

Bachelor and Master Erasmus+ Regulation

Regulation for the evaluation of the Erasmus+ mobility scholarship available for the students of the Faculty of Business and Economics of the University of Pécs (FBE of UP)

On the basis of the Organisational and Operational Rules of the University of Pécs, Annex 16 of the Organisational and Operational Rules of the University of Pécs on the Senate's operational rules, the Study and Examination Regulations of the Faculty of Business and Economics of the University of Pécs, and the Organisational and Operational Rules of the Student Union of the Faculty of Business and Economics of the University of Pécs, the Faculty Council of the FBE of UP hereby establishes the following regulations.

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 in 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 all bachelor and master students 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 at least 1 active semester completed at the time of application, in the case of a Master's degree student, a bachelor's degree average may also be counted if the application is submitted during the first semester;
 - (c) have at least an intermediate C (complex) or equivalent language examination in the language of studies at the host institution, or is studying in a non-Hungarian language at a full-time course of the sending institution (FBE of UP English language programmes, etc.). In the event that they do not meet this criterion, a language interview will be held to decide whether they may continue to apply, provided that they are not disadvantaged for doing so;
 - (d) the last completed semester of their studies – in which they have completed at least 18 credits and have a weighted average of at least 3.00. If the applicant student has less than half of the overall weighted average of the degree programme, they can only be an Erasmus+ "label" student, i.e. they cannot receive Erasmus+ scholarships and faculty financial support, but they can benefit from all the additional advantages and obligations offered by the Erasmus+ programme and have the same obligations as students receiving funding;
 - (e) undertake to submit an electronic report to the Tempus Public Foundation upon returning home if the grant is awarded.

Article 3 Formal application requirements

Applications can be submitted via the UP central application platform. A student can nominate up to five possible host institutions in the application period.

The application includes:

- (1) Application form (Profile) completed in Hungarian or English language,
- (2) a cover letter in Hungarian or English (a separate cover letter is required for each institution that is applied to).
- (3) Documents to be uploaded:
 - (a) a copy of the documents certifying the language examination,
 - (b) the weighted average result of the last completed semester certified by the Study Department,
 - (c) documents proving public and/or scientific activity,
 - (d) a declaration of active involvement in the promotion of the mobility programme (see Annex 4),
 - (e) in case of an application for a traineeship, a Letter of Acceptance issued by the host institution, organisation, company or enterprise in Hungarian or English language.
- (4) If any part of the application does not contain correct data, the applicant is to be automatically **excluded** from the evaluation process.

Article 4 Framework for scoring the application

- (1) Candidates will be nominated by each partner institution as a result of a ranking list decided by the Committee on Foreign Affairs. In the case of internship mobility, the student must choose a host institution from the Erasmus+ partner countries of the Faculty, the placement opportunities shared by the International Office are not exclusive.
- (2) Applications will be awarded a maximum of 100 points, distributed as follows:

(2.1) Academic achievement

A maximum of 50 points can be awarded for a learning outcome.

The academic points are calculated on the basis of the deviation of the student's weighted average of the last completed semester (in which s/he has completed at least 18 credits) from the average of the degree programme, according to the following formula:

$$50 \times \frac{\text{Candidate's weighted average} - \text{Overall weighted average of the programme} / 2}{\text{Overall weighted average of the programme}}$$

rounded to the nearest integer, up to a maximum of 50 points (if the formula is negative, the applicant will receive zero points).

(2.2) Cover letter and work plan

A maximum of 30 points can be awarded for the cover letter

Criteria for evaluating a cover letter:

0 - 5 points	The cover letter is not specific, no professional objectives are set.
6-10 points	A generally worded, conspicuously short work plan with few specifics or professional objectives.
11-15 points	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).
16-20 points	Well-founded professional and personal motivation, but still general in its objectives, not sufficiently developed work plan.
21-25 points	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.
26-30 points	A well thought-out and convincingly expressed motivation and a concrete professional perspective in the work plan.

(2.3) Language skills

A maximum of 5 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	Point
State-recognised general intermediate level C language exam	1
State-recognised intermediate level C professional language exam	2
At least 1.5 years of active study in a foreign language at the FBE or other higher education institution, evidenced by 3 successfully completed semesters (e.g. BSc BAM or equivalent BSc degree in English)	2
State-recognised general/professional higher level C language exam	5

(2.4) Public activity

A maximum of 3 points can be awarded for public activities.

The points that can be awarded for each public activity are shown in the table below. For all public activities listed in the application, a written certificate from the head of the respective organisation must be attached. If a document attesting to a leading position is required, the vice president/secretary/deputy president/other officer of the organisation will issue the necessary certificate. No points will be awarded for automatically delegated posts linked to an office.

Organisation	Position	Point
1.Student Union Body:	(a) chairman	3
	(b) vice-chairman	2
	(c) rapporteur	2
	(d) special presidential delegates	1
(2) TalentPoint, CAL, Foreign Affairs Office, Study Department	student volunteer interns	1
(3) Faculty magazine (e.g.: Fészek, "Nest")	(a) editor-in-chief	2
	(b) editor in charge	1.5
	(c) columnist	1
	(d) copy editor, proofreader	1
	(f) advertising manager	1

Organisation	Position	Point
	(g) permanent columnist	0.5
	(h) photographer, graphic designer, web publisher	0.5
	(i) system administrator	0.5
(4) Faculty student organisations*	(a) chairman	3
	(b) vice-chairman	2
	(c) secretary	2
	(d) officer	1.5
	(5) President of the College Council	1.5
	(6) Members of the College Committee	1.5
(5) Programmes of UP, FBE of UP and UP student organisations	organiser	1
(6) A maximum of 1 point per semester may be awarded for mentoring incoming international students.	student mentor	1
(7) Course supervisors and programme supervisors of Hungarian and foreign language courses receive 0.5 points per semester.	course supervisors/programme supervisors	0.5

*Career student organisations: Aiesec, Aegee, JPKSZ, Kappa, Tau Beta, MKT, Sportfolio, ISOBE, etc.

(2.5) Scientific activity:

A maximum of 5 points may be awarded for scientific activity as follows:

Scientific activity	Point
First prize winner of the Faculty's Scientific Student Conference	3
Second prize winner of the Faculty's Scientific Student Conference	2
Third place at the Faculty's Scientific Student Conference	1
Special Faculty Award of the Scientific Student Conference	1
Participation in a Scientific Student Conference	0.5
National Scientific Student Conference first prize winner	5
National Scientific Student Conference second place winner	4
National Scientific Student Conference third place winner	3
Special prize winner of the National Scientific Student Conference	2
Participation in a national study competition	2
Award-winning participation in a national study competition	4
For professional publication (recognised professional journal)	5
For other serious research work (other than the above) recognised by a faculty lecturer and not assessed in the regular course	2
For giving a presentation at other professional events, conferences	1
For students who are considered members by the rules of the Special College	1
For participation in the Simonyi Summer Social Entrepreneurship Summer University and other professional exchange programmes	1
For the certified participation in professional events and conferences organised by the higher education institution or student organisations (e.g. Career Days, Pécs Finance Days, Professional Camp, etc.), per programme	0.5

(2.6) Previous mobility

A score of 5 can be given for the absence of previous mobility, if the applicant has not previously participated in a mobility activity at the relevant level of training. If the applicant

has previously participated in a mobility programme at the level of training concerned, 0 points may be awarded in this category.

(2.7) Promotional activity

If the applicant commits to play an active role in the promotion of Erasmus+ during the mobility period and the following academic year, 2 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) Promotion and actively representation of UP and FBE of UP at events organised by the student's host institution.

Article 5 Procedure for the evaluation of applications

(1) Submitted applications will be ranked by the Erasmus+ evaluation committee. The committee shall be composed of:

- (a) The FBE of UP Student Union study rapporteur,
- (b) The ERASMUS+ coordinator of the FBE of UP.

The ranking established by the committee is voted on by the Faculty's Committee on Foreign Affairs. The ranking becomes official once the Foreign Affairs Committee has approved it.

(2) The evaluation of the application will be based on the following criteria.

