

## UP-FBE

### CODES AND GUIDELINES OF THE ADMISSION PROCESS

**The Faculty of Business and Economics, University of Pécs applies the following admission procedure for foreign nationals applying for foreign language master's 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 Faculty.

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

- a valid passport;
- a BA/BSc certificate and a certified translation into English, which entitles the applicant to enter into a master's program in the applicant's home country;  
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 recognized (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,
- other certificates.

In order to apply, an electronic copy of the required documents must be submitted via the online interface designated by the Faculty, 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 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 Faculty 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 lecturer members of the Admission Committees (hereinafter referred to as "the Committee") with the assistance of the heads of English-language programs. The Committee shall consist of two lecturer members and a secretary. The secretary may be a non-teaching/research staff member of the Faculty.

(6) Admission interviews are conducted in person or online. If the interview is conducted online, the Faculty needs to provide an interface for online chat, primarily the faculty-provided 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 Faculty 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 Faculty 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 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.

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 student's responsibility. The International Faculty 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, 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.

g) The Committee secretary shall draw up the interview agenda, which the Faculty 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) Cover letter: maximum 15 points

c) Motivational interview: maximum 35 points

d) Extra points: maximum 16 points

Criteria	Results breakdown	Max points
<b>1. Learning outcomes:</b> GPA of the applicant's last two years in the BA/BSc training	<p><b>0 points:</b> If the applicant's GPA is below 50%</p> <p><b>20 points:</b> If the applicant's GPA is 50% or above</p> <p><b>35 points:</b> If the applicant's GPA is 70% or above</p> <p><b>50 points:</b> If the applicant's GPA is 85% or above</p>	50
<b>2. Quality and content of the cover letter</b>	<p><b>0 points:</b> The motivational letter contains nothing specific, and no professional goals are set;</p> <p><b>3 points:</b> The motivational letter is too general, with remarkably few specifics and professional goals;</p> <p><b>6 points:</b> 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);</p> <p><b>9 points:</b> Definite professional and personal motivation but still general goals and work plan;</p> <p><b>12 points:</b> Well-thought-out, substantive motivation and work plan, quality writing, and professional goals; specific, a promising application</p> <p><b>15 points:</b> 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.</p>	15

Criteria	Results breakdown	Max points
<b>3. Motivational interview</b>	<p><b>0 points:</b> the applicant cannot communicate with the interviewer, not even the most basic communication acts (greeting, identity issues);</p> <p><b>5 points:</b> the interview is lagging, the applicant only communicates in short answers, mostly answering yes or no to the questions;</p> <p><b>15 points:</b> the applicant is fluent in general topics, his or her professional motivations are not fully elaborated;</p> <p><b>25 points:</b> the applicant is fluent in both general and basic professional topics;</p> <p><b>35 points:</b> the applicant has determined professional goals and can express his or her professional motivation.</p>	35
<b>Total</b>		100

Extra points*		
<b>Certified, relevant professional experience</b>	<p><b>0 points:</b> the applicant does not have any professional experience;</p> <p><b>5 points:</b> the applicant owns one or more enterprises (or social enterprise) or other relevant business experience</p>	5
<b>CEFR level C1 language exam certificate</b> in the instruction language	<p><b>0 points:</b> the applicant has only a level B2 language exam certificate in the instruction language;</p> <p><b>5 points:</b> the applicant has an internationally recognized CEFR level C1 language exam certificate obtained no earlier than 2 years in the instruction language</p>	5
<b>Volunteering</b>	<p><b>0 points:</b> the applicant either did not take part in voluntary activities or submitted a certificate for a period of fewer than 3 months;</p> <p><b>3 points:</b> Applicant has been volunteering for at least 3 months at charity or NGO, and this is certified by the organization.</p>	3
<b>Applicants with fewer opportunities</b>	<p><b>0 points:</b> the applicant does not have any disability, or it cannot be creditably certified</p> <p><b>3 points:</b> the applicant has creditably certified his/her disability by attaching the official documents</p>	3
<b>Total</b>		<b>16</b>

\* 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) 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 50, without extra points.

(9) The admissions committee makes a proposal, but the decision is made by the Head of the programme 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 program 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.

(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.

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

(12) In case any of the admission documents' validity becomes questionable after issuing the Letter of Admission, the admission must be withdrawn by the Faculty, 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 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 here by the fifth teaching week 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 end 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 organizations 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-recognized 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 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: 1<sup>st</sup> of February, 2023.