UP-FBE CODES AND GUIDELINES OF THE MANAGEMENT AND LEADERSHIP DOUBLE-DEGREE PROGRAMME ADMISSION PROCESS

**The Faculty of Business and Economics (hereinafter the School), University of Pécs applies the following admission procedure for the students of the Woxsen University applying for foreign language Management and Leadership master's double degree programme:**

**(1) Scope**

1. This admission procedure applies to all applicants who have applied for the Management and Leadership Double Degree Programme at the School.

**(2) Submitting application documents**

1. Documents to be submitted with the application are:

* Copy of BSc degree in English
* Copy of transcripts for all acquired subjects taken at WU proving:
  + you have the time proportionate number of credits and
  + have reached a study average of 7.0 over Term 1.
* Language certificate (if any)
* Motivation Letter (1 page max)
* Recommendation letter from the MBA General Management Programme Director
* Passport
* ID photo
* Professional CV
* Your statement (form can be downloaded from [apply.pte.hu](https://apply.pte.hu/)) that:
  + all requirements for admission to the programme are fulfilled, and
  + you understand that you can enter the double degree programme only if you successfully complete min. 40 credits of WU in Terms 1 and 2.

1. 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.
2. *Deadline for application for the Spring semester: October 31.*

**(3) Eligibility interview**

1. The School measures the applicant's professional motivation in an eligibility interview. The language of the interviews will be English.
2. The Vice Dean for Educational Affairs shall appoint the faculty members of the Eligibility Committees (hereinafter referred to as "the Committee") with the assistance of the head of the Management and Leadership programme. The Committee shall consist of two faculty members and a secretary. The secretary may be a non-teaching/research staff member of the School.
3. Eligibility interviews may be conducted online or in person. The School needs to provide an interface for online chat, primarily the school-provided MS Teams availability.
4. Admission interviews are scheduled by one of the International Relations Coordinators of the School at least one week before the interview and communicated to the Vice-Dean for Educational Affairs.
5. The applicant must identify him/herself at the beginning of the interview upon the Committee's request. An identification card or a passport is acceptable if it is written in English. Without the identification process being done, the interview cannot be conducted.
6. The applicant's responsibility is to ensure the internet connection is suitable for delivering video and audio. The interview cannot be conducted via phone; therefore, only an audio link is not acceptable.
7. The applicant must be alone or separated while conducting the admission interview; upon request of the Committee, the camera must be turned around.
8. Making sure the correct time zone is the student's responsibility. The School’s 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.
9. 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.
10. The Committee secretary shall draw up the interview agenda, which the School shall keep following the rules on records.

**(4) Evaluation**

1. Applications are ranked in a 100-point system according to the following criteria:

Learning outcomes: maximum 50 points

Motivation letter: maximum 15 points

Motivational interview: maximum 35 points

| **Criteria** | **Results breakdown** | **Max points** |
| --- | --- | --- |
| **1. Learning outcomes:** GPA of the applicant's last two years in the BA/BSc training | **0 points:** If the applicant's GPA is below 50%  **20 points:** If the applicant's GPA is 50% or above  **35 points:** If the applicant's GPA is 70% or above  **50 points:** If the applicant's GPA is 85% or above | 50 |
| **2. Quality and content of the motivation letter** | **0 points:** The motivational letter contains nothing specific, and no professional goals are set or it is completely written by AI;  **3 points:** The motivational letter is too general, with remarkably few specifics and professional goals;  **6 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);  **9 points:** Definite professional and personal motivation but still general goals and work plan;  **12 points:** Well-thought-out, substantive motivation and work plan, and professional goals; specific, a promising application;  **15 points:** Thoroughly well-thought-out, conclusive motivation and adequately specific professional goals in the work plan. | 15 |
| **3. Motivational interview** | **0 points:** the applicant cannot communicate with the interviewer, not even the most basic communication acts (greeting, identity issues);  **5 points:** the interview is lagging; the applicant only communicates in short answers, mostly answering yes or no to the questions;  **15 points:** the applicant is fluent in general topics; but his or her professional motivations are not fully elaborated;  **25 points:** the applicant is fluent in both general and basic professional topics;  **35 points:** the applicant has determined professional goals and can express professional motivation. | 35 |
| **Total** | | 100 |

1. Minimum eligibility criteria for admissions

* obtains more than zero points for each of the three main criteria (4a) and
* the total score is at least 50, without extra points.

**(5) Decision**

1. The Committee makes a proposal, but the Programme Director makes the decision within a maximum of one week from the interview date, considering 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 Committee.
2. If there are missing documents, the deadline for submission is December 1. (Spring intake) The application cannot be considered valid if the School receives the missing document(s) after the deadline.

**(6) Tuition fee payment**

1. If the applicant has passed the evaluation phase and the eligibility interview, the invoice for the tuition fee payment must be issued.
2. The deadline for the tuition fee payment receipt is December 10. (Spring intake). The application cannot be considered if the School receives the payment after the deadline.
3. **Letter of Admission**
4. Upon receiving the tuition fee payment, the School's international relations coordinator must issue the Letter of Admission. The School is not obliged to mail the hard copy of the Letter of Admission.
5. If 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.
6. **Arranging visa**
7. The University of Pécs has no impact on the visa and immigration processes and cannot provide information about their status.

**(9) Completing Term 2 at Woxsen**

1. Only those students can enter the Double Degree programme, who successfully complete Term 2 at Woxsen University and acquire 40 credits at least from Terms 1 and 2 together.
2. Justifying this, students must additionally upload a copy of transcripts for all acquired subjects of Term 2. The deadline for uploading a copy of transcripts for all acquired subjects of Term 2 is January 15.
3. By missing this deadline or failing to acquire the necessary number of credits in Terms 1 and 2, the student application status will be modified to “Not Acceptable” immediately.

**(10) Last date of arrival**

1. The students who arrive by the end of the fourth teaching week will be allowed to continue in the semester. The risk of not being able to earn credit at a course must be taken by the student.
2. Those who cannot get to the School by the fourth teaching week will no longer have the opportunity to earn credits at the given semester.

**(11) Applicants with fewer opportunities**

1. If the student proves his/her disability, they will receive three extra points for the master's programme.
2. 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).

1. 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.
2. 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.
3. 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

1. 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](https://international.pte.hu/sites/international.pte.hu/files/doc/TVSZ%202022_06_23_ENG.pdf)

**(12) Refund policy**

1. If the student does not submit a copy of transcripts for all acquired subjects of Term 2 by the deadline or fails to acquire the necessary number of credits in Terms 1 and 2, the tuition fee payment will be refunded.
2. If a student reports the termination or temporary termination of his/her student status before the commencement of the semester or any reasons to terminate his/her student status before 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: