

Erasmus+ Regulation

2020

Regulation on the application procedure of the Erasmus+ student mobilities for studies and traineeships of the students of the University of Pécs, Faculty of Business and Economics (UP FBE).

Pursuant to Appendix 16 of the Statutes of the University of Pécs on the Functioning of the Senate, the Code of Studies and Examinations of the University of Pécs Faculty of Business and Economics, and the Statutes of the Student Council of the University of Pécs, Faculty of Business and Economics, the Faculty Council of the University of Pécs Faculty of Business and Economics adopts the following Regulation.

Article 1. General provisions

The purpose of the Erasmus+ grants is to promote the international educational and cultural exchange activities of students. Erasmus+ grants are awarded on a tendering basis; the Faculty Erasmus+ Coordinators shall publish calls for application and submission deadlines.

Article 2. Requirements for submitting an application

(1) All students meeting the following requirements can submit their applications:

(a) In the semester of the application and during the whole grant period, the student shall be an enrolled student of the Faculty of Business and Economics of the University of Pécs and in the course of their higher education studies at the given training level, cannot have used up the period of 12 months that can be supported within the framework of the Erasmus+ grant.

(b) Has at least one accomplished active semester at the time of application.

(c) The student shall have a type C (complex) language exam certificate in the language of the instruction at the host institution at least on intermediate level (B2) or a language exam certificate equivalent to it, or shall pursue their studies in the given language on a full time training programme of the sending institution where the medium of instruction is not Hungarian (UP FBE English programmes etc.). If the student fails to satisfy this criterion, a language interview shall decide whether s/he is eligible without any prejudice to his or her chance to be successful.

(d) The corrected credit index of the applicant's last accomplished semester – in which s/he earned at least 15 credits – is at least half of the cumulate corrected credit index of the particular major. If this requirement is not met, the student may become only a so-called "label" Erasmus+ student, which means that the student shall not receive Erasmus+ scholarship and financial support by the Faculty, but may receive other advantages offered by the Erasmus+ programme, and shall have the same obligations as the financed students. No appeal may be lodged against the decision of the International Relations Committee.

(e) If the grant is awarded, undertakes to prepare a report to the Tempus Public Foundation by electronic means after finishing the mobility.

Article 3. Formal requirements of the application

The applications shall be submitted via the central application platform (<https://outgoing.pte.hu>) of the UP. A student may indicate a maximum of five prospective host institutions in a given application period.

The application shall have the following content:

- (1) Application sheet (Profile) filled out in Hungarian or in English,
- (2) Motivational letter filled out in Hungarian or in English.
- (3) 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 mobility programme (see Appendix No. 4.),
 - (e) if the student applies for a traineeship, a Letter of Acceptance issued by the host institution, organisation, company, enterprise in Hungarian or English language.
- (3) The applicant shall be automatically **banned** from the process if the submitted documents contain any false information.

Article 4. The Erasmus+ Evaluation Committee

- (1) The Erasmus+ Evaluation Committee shall rank the applications. Members of the Committee:
 - (a) the studies representative of the Student Union (HÖT) of the UP FBE,
 - (b) the Faculty Erasmus+ Coordinator.

The International Relations Committee shall vote on the ranking made by the Erasmus+ Evaluation Committee. The ranking shall become official with the approval of the International Relations Committee.

Article 5. 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 interview.
- (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.

Article 6. The evaluation process

(1) The applicants are nominated to the host institutions according to the ranking approved by the decision of the International Relations Committee. In case of a traineeship, the student shall choose a host country from the list of the Erasmus+ Partner Countries of the Faculty; the list of traineeship places shared by the International Office is non-exclusive.

(2) Each application may be awarded a **maximum of 100 points** broken down as follows:

(2.1) Academic performance

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 s/he 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 the nearest integer but not more than 50 points (if the formula gives a negative number, the applicant shall be given zero point).

(2.2.) Motivational letter and work plan

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

Breakdown of the points awarded to the motivational letter:

0 – 5 points	The motivational letter contains nothing specific, no professional goals are set.
6-10 points	The motivational letter is too general, with 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 UP FBE; expected impact on the national or international level.

(2.3) 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. BSc.BAM 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

(2.4) Public life activity

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

Points that can be awarded for public life activities are included in the table below. A written certificate of the head of the referred organisation 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 respective position.