- (a) The weighted average of the last completed semester.
- (b) Completeness of the cover letter and work plan.
- (c) The type and level of the language examination submitted, or, in absence of that, the result of the language interview.
- (d) Active community involvement in higher education before the application deadline.
- (e) Academic activity at higher education level prior to the deadline for submission of applications.
- (f) Lack or presence of previous mobility.
- (g) Undertaking of promotional activities.

(3) In the case of a tie in the final scores of several students, the academic result will be the deciding factor, and if it is also the same, the score on the cover letter will be the basis for the decision. In the event of a further tie, the points obtained in the language examination will be taken into account, followed by the academic activities and finally the public activities.

(4) The evaluation process is as follows: the Erasmus+ coordinator of the faculty, with the assistance of the Student Union, will determine the score for each application on the basis of the scoring system explained in Article 4, and will then carry out the institutional matching and finalise the evaluation of the applications. The results are communicated to the members of the Faculty Committee for Foreign Affairs, which decides on the ranking by vote of the

evaluation committee. The results may be made public only after the vote of the Committee of Foreign Affairs.

(5) 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) The faculty recommends applicants for a one-semester scholarship, with the possibility of an extension for students who leave in the autumn semester.

(3) Erasmus+ scholarships can be awarded to a student at a given level for a total of 12 months.

(4) Students who have received financial support under the Erasmus+ scholarship but who have committed any 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 the student fails to meet the minimum study requirements (less than 20 ECTS credits during the semester), the Faculty Committee of Foreign Affairs may require a refund of credits on a pro-rata basis.

These commitments must be made in writing by the successful applicant after the award of the scholarship, before receiving the Erasmus+ certificate issued by the Faculty.

The regulation enters into force on 15 December 2022.

Annex 1

On the procedure for the recognition of credits earned by students of the Faculty of Business and Economics of the University of Pécs (FBE of UP) in foreign higher education institutions

Article 1 Scope of the Annex

The Annex covers:

- (a) For students of the Bachelor's and Master's programmes of the Faculty of Business and Economics of the University of Pécs, participating in the Erasmus+ programme,
- (b) the Faculty units involved in the organisation and implementation of the Erasmus+ programme.

Article 2 Interpretative provisions

- (a) Learning Agreement: official document containing the planned study programme of the Erasmus+ student going abroad. The document must be signed by the Faculty Erasmus+ Coordinator of both the sending and the host institution, indicating that the draft learning programme is accepted.
- (b) Transcript of Records: an official document containing the courses completed by the outgoing Erasmus+ student at the host university, the grades awarded and the ECTS credit value of the course.
- (c) Examination contract: Official document containing the list of subjects that the Erasmus+ student is expected to complete at the FBE of UP after returning home from abroad, and the deadline for completion.

Article 3 General provisions

- (a) Erasmus+ scholarships aim to support students' international educational and cultural exchanges. The Faculty undertakes to fully recognise study abroad if the plan set out in the Learning Agreement is met.
- (b) The Transcript of Records issued by the host institution will include the grades and credits received by the student. Recognised elements (e.g. courses) are recorded in Neptun and will appear in the annex of the student's certificate.
- (c) Students participating in Erasmus+ must complete a minimum of 20 ECTS equivalent courses and a maximum of 30 ECTS equivalent courses during the semester.

Article 4 Conditions for the acceptance of credits earned abroad

- (1) Credits earned abroad may be recognised in the following curricular units in accordance with the curricular structure of the Bachelor's and Master's programmes offered at the Faculty:

