical signatures and seals
- High school resolutions on a subject waiver.
- A decision issued by a higher education institution on the exemption from the state-recognised language exam requirement due to disability.
- Psychiatrists

If the student needs continuous support (sign interpreter, etc.), he or she must take care of himself or herself during his or her studies.

Regarding the learning support measures during the studies, more information can be found in the Code of Studies and Examinations of the University of Pécs

(15) Refund policy

If a student reports the termination or temporary termination of his/her student status prior to the commencement of the semester or any reasons to terminate his/her student status prior to the commencement of the semester, the maximum 80% (time-based) of the already paid amount of the tuition fee related to the semester shall be reimbursed based on the student's request.

Date of entry into force: 1st of October, 2023.