

CALL FOR APPLICATIONS

The Faculty of Business and Economics of the University of Pécs calls for applications for participating in the Erasmus+ Student Mobility for Learning Programme in the Fall Semester of the Academic Year 2023/2024

The aim of the call for applications:

The aim is to ensure the opportunity to gain educational, language and cultural experience in a higher education institution of another programme country. Learning mobility is to enhance the academic performance and develop the personal skills and abilities of the student.

Within the framework of Erasmus+ Programme, successful applicants are given the opportunity to pursue their studies abroad in one of our partner universities in the European Union (students will have the opportunity to study in the same status as the students of the receiving university without paying any tuition fee and examinations passed there can be accepted at the sending university with the approval of the relevant department). The purpose of study tours may be to spend a semester as a partial transfer student, participate in a study abroad programme or work on thesis preparation. The mobility can only be realised if the sending institution accepts the studies to be accomplished abroad and count them in the academic progress of the student (by granting UP credits). The minimum duration of studies abroad is two (2) months.

Erasmus+ students studying abroad:

- spend 2-6 months abroad (depending on the year they are in and the partner institution);
- do not pay tuition fee at the receiving institution; however may be obliged to pay registration/administration fee (mainly at German universities);
- enrol at the home university, establish an active student status, pay any possible tuition fees due to their home university and receive their grants due for the period of studying abroad;
- do not obtain their degree before ending the mobility;
- can have their studies accomplished abroad counted in their home study requirements (before the student's departure, the two cooperating departments must agree on the courses to be taken up by the student at the receiving university. *At least 20 credit points must be obtained*);
- within the framework of studying abroad at the partner university, PhD students can carry out research specified in their training plan.

The following countries are taking part in the program:

Member States of the European Union (EU): Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden,

Non EU Programme Countries: North-Macedonia, Iceland, Liechtenstein, Norway, Turkey, United Kingdom.

Who can apply?

General conditions of participation:

- the student must pursue studies aiming at obtaining a degree (BSc, MSc, PhD) in the institution;

- the student must have at least one accomplished active semester at the time of the application
- in the semester the student is planning his/her mobility the student has an active student status at UP; the student cannot obtain his/her degree before ending the mobility;
- language skills of the students shall be assessed as expected by the European Commission (online assessment after selection and after arriving home)
- the student meets the application requirements announced by the Faculty;

Requirements of submitting an application at the Faculty of Business and Economics of the UP:

- requirements of the grant: the weighted average is at least 3.00 of the applicant's last accomplished semester - in which he or she earned at least 18 credits - The grade of the BA degree can be applied to MSc students if they submit their application in their first semester.
- Content of the application:
 - 1) Application sheet (Profile) filled in English or in Hungarian.
 - 2) Motivational letter in English or in Hungarian (The form in Appendix No 2. of the Erasmus+ Regulation of the FBE, 2022 must be used!)
 - 3) Documents to upload:
 - a) copies of language exam certificates,
 - b) the weighted average result of the last accomplished semester certified by the Study Department,
 - c) documents certifying activities in public life and/or research,
 - d) statement on the active participation in the promotion of the programme (see Appendix No. 4.).
- The student shall have a type C (complex) language exam certificate in the language used at the host institution at least at intermediate level (B2) or a language exam certificate equivalent to it. If the student fails to satisfy this criterion, a language interview shall decide whether he or she is eligible without any prejudice to his or her chance to be successful.
- Reading and accepting the Erasmus+ Regulation of the Faculty.
- Successful applicants may request an individual learning program by signing the Examination Agreement (Appendix No. 3. of the Erasmus+ Regulation of the Faculty). The student must obtain at least 20 ECTS during his or her stay at the host institution. UP FBE recognizes studies pursued at the host institution. The means of course recognition are set forth in the Erasmus+ Regulation of the Faculty.
- The successful applicant must take the on-line language test OLS (*Online Linguistic Support*) if the medium of instruction is not his/her mother tongue but one of the following: English, German, Italian, Spanish, French, or Dutch (more detailed information after the favourable evaluation of the application).

According to the Erasmus+ Regulation, each student can obtain Erasmus status for a maximum of 12 months per training level (study abroad and internship in total), thus if the student has already participated in Erasmus study abroad and/or internship, even if as a zero grant (LABEL) student, but has not used up the 12-month Erasmus period, he/she can apply again.

Students pursuing master level or doctoral studies who already were Erasmus students at their former training level(s) can also apply.

The amount of the grant depends on the length of the study period (number of days) and on the host country. The following amounts of grant may presumably be awarded for the academic year 2023/2024 (1 month of mobility means 30 days).

Grants for the academic year 2023/2024:

	Mobility for studies
Countries with higher living costs	600 €
Austria (AT), Belgium (BE), Cyprus (CY), Denmark (DK), Finland (FI), France (FR), Germany (DE), Greece (EL), Ireland (IE), Iceland (IS), Italy (IT), Lichtenstein (LI), Luxemburg (LU), Malta (MT), Netherland (NL), Norway (NO), Portugal (PT), Spain (ES), Sweden (SE), United Kingdom (UK)	
Countries with medium living costs	540 €
Bulgaria (BG), Czech Republic (CZ), Estonia (EE), Croatia (HR), Lithuania (LT), Latvia (LV), Poland (PL), Romania (RO), Serbia (RS), Slovenia (SI), Slovakia (SK) Macedonia (MK), Turkey (TR)	

Students who do not receive travel support can opt for green travel. In this case, they will receive a single contribution of 50 EUR as a top-up amount to the individual support and up to 4 days of additional individual support to cover travel days for a return trip, if relevant.

Students with fewer opportunities can apply for a monthly 250-euro extra grant.