Breakdown of public life points:

(1) Student Union	(a) president	3
	(b) vice-president	2
	(c) desk officers	2
	(d) special presidential delegates	1
(2) Talent Office, BEDC, International Office, Registrar's Office	voluntary internship student	1
(3) Faculty Newspaper (e.g. Fészek)	(a) editor-in-chief	2
	(b) managing editor	1.5
	(c) columnist	1
	(d) layout editor, proofreader editor	1
	(f) advertisement manager	1
	(g) par writer	0.5
	(h) photographer, graphic artist, web publisher	0.5
	(i) admin	0.5
(4) Student organisations of the Faculty*	(a) president	3
	(b) vice-president	2
	(c) secretary	2
	(d) officer	1.5
	(e) president of the Residence Hall Council	1.5
	(f) Member of the Residence Hall Committee	1.5

(5) Events of the UP, the student organisations of it, and of the UP FBE	staff	1
(6) Mentoring incoming international students shall be awarded max. 0.5 points per semester.	mentor	1
(7) The Student Representatives in charge of the years and majors of the Hungarian and the International Programmes shall be awarded 0.5 points per semester	student representative	1

* Aiesec, Aegee, DJKB, JPKSZ, MKT, Sportfolio, TM, ISOBE, etc.

(2.5) Scientific activities:

A **maximum of 5 points** may be awarded for scientific activities:

First place of the Conference of the Student Research Society at the Faculty	3
Second place of the Conference of the Student Research Society at the Faculty	2
Third place of the Conference of the Student Research Society at the Faculty	1
Special award winner in the Conference of the Student Research Society at the Faculty	1
Participation in the Conference of the Student Research Society at the Faculty	0.5
First place in the National Conference of the SRS	5
Second place in the National Conference of the SRS	4
Third place in the National Conference of the SRS	3
Special award winner in the National Conference of the SRS	2
Participation in a national academic competition	2
Awarded participation in a national academic competition	4
An article published in a journal considered as professional	5
Any serious professional research work of a student (which cannot fall under any other category herein) which is performed at a department and falls outside the scope of regular training and which is recognised by a lecturer of the given department	2

Speeches delivered at other professional events and conferences	1
A student considered to be a member by the regulations of the College for Advanced Studies	1
Participation in Simonyi Summer School and other professional exchange programmes	1
Certified participation in professional events and conferences organised by the higher education institute or students' organisations (e.g. Career Information Days, Pécs Conference on Finance, Professional camps etc.)	0.5

(2.6) 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.

(2.7) Promotional activity

If the applicant undertakes to play an active role in the promotion of the Erasmus+ programme 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 organised by the UP FBE.
- c) Active promotion and representation of the UP and the UP FBE at the events organised by the host institution.

(3) 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 exam points, then scientific points, then public activity points shall be considered.

(4) Procedure for evaluating applications: The Faculty Erasmus+ Coordinator shall assess the points with the cooperation of the Student Union, and after that shall do the institutional coordination and finalise 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.

(5) No appeal shall be lodged against the decision of the International Relations Committee.

Article 7. Miscellaneous and closing provisions

(1) Successful applications do not entail an automatic stay abroad since the overall amount allocated to the University is not known in advance; the original overall amounts may be modified.

(2) The Faculty proposes each applicant for a grant period of one semester, students leaving in the autumn semester can request an extension.

(3) Each student can obtain the Erasmus+ grant for a maximum of 12 months per training level.

(4) The following sanctions shall be imposed on students who have been financially supported in the framework of the Erasmus+ grant but have committed any of the following violations of these rules and regulations:

(a) If the amount of financial support has been paid out but the student fails to utilise the scholarship, s/he must automatically pay it back.

(b) If the student fails to satisfy his or her minimum study obligations during his or her studies abroad (earns less than 20 ECTS during the semester), under the Grant Agreement the Central Mobility and Scholarships Office operating in the Centre for Internationalisation and Connections can oblige the student to repay a part but at least half of the financial support already remitted.

The successful applicant shall assume the above obligations in a written statement made subsequent to winning the grant but prior to receiving the Erasmus+ certificate issued by the Faculty.

This Regulation shall enter into force on 11 March 2020.

Appendix No. 1

About the credit transfer procedure of credits obtained at higher education institutions abroad by students of the Faculty of Business and Economics of the University of Pécs (UP FBE).

Article 1. Scope

The annex covers:

- (a) students of the Faculty of Business and Economics of the University of Pécs, studying at BSc, Master and Ph.D. level who participate in the Erasmus+ Programme of the UP FBE,
- (b) Faculty units participating in organising and implementing the Erasmus+ programme.

Article 2. Definitions

- (a) Learning Agreement: an official document which includes the study plan of the outgoing Erasmus+ student. The document shall be signed by the Faculty Erasmus+ Coordinator of both the sending and the host institutions, attesting that the draft programme of studies is being approved.
- (b) Transcript of Records: an official document which includes the courses of studies covered at the host institution, the grades, and the ECTS credit value of the courses.
- (c) Examination Agreement: an official document which includes the list of the courses the student wishes to complete at the Faculty of Business and Economics of the University of Pécs after returning home and the deadline of their completion.

Article 3. General Provisions

- (a) The purpose of Erasmus+ Scholarships is to support the international higher educational and cultural exchange activities of students. The Faculty ensures that in case of fulfilling the plan set forth in the Learning Agreement the credits obtained abroad will be fully recognised.
- (b) The Transcript of Records issued by the host institution shall contain the grades and the number of credits. Recognised items (e.g. courses) shall be uploaded to the Neptun and shall appear in the diploma supplement of the student.
- (c) Students participating in the Erasmus+ Programme are to accomplish courses with at least 20 and a maximum of 30 ECTS in total during the semester of their studies.

Article 4. Conditions of the recognition of credits earned abroad

(1) Credits obtained abroad may be recognised in line with the curricula of the bachelor and master programmes at the Faculty in the curriculum units as follows:

- Module A: Economics, business and methodology foundation subjects (A1), and social sciences subjects (A2),
- Module A: professional compulsory subjects typical of the major (B1), and compulsory facultative subjects (B2), and
- Module C: facultative subjects.

(2) The basis of recognition is the Electronic Equivalence System (hereinafter: EES) published at the website of the Faculty, serving the establishment of equivalence of the subject, and curriculum units of the programmes of the partner institutions and the Faculty.

(3) The EES shall be regularly updated by the Faculty International Office with the approval of the vice-dean for educational matters, who also chairs the Educational Committee of the Faculty. The recognition of subjects listed in the EES shall be applied for in the pertaining table of the Learning Agreement. The request is approved by the Educational Committee of the Faculty. The Faculty Erasmus+ Coordinator ensures by the signature of the Learning Agreement that the courses indicated in it and accomplished by the student will be recognised by the Faculty as equivalent with subject or curriculum unit identified by EES.

(4) In the process of the recognition the principle of the greatest possible benefit for the student shall apply. Recognition in Module A shall take place in subject to subject, in Module B and Module C subject to module relation.

(5) In accordance with the provisions set forth in Par. (4), subjects recognised as equivalent to Module A subjects in the EES will be recognised for the given Module A subject, irrespective of their credit values (with 6 credit points in Module A1 and 3 credit points in Module A2). In the case of subjects recognisable in Module B by the EES the credit points brought by the student shall decide, and the principle “top down” shall apply. Credit points brought by the student shall, provided that the competencies that they cover show an acceptable overlap with the competencies set forth in the training and output requirements, be recognised primarily in Module B1, in Module B2 in the second place (provided that the credit points set forth in B1 have been obtained), and in the third place in Module C.

(6) Subjects recognised Module B and Module C shall appear in the registrar system and the diploma supplement of the student as non-specified professional compulsory subjects / compulsory facultative subjects / facultative subjects.

(7) On special request by the student – provided that s/he has accomplished the credit requirements of Module A subjects in his/her FBE programme –, the recognition of credits recognisable in Module A in Module B or Module C can also be supported by the Faculty Educational Committee

(8) The grade belonging to the credit recognised shall be established in all cases by the appropriate calculation of the percentage of the performance abroad to the five-grade scale applied in Hungary.

(9) The decision on the approval of subjects that are not specified in the EES shall be individually made by the Faculty Educational Committee.

(10) The student participating in outgoing Erasmus+ Scholarship shall submit, prior to the start of the studies abroad, the Learning Agreement and the Examination Agreement. The learning Agreement sets forth the list of subjects the student wishes to accomplish at the host institution and their equivalents at the UP FBE. The Examination Agreement sets forth the subjects the student wishes to accomplish at the UP FBE in the mobility semester and their deadlines.

(11) After return home, recognition shall take place following the evaluation of the request submitted by the student to the Faculty Educational Committee, by the decision of the

Committee. The student shall attach to the request the preliminarily approved table of the Learning Agreement, the document called Transcript of Records, in case of deviations between the two the equivalence in accordance with the EES, and the syllabi or subjects not specified in the EES. The request must specify in which Module the student wishes to have the accomplished subjects recognised. The Faculty Educational Committee will support the request in its original form or with adequate amendments.

Article 5. The procedure of the recognition of credits earned abroad

The outgoing student has to obtain and send a copy of the following documents to the Faculty Erasmus+ Coordinator by the deadline set by the Faculty Erasmus+ Coordinator but not later than one week prior to travel:

- (I) the Learning Agreement filled out;
- (II) the Examination Agreement (Annex no. 3.) filled out, if necessary.

Article 6. Participants in the procedure and their responsibilities

The following persons and bodies are involved in performing the tasks necessary for the functioning of the Erasmus+ Programme at the Faculty:

(a) The student awarded the scholarship shall:

1. If subject recognition concerns subjects not listed in the equivalency table, obtain the syllabi of the subjects/courses s/he intends to accomplish at the host institution. Request recognition based on these documents at the Faculty Educational Committee until the end of the semester following his or her arrival back home.
2. Submit the filled out Examination Agreement to the Faculty Erasmus+ Coordinator prior to the travel.
3. Requests the Coordinator to sign the Learning Agreement.
4. During the stay abroad, any prospective amendments in the Learning Agreement or the Examination Agreement may be discussed in writing (via e-mail) with the Faculty Erasmus+ Coordinator; the accepted amendments shall be set forth in the part called Learning Agreement During the Mobility.
5. On returning home, not later than the end of the semester following his or her arrival back home, submit a photocopy of the Transcript of Records, the Learning Agreement, and the Examination Agreement to the Registrar's Office.
6. Perform his/her domestic examination obligations as agreed in the Examination Agreement.

(b) The Faculty Erasmus+ Coordinator shall:

1. Preserve a copy of the Transcript of Records, the Learning Agreement, and the Examination Agreement for record-keeping.
2. Keep a record of any amendments to the Learning Agreement, and the Examination Agreement.

(c) The Educational Committee shall:

Approve and update the professional content of the equivalency table in cooperation with the Faculty Committee on International Relations, which has to be updated at least 10 days prior to every call for application. Decide on the recognition of the subjects which are not listed in the equivalency table, if necessary, in cooperation with the Credit Transfer Committee and the lecturer concerned.

(d) The Registrar's Office shall:

Based on the Examination Agreement, the Transcript of Records and the adequate section of the equivalency table, record the accepted subjects, the recognised credits as well as the relevant grades.

Article 7. Additional Provisions

(a) After their return, students participating in the Erasmus+ Programme can only take exams in subjects indicated in the Examination Agreement and within the date specified therein.

(b) Amendment to the Learning Agreement and the Exam Agreement shall be possible in justified cases.

(c) If, through no fault of his/hers, the student cannot obtain information, prior to travelling abroad, on the subjects that can be enrolled in and are featured in the EES, he/she has to send the required documents (Learning Agreement, Examination Agreement, and the syllabi of the subjects concerned) to the Faculty Educational Committee and the Faculty Erasmus+ Coordinator (via e-mail, fax, or mail) within thirty calendar days following the outbound travel.

Appendix No. 2

MOTIVATIONAL LETTER AND STUDY/WORK PLAN

INSTRUCTIONS

Out of the maximum 100 points, 30 points can be awarded for the quality and content of the motivational letter. The call for the application contains the detailed breakdown of evaluation aspects and the points that can be awarded for the particular aspects.

Please fill out the document electronically!

The motivational letter shall contain a maximum of 300 words.

IDENTIFICATION

Name:

Neptun
username:

Major, training level:

INFORMATION PERTAINING TO THE ACTIVITY APPLIED FOR

The activity applied for: learning mobility – traineeship
(Please underline which applies!)

Name of host institution:
(If you indicated more than one host institution in your application, please fill in separate motivational letters and learning/work plans for each institution!)

MOTIVATION

Why did you choose this institution/programme? How does this training/traineeship connect to your studies? How does it connect to your present studies?

LEARNING/WORK PLAN

What are your specific goals with the application? (learning mobility: courses to accomplish, writing a thesis; traineeship: compulsory traineeship, thesis, dissertation, publication, research, etc.)

How does studying/participating in a traineeship abroad helps to accomplish your personal goals? How can you make use of the acquired knowledge after arriving home? What are the professional perspectives of the mobility for you? How does it help in the future major-selection, study orientation or career choices?

If you have accomplished relevant professional or academic results (competition result(s), NCSRS, College of Advanced Studies membership, volunteer, public, activity, etc.), please elaborate. You can also indicate other, supplementary information.

Place,
date:

Appendix No. 3

Examination Agreement

I, the undersigned,....., being in my year at the major will pursue my studies in the institution of in the framework of Erasmus+ mobility.

Hereby, I request the Credit Transfer Committee (CTC) to approve my learning programme as follows:

Start of Erasmus+ period:.....

End of Erasmus+ period:.....

The subjects I wish to accomplish at the UP FBE following my Erasmus+ period:

	Subject code	Subject name
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Accomplishment deadline:.....

Additional information:

.....

.....

.....

.....

.....

.....

Place, date:.....

.....

Student signature

Place, date:.....

.....

CTC president/head of the international program

Appendix No. 4

Statement on the active participation in the promotion of the mobility programme

I, the undersigned, (Neptun username:.....),
hereby declare that I will participate actively in the promotion of the Erasmus+ programme at the
UP and at the UP FBE.

According to this, I undertake to participate in the following activities (underline which applies)
during my mobility period or in the following year:

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

Place, date:.....

.....
Student signature