



**Call for Applications for Students in the Stipendium Hungaricum Scholarship Program
and Scholarship Program for Christian Young People**

**The Faculty of Business and Economics of the University of Pécs calls for applications for
participating in the Erasmus+ Student Mobility for Traineeships after graduation 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.

Eligible activity

- student mobility for traineeship (2-6 months)

Who can apply?

The following students may apply:

- Students in the Stipendium Hungaricum Scholarship Program
- Students in the Scholarship Program for Christian Young People
- newly graduated students can participate in the year following their graduation
- students have to submit their application before their graduation with an active student status – which means that the application must be submitted and evaluated and the Erasmus agreement must be concluded before obtaining the degree
- the students' language competence is checked in the way requested by the European Commission (on-line survey after selection and after returning home)
- 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



Documents to be submitted by the applicants:

1. Motivation Letter (approximately 1500 characters)
2. Professional CV
3. Professor's recommendation
4. Language certificate
5. Transcript of records
6. Documents certifying activities in public life and/or research
7. Official invitation letter from the company/ institution

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.
- Content of the application:
 - 1) Motivational letter
 - 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 Erasmus+ Regulation of the Faculty/ 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.
- 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).

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.

IMPORTANT: getting an Erasmus status does not automatically mean the transfer of the scholarship. To be eligible for participating in the mobility, the student has to:

- manage the residence permit and visa (in the receiving country) on her/his own
- have a fully signed Learning Agreement for Traineeship, support agreement, liability and accident insurance
- be aware of the COVID19 regulations of the receiving country

Method and deadline for submitting the application:

In line with Faculty regulations, applications can be submitted online at **outgoing.pte.hu**. Submission deadline: **10th May, 2022**. If you have questions, please contact the Faculty Coordinator:

Applications which are incomplete, do not satisfy the conditions, illegible or submitted after the expiry of the deadline cannot be accepted.

Evaluation of applications submitted:

Applications submitted are evaluated by a professional board, the Committee on Foreign Affairs 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
- (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:

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

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 30 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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