



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 Traineeships in the Academic Year 2021/2022

The aim of the call for applications:

Student mobility for traineeship is a period spent at an enterprise or an organisation in another programme country. The aim of the placement is to help students acquire competences which are relevant in the EU-wide labour market and to understand the economic and social culture of the host country. The host enterprise may be a private or public organisation active in the field of the labour market or education, training or youth, except for National Agencies and EU bodies.

Within the framework of Erasmus+ Programme, successful applicants are given the opportunity to do traineeships at the universities, professional organisations and non-profit organisations of the programme countries. The aim of the mobility can be studies relevant to the student's major combined with serving traineeship. The mobility can only be realised if the sending institution accepts the traineeship accomplished abroad and count them in the academic progress of the student (by granting UP credits) and/or issuing a Diploma Supplement.

Students performing abroad within the framework of Erasmus+ Programme:

- enrol in the home institution, establish an active student status, pay any possible tuition fee that may be due to their home institution and obtain their regular grant for the period of their stay abroad.

Eligible activities

- student mobility for traineeship (2-6 months); The student may extend the mobility after six months but additional grant for the extended period depends on the available resources of the University.

Who can apply?

The following students may apply:

- the student must have Hungarian citizenship or must pursue studies aiming at obtaining a degree in the institution;
- the Student must have active student status at the UP in the semester of the mobility and must not obtain his or her degree during the mobility period;
- newly graduated students can also participate in the year following their graduation (in this case they have to submit their application in the year of their graduation);



- language skills of the students shall be assessed as expected by the European Commission (online assessment after selection and after arriving home).

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

- requirements of the grant: the corrected credit index of the applicant's last accomplished semester - in which he or she earned at least 15 credits - is at least half of the cumulate corrected credit index of the particular major. 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) Motivational letter (The form in Appendix No 2. of the Erasmus+ Regulation of the FBE, 2020 must be used!)
 - 2) Documents to upload:
 - a) copies of language exam certificates,
 - b) corrected credit index of the last accomplished semester attested by the Registrar's Office,
 - 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.).
 - e) Letter of Acceptance from the host institution which includes the most important professional goals and activities of the mobility period.
- 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 rules/regulations of the Erasmus+ Programme each student can obtain Erasmus status for a maximum of 12 months per training level (study abroad and traineeship in total), thus if the student has already participated in Erasmus study abroad and/or traineeship, 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 period of traineeship (number of days) and on the host country. The following amounts of grant may presumably be awarded for the academic year 2021/2022 (1 month of mobility means 30 days).

▪ Grant rates:

	Mobility for Traineeship
Countries with higher living costs	620 €
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	570 €
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)	

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.

Method and deadline for submitting the application:

In line with Faculty regulations, applications have to be submitted **continuously** (but at least two months before the start of the mobility) online at **outgoing.pte.hu**. Applications which are incomplete, do not satisfy the conditions, illegible or submitted after the expiry of the deadline cannot be accepted.

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Evaluation of applications submitted:

Applications submitted are evaluated by a professional board, the International Relations Committee of the Faculty formed by the Faculty. The evaluation criteria are stipulated in the Erasmus+ Regulation of the Faculty.



Criteria for the evaluation of applications

- (1) Corrected credit index of the last accomplished semester.
- (2) Type and level of the submitted language exam certificate sufficient to undertake professional activities at the host institution or the result of the hearing.
- (3) The quality of the motivational letter and work plan; professional relevance of the Letter of Acceptance;
- (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) Letter of Acceptance issued by the host institution which includes the most important professional goals and activities of the mobility period.

Procedure for evaluating applications

The ranking shall be based on the following.

- (1) Corrected credit index of the last accomplished semester.
- (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 grade points are calculated on the basis of the difference between the corrected credit index of the applicant's last accomplished semester - in which he or she completed at least 15 credits - and of the cumulate corrected credit index of the particular major with the following equation:

$$50 \times \frac{\text{Applicant's corrected credit index} - \text{Cumulate corrected credit index of the major/2}}{\text{Cumulate corrected credit index of the major}}$$

rounded to a whole, but a maximum of 50 points.

- (8.2.) Motivational letter and work plan

The motivational letter may be awarded a maximum of 50 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.

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.

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

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Dr Zoltán Schepp
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