All applicants are reminded that the grant will not fully cover the costs and expenses of the travel and the stay abroad so additional sources are needed. Successful applicants may have to contribute to these costs and expenses from their own sources in addition to any support the faculty might award.

Method and deadline for submitting the application:

The applications shall be submitted online until **10th March 2023** at the latest. Applications which are incomplete, do not satisfy the conditions, illegible or submitted after the expiry of the deadline cannot be accepted. As part of your arrangements for the application please do check the list of the available courses of the partner universities at their websites and the equivalency table published on the websites of the UP FBE (the courses listed in this table are automatically recognized) and do carefully study the information about the language and the level (bachelor or master) of the courses offered. For further information on the application and the study programmes at the partner universities, please contact the Faculty Coordinators.

Evaluation of the applications:

Applications are decided on by the International Relations Committee of the Faculty until the beginning of April of 2023.

The ranking is based on criteria stipulated in the Erasmus+ Regulation of the Faculty.

- (1) The weighted average result of the last accomplished semester.
- (2) Type and level of the submitted language exam certificate or the result of the hearing.
- (3) Playing an active role in the community prior to the application deadline.
- (4) Conducting research during tertiary studies prior to the application deadline.

Summary of the evaluation process (Details can be found in the Erasmus+ Regulation of the Faculty):

The ranking shall be based on the following.

- (1) The weighted average is at least 3.00 of the applicant's last accomplished semester - in which he or she earned at least 18 credits.
- (2) Elaboration of the motivational letter and of the work plan (a different motivational letter shall be submitted to each prospective host institution).
- (3) Type and level of the submitted language exam certificate or the result of the hearing.
- (4) Playing an active role in the community prior to the application deadline.
- (5) Conducting research during tertiary studies prior to the application deadline.
- (6) Whether the applicant participated previously in a mobility activity or not.
- (7) Undertaking promotional activities.
- (8) Each application may be awarded a maximum of 100 points broken down as follows:

- (8.1.) Academic performance may be awarded a maximum of 50 points.

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).

- (8.2.) Motivational letter and work plan

The motivational letter may be awarded a maximum of 30 points.

Breakdown of the motivational points:

0 – 5 points	The motivational letter contains nothing specific, no professional goals are set.
6-10 points	The motivational letter is too general, remarkably few specifics and professional goals.
11-15 points	General professional and personal motivation, the work plan's goals are also mostly general but it contains at least some specifics (e.g. refers to activities and work tasks to accomplish).

16-20 points	Definite professional and personal motivation but still general goals and work plan.
21-25 points	Well-thought-out, substantive motivation and work plan, quality writing, and professional goals; specific, promising application.
26-30 points	Thoroughly well-thought-out, conclusive motivation and adequately specific professional goals in the work plan. In the case of doctoral students: research subject has not been researched earlier; innovative methodology; significant results are expected; notably noteworthy contribution to the scientific output and recognition of the Faculty; expected impact on the national or international level.

(8.3.) Language skills

A maximum of 5 points shall come from the language exam certificate acquired in the tuition language of the host institutions.

Eligible language exam certificates are those accepted as a degree requirement at the time of application.

Breakdown of the language points:

<i>Exam level</i>	<i>Point(s)</i>
State accredited intermediate level, general, type C language exam	1
State accredited, intermediate level, professional, type C language exam	2
Active student status of minimum 1.5 years on a foreign language programme of the Faculty or of any other institution of higher education (e.g. BABA or an equivalent BA degree obtained in English), which must be certified by three successfully accomplished semesters.	2
State accredited advanced level, general/professional, type C language exam	5

(8.4.) Public life activity

Public life activity may be awarded a maximum of 3 points.

A written certificate of the head of the referred organization shall be submitted with the application. If the certificate is to prove president/chairman/other leading position, the vice-president/chairman/secretary/etc. shall sign the certificate. No extra points shall be awarded for the positions automatically delegated in connection with the preferred position.

(8.5.) Scientific activity

A maximum of 5 points may be awarded for scientific activities.

(8.6.) Former mobility

5 points may be awarded for an applicant not having participated in a mobility activity on the given level of training before. If the student has participated in a mobility activity on the given level of training before, no mobility points shall be awarded.

(8.7.) Promotional activity

If the applicant undertakes to play an active role in the promotion of the Erasmus+ program during the mobility period and the following academic year, 2 points may be awarded.

The promotional activity shall mean:

- a) Uploading content via the online platform the Mobility and Scholarships Office of the University.
- b) Active participation in events organized by the UP FBE.
- c) Active representation of the UP and the UP FBE at the events organized by the host institution.

(9) If two or more students achieve the same number of points, a decision will be made on the basis of the number of points given to academic performance, if these scores are the same, then the motivational points shall decide. If the scores are still the same, language points, then scientific points, then public activity points shall be considered.

(10) The Student Union shall assess the points and after that shall send it to the Faculty Erasmus+ Coordinator. The Coordinator shall do the institutional coordination and finalize the evaluation of the applications. The Coordinator will notify the members of the Committee on International Relations. The results can only be disclosed after the voting of the International Relations Committee.

After a preliminary check of the content of the applications, a language interview may be conducted according to the Erasmus+ Regulation of the Faculty.

Applications of students who did not participate in the Erasmus program earlier are preferred.

Students who are not awarded a grant may take part in the mobility as "label" students on the recommendation of the Faculty if they can provide for their costs in connection with their travel and stay from other sources.

If you have questions, please contact the Faculty Erasmus+ Coordinator:

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Office hours: Monday/Tuesday/Wednesday 13:00-14:30

<https://ktk.ptt.hu/en/education/international-programs/erasmus>

Please find the link below to the equivalency tables:

<http://ktkerasmusekvivalencia.ptt.hu/>

Appendix:

list of available places


Dr. András Takács
Dean