- (a) Module A: Economics, Business and Methodology foundation subjects (A1) and Social Science foundation subjects (A2),
 - (b) Module B: compulsory subjects (B1) and compulsory optional subjects (B2) specific to the programme, and
 - (c) Module C: optional subjects
- (2) The basis for the recognition is the Electronic Equivalence System (hereinafter referred to as EES) published on the Faculty's website, which is used to determine the equivalence between the subjects and curricular units of the partner institutions and the Faculty's degree programmes.
- (3) The continuous maintenance of the EES is carried out by the Foreign Affairs Office of the Faculty with the approval of the Vice-Dean for Education, who is also the Chair of the Faculty Studies Committee. The responsible person for the EES is the Foreign Affairs Office and the faculty lecturer appointed by the Vice Dean for Education. Students must indicate their wish to have courses included in the EES recognised in their home country in the relevant table of the Learning Agreement. The request is approved by the Study Committee. By the signature of the Learning Agreement by the Erasmus+ Coordinator in the Faculty, the Faculty commits itself to the recognition of the course in the Faculty for the benefit of the subject or curricular unit identified by the EES, upon successful completion of the courses indicated therein.
- (4) The principle of maximum utility for the student's progress shall be applied in the recognition process. Recognition shall be subject-to-subject in Module A and subject-to-module in Modules B and C. If the student has already fulfilled the credit requirements of Module A in his/her FBE degree programme, s/he may have the credits in Module A that s/he has completed abroad recognised in Module B.
- (5) Subjects accepted as equivalent to a specific Module A subject in the EES, as set out in paragraph (4), shall be credited to that Module A subject regardless of their credit value. For subjects recognised as Module B under the EES, the credit value awarded shall be decisive and the "top-down" principle shall apply. Thus, if the competences covered by the credits are sufficiently overlapping with the competences set out in the training and outcome requirements of the programme, they should be recognised first in module B1, second (if the number of credits required in B1 is reached) in module B2 and third in module C. A minimum of 1 credit value may be recognised.
- (6) Courses recognised in modules B and C are indicated as non-specified professional compulsory subjects / compulsory facultative subjects / facultative subjects not mentioned in the study system and in the student's diploma supplement.
- (7) In all cases, the grade for the recognised credit shall be determined by converting the percentage of the foreign performance into the domestic five-point scale.
- (8) The Faculty Studies Committee decides individually on the acceptance of subjects to faculty studies that are not included in the EES. Within seven working days after the receipt of the request by the Erasmus coordinator, the EES subject specialist will make a preliminary proposal on the recognisability of the course.
- (9) Students studying abroad with an Erasmus+ grant shall complete and submit the Learning Agreement and the Examination Contract before the start of their studies abroad (the first day of the study is: the first day of the intensive language course or the first day of the

orientation programme or the first day of the academic term), but no later than the deadline set out in Article 5. The Learning Agreement specifies the subjects to be completed at the host institution and the need for recognition of these subjects in the curriculum of the student's FBE degree programme. The Examination Agreement sets out the list of courses to be taken at the Faculty during the semester of mobility and the deadline for completion.

- (10) Recognition is granted after the student has submitted an application to the Academic Committee within 2 full months of returning home the latest, based on the decision of the Committee. The application must be accompanied by the student's pre-approved table of the Learning Agreement, the Transcript of Records document and, in case of discrepancy between the two, the correspondence according to the EES or the syllabus of the subjects not included in the EES. In the application, the student must indicate the module in which s/he wishes to have the subjects completed recognised. The Academic Committee will support the application as it stands or with appropriate amendments.

Article 5 Procedure for the acceptance of credits earned abroad

The outgoing student must obtain and submit copies of the following documents to the Faculty Erasmus+ Coordinator by the deadline set by the Faculty Erasmus+ Coordinator, but no later than one week before the departure:

- (a) A completed Learning Agreement and
- (b) (if applicable) the completed Examination Contract (Annex 3).

§ 6 Participants in the procedure and their tasks

At the Faculty, the following parties are involved in the tasks necessary for the operation of the Erasmus+ programme:

- (a) The responsibilities of the student awarded the scholarship:
 - 1. If the course study concerns subjects not included in the equivalence table, the student obtains the syllabuses of the subjects/courses s/he intends to take at the foreign host institution. Using these, s/he applies for the recognition of the subject to the EES supervisor no later than the end of the 1st full month after returning home, which is decided by the Academic Committee together with Application I.
 - 2. S/he hands in the completed Examination Contract to the Erasmus+ coordinator in the faculty before the deadline specified in Article 5.
 - 3. S/he signs a Learning Agreement with the coordinator.
 - 4. S/he agrees in writing (by e-mail) with the Erasmus+ faculty coordinator on any changes s/he wishes to make to the Learning Agreement and the Examination Contract during the period of the stay abroad, and record the changes in the Learning Agreement During the Mobility section.
 - 5. After his/her return home, no later than the end of the 2nd full month after the return home, s/he submits a copy of the Transcript of Records, the Learning Agreement, the Examination Contract (in case of digital form, s/he send it to his/her academic advisor by e-mail) to the administrator of the Study Department.
 - 6. S/he fulfils his/her examination obligations at FBE of UP as set out in the Examination Agreement.
- (b) Tasks of the Faculty's Erasmus+ coordinator:
 - 1. Retain a copy of the Transcript of Records, the Learning Agreement and the Examination Contract for record keeping purposes.

