

UP-FBE

CODES AND GUIDELINES OF THE ADMISSION PROCESS

The Faculty of Business and Economics (hereinafter the School) applies the following admission procedure for foreign nationals applying for bachelor programmes in English:

(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 self-financed placement at the School.

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

- a valid passport;
- a high school diploma (baccalaureate) and a certified translation into English, which entitles the applicant to pursue higher education;
an official transcript of the results document 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](#);
- the official medical certificate in English stating that the applicant has received the required vaccines and is free of infectious diseases;
- CV, letter of motivation;
- for those non complying 18 years of age by the time of application, a declaration is required in which the parents agree to the minor's continued studies in Hungary;
- other certificates.

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

The application must be rejected if the motivation letter's similarity 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 admission committee starts the evaluation process. Regardless of the outcome of the admission procedure, the application fee is non-refundable.

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

(5) The Vice-Dean for Educational Affairs shall appoint the faculty members of the Admission Committees (hereinafter referred to as "the Committee") with the assistance of the programme directors. The Committee shall consist of two lecturer members and a secretary. The secretary may be a non-teaching/research staff member of the School.

(6) Admission interviews are conducted in person or online. If the interview is conducted online, the School needs to provide an interface for online chat, primarily MS Teams. 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 School and the applicant.

a) Admission interviews are conducted continuously throughout the application period by the previously set schedule of interviews. Admission interviews are scheduled by the International Office of the School at least one week before the interview and communicated to the Vice-Dean for Educational Affairs.

b) 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.

c) Ensuring the internet connection 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.

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

e) Making sure the correct time zone is the applicant's responsibility. The International Relations Coordinator 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.

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

g) The Committee secretary shall draw up the interview agenda, which the School 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 50 points

b) Mathematics test performance: maximum 10 points

c) Motivational letter: maximum 10 points

d) Professional interview: maximum 30 points

e) Extra points: maximum 16 points

Criteria	Results breakdown	Max points
1. Learning outcomes: GPA of the applicant's last two high school years <i>or the</i> result of preparatory courses done at the School *	0 points: The applicant's GPA is below 50% 20 points: The applicant's GPA is 50% or above, but less than 70% 35 points: The applicant's GPA is 70% or above, but less than 85% 50 points: The applicant's GPA is 85% or above	50
2. Mathematics test performance:	0 points: The applicant's performance is below 50% 5 points: The applicant's performance is 50% or above, but less than 70% 7 points: The applicant's performance is 70% or above, but less than 85% 10 points: The applicant's performance is 85% or above	10
3. Quality and content of the motivational letter	0 point: The motivational letter contains nothing specific, and no professional goals are set; 1-3 points: General professional and personal motivation; the work plan's goals are also primarily general, but it contains at least some specifics (e.g., refers to activities and work tasks to accomplish); 4-5 points: Definite professional and personal motivation but still general goals and work plan; 6-7 points: Well-thought-out, substantive motivation and work plan, quality writing, and professional goals; specific, a promising application 8-10 points: Thoroughly well thought out, conclusive motivation and adequately specific professional goals in the work plan.	10
4. Professional interview	0 points: The applicant cannot communicate with the Committee, not even the most basic communication acts (greeting, identity issues)	30

Criteria	Results breakdown	Max points
	<p>1–10 points: There is some communication, but it is not real interaction; the applicant seems to read prewritten texts or repeats the same sentences, cannot adequately summarise the assigned article, and/or cannot appropriately respond to the questions/queries of the Committee. The personal and professional motivations are not clear.</p> <p>11–20 points: There is sound communication between the applicant and the Committee. The applicant summarises the content of the article more or less precisely but does not demonstrate general knowledge of the topic beyond the article. The personal and professional motivations are sufficiently elaborated.</p> <p>21–30 points: There is a fluent and high-quality conversation in English and professional terms. The applicant excellently summarises the content of the article and demonstrates sound general knowledge related to the topic beyond the article. The personal and professional motivations are well elaborated.</p>	
Total	100	

Extra points**		
Specialisation in economics during high school studies	<p>0 points: the applicant did not complete any studies in economics;</p> <p>5 points: Applicant has completed business-related subjects during their high school studies (e.g., Business, Statistics, Finance).</p>	5
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
Volunteering	<p>0 points: the applicant either did not take part in voluntary activities or submitted a certificate for a period of fewer than 3 months;</p> <p>3 points: Applicant has been volunteering for at least 3 months with a charity or NGO, and this is certified by the organisation.</p>	3
Applicants with fewer opportunities	<p>0 points: the applicant does not have any disability, or it cannot be creditably certified</p> <p>3 points: the applicant has creditably certified his/her disability by attaching the official documents</p>	3
Total	16	

* In the cases of criteria 1. and 2., the more favourable will be considered

** Applicants will be awarded a maximum of 16 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 prior economic studies, CEFR level C1 language examination, volunteering and for those with fewer opportunities may be awarded. The total score, including extra points, cannot exceed 100 points.

(8) Mathematics test

In order to be eligible to complete the mathematics test, the applicant must meet the requirements of criteria 1. and 3. (please see the table in (7)).

a) A user guide is provided to the applicant on how to meet the system requirements of the applied online platform (e.g., Moodle, other LMS);

b) The applicant should accept the application of a proctoring methodology (e.g., Respondus, ProctorU) determined by the School during the application process. The information and necessary steps are shared within the mathematical test-related e-mail.

c) From the moment of delivery of the mathematical test link, the applicants have 48 hours (2 full days) to start and complete the test starting from the next day (0.00 a.m.) after the e-mail was sent (the respective CET or CETS hours matter). Once the applicant has started to complete the test, there are 60 minutes to finish.

d) There is no possibility of restarting the test.

e) In case the applicant is not attending the test, or the result is below 50%, the application must be rejected.

f) In case the applicant can prove that a technical issue has occurred for reasons beyond his/her control, based on individual assessment, the applicant can be granted another opportunity to complete the test with the same settings.

g) In case the applicant is caught on cheating his/her work done will be considered invalid, and the application will be automatically rejected.

(9) Minimum eligibility criteria for admissions

a) obtains more than zero points for each of the four main criteria [(7) a), b), c), d),] and

b) the total score, of at least 60, without extra points.

(10) The Admissions Committee makes a proposal, but the decision is made by the Programme Director within a maximum of two weeks from the date of the interview, taking into account the applicant's score and the capacity of the 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 Admission Committee.

(11) 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.

(12) Upon receiving the tuition fee payment, the School's international coordinator must issue the Letter of Admission. The School is not obliged to mail the hard copy of the Letter of Admission.

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

(14) Last date of arrival

The students who arrive by the fifth teaching week 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 at the School by the fifth teaching week will no longer have the opportunity to earn credits at the given semester.

The responsibility of the International Office extends until the applicants receive the Letter of Admission.

(15) Applicants with fewer opportunities

If the student proves his/her disability, they will receive three extra points for all bachelor'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](#)

(16) 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 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 March, 2023.