2. Records changes to the Learning Agreement and the Examination Agreement.

(c) Tasks of the Study Committee (SC):

Approval of the content of the EES by the Faculty's Foreign Affairs Office no later than 10 days before the publication of each call for proposals. Evaluate student applications for courses not included in the EES, if necessary with the involvement of the Faculty's Credit Transfer Committee and the EES Technical Officer.

(d) Tasks of the Study Department:

In accordance with the decision of the Academic Committee, the recognised credits and the corresponding marks are recorded in the Neptun system. In the case of a double degree programme, verifies the fulfilment of the elements required for the award of the degree, as defined in the programme's Training and Outcome Requirements.

Article 7 Other provisions

(a) After their return home, Erasmus+ students may only take examinations in the Faculty in the subjects specified in the Examination Agreement by the deadline specified therein.

(b) The Learning Agreement and the Examination Contract may be amended in justified cases (e.g. if a particular subject does not start).

(c) If, for reasons beyond the student's control, s/he is unable to obtain information on the courses that can be taken at the host institution and are not included in the EES before the departure, s/he must submit the necessary documents (Learning Agreement, Examination Contract, syllabuses of the courses concerned) to the Faculty's Study Committee and the Erasmus+ coordinator by e-mail within 30 calendar days of the departure.

COVER LETTER AND STUDY PLAN/WORK PLAN

INSTRUCTIONS FOR FILLING IN

Out of a maximum of 100 points awarded, 30 points will be awarded for the quality and content of the cover letter. The call for proposals contains the detailed criteria for the professional assessment and the scores to be awarded for each criterion.

Please complete the document electronically!

The cover letter should not exceed 300 words in total.

IDENTIFICATION DATA

Name:

Neptune code:

Programme, level of training:

DATA RELATING TO THE ACTIVITY APPLIED FOR

Activity applied for:
(Please underline as appropriate!)

Name of the host institution:
(If you apply to more than one host institution, please complete a separate cover letter and study plan/work plan for each institution!)

MOTIVATION

Why did you choose this host institution/programme? How does the training/placement fit in with your studies? How does the activity you are applying for relate to your current studies?

STUDY PLAN/WORK PLAN

What specific objectives do you want to achieve with the proposed activity? (in the case of learning mobility: courses to be completed, writing a thesis; in the case of placements: completion of a compulsory internship, thesis, dissertation, publication, research, etc.)

How does study mobility/work placement abroad help you achieve your personal goals? How will you be able to use the knowledge gained during the activity you have applied for once you return home? What professional perspectives does the mobility offer you? How will it help to shape your future specialisation, further education orientation or career choice?

If you have any professional or academic achievements (competition result(s), National Scientific Student Conference, membership of a professional college, voluntary or community activity, etc.) that are relevant to the application, please explain. You may also provide other additional information.

Date:

Annex 3

Examination contract

I, the undersigned as a year student in semester of the academic year am studying at under the Erasmus+ mobility programme.

I request the approval of the Study Committee (SC) of my study programme as follows:

Erasmus+ period start date:

Erasmus+ period finish date:

Courses to be completed at the FBE of UP after the Erasmus+ period:

	Subject code	Subject name
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Deadline for completion:

Other comment:

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.....
.....
.....

Date.:.....

.....

Student's signature

Date.:.....

.....

Chair of Study Committee

Annex 4

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) To promote and actively represent UP and FBE of UP at events organised by the student's host institution.

Date:.....

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Student's signature