



**BSC IN BUSINESS ADMINISTRATION  
AND MANAGEMENT**

# **FRESHMEN'S GUIDE**

**2021/2022**



**UNIVERSITY OF PÉCS**  
Faculty of Business and Economics

**YEARS OF BUSINESS  
HIGHER EDUCATION  
IN PÉCS**



## Programme Director's Welcome

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Welcome to the BSc Business Administration and Management Programme (BSc BAM) of the Faculty of Business and Economics of the University of Pécs. I hope that you find this introduction useful as a guide to your Programme. This document serves to guide you through your first steps at the Faculty and the Programme.

It is important to note that further information on the Programme, your rights and duties etc. can be found in the official **Student Handbook** of the Programme. This document is available on our website: <https://ktk.pte.hu/en/students/studies/bachelor-programs/student-handbooks> in electronic version, and also a hard copy can be found in the Study Department.

The BAM programme has been designed to help you develop skills and competencies to meet requirements for business administration and management. Successfully completing the programme will help you attain those skills and competencies. The aim of the Programme is to prepare you for the challenge of business management in a global, competitive and ever changing business environment.

I will be your Programme Director and will in the course of time meet and greet you. My primary role is to support and advise you in your academic progress through the programme. My colleagues and I look forward to working with you and helping you to achieve your learning and career aspirations.

I wish you every success for an exciting programme of study.

**Dr. Katalin Erdős**

Assistant Professor, Programme Director of BSc BAM

## Programme academic calendar 2021/22

2021/2022 FALL SEMESTER		
Date	Place	Event
23 August – 5 September	Neptun University Registry System	Enrollment/Registration period (first year students have to register 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> year should set their status as active)
30 August – 5 September*	Neptun University Registry System	Course registration*(compulsory for ALL students)
3 September		Orientation for BSc first year students
6 September	Room to be determined later	First day of teaching
19 August 1 <sup>st</sup> installment 15 October 2 <sup>nd</sup> installment 15 November 3 <sup>rd</sup> installment		Tuition fee payment deadline
2 October		Deadline for postponing studies (set status as passive) by request
25 September		Deadline for credit accreditation request
27 September – 24 October	Neptun University Registry System	Thesis topic selection period in Neptun for BA 3
18 – 24 October		Fall break
22 October	Room to be determined later	Programm Voice Group Meeting
2 November (+ one week for 1000 HUF/day delay fee)		Deadline for (re)submitting the thesis + Deadline for submitting Mentor's evaluation /Internship fulfillment (BA 4 students)  Deadline for submitting Internship Mentor's evaluations
8 November		Announcement of exam dates
17 November		Neptun exam application starting date

11 December		End of the fall semester – last day of teaching
13-18 December and 3 – 22 January 2022		Exam period
20-21 December	Rooms and exact dates will be determined in November	Thesis defence period 1 (you can choose between the December and January date)
20-22 January 2022	Rooms and exact dates will be determined in November	Thesis defence period 2

\*After the 5th September it is impossible to sign up for a course in the Neptun. Please, do not forget that if you are not signed up for a course in the Neptun you are not allowed to take an exam and receive a grade and the credits for the given course.

**National holidays during the fall semester (other breaks):**

23 October  
 1 November  
 25-26 December  
 1 January

## **Compulsory/Optional Programmes of the Orientation Week**

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### **1 SEPTEMBER, FOR INTERNATIONAL STUDENTS**

**9:30 - 10:00** Faculty greeting, room 323/1

**10:00 – 10:15** Campus tour

**10:15 – 11:30** Neptun registration workshop, room 128

**12:30 – 14:00** Intercultural training – room 323/1, **ATTENDANCE IS COMPULSORY**

**14:00 - 15:00** Time capsule

### **2 SEPTEMBER, FOR INTERNATIONAL STUDENTS**

**10:00 – 11:30** Introduction to Hungarian language course, room 323/1

**11:45 – 12:15** Immigration Office Session, room 323/1

**12:30 – 15:00** Ice Breaking Lunch Party – introduction of student organizations, Dancing University, room 323/1

### **3 SEPTEMBER, FOR ALL STUDENTS**

08:00 – 08:15 Registration in the Lobby

08:15 – 09:50 Welcome and Study Orientation, **room 323/1** by Katalin Erdős, Dr and Livia K. Tóth

### **3 SEPTEMBER, FOR HUNGARIAN STUDENTS, Halasy Aula**

**10:00 – 10:30** Nagy Ákos: Kari kultúra

**10:30 – 10:40** Battyáni Réka: nemzetközi tapasztalatszerzés, Erasmus, külföldi szakmai gyakorlat

**10:50 – 11:00** Hargitai Ildikó, Sipos Norbert: Tehetségpont, Mentor Program

**11:00 – 11:15** Fazekas Kornél: Diákhitel információk

**11:15 – 11:30** Sütő Richárd: A HÖT és a diákszervezetek

**11:30 – 13:30** Kompetencia mérés lehetőség

**12.00** Gólyaworkshop (vidéki hallgatók)

**Your medical safety:** We are making sure of not seating you closer than 1,5 meters from each other but please do not forget to do the same while standing in a row at the registration as well. In case it makes you feel more comfortable please remember to bring your face mask with you. Thank you!

## **Timetable of the fall semester**

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To be published after 20th August on our website:  
<https://kttk.pte.hu/en/students/studies/timetables>

## Faculty staff list and contact details

### Management and Administrative Staff

Position	Person In-Charge	E-mail	Location
Dean of the Faculty	Dr. Zoltán Schepp	<a href="mailto:schepp@ktk.pte.hu">schepp@ktk.pte.hu</a>	2 <sup>nd</sup> floor, room B235
Programme Director	Dr. Katalin Erdős (BAM)	<a href="mailto:erdosk@ktk.pte.hu">erdosk@ktk.pte.hu</a>	4th floor, room B403
Head of Study Department	Péter Norbert Nagy	<a href="mailto:nagy.norbert@ktk.pte.hu">nagy.norbert@ktk.pte.hu</a>	1 <sup>st</sup> floor, Study Department
Student Affairs Officer, Programme Coordinator	Livia K. Tóth	<a href="mailto:toth.livia@ktk.pte.hu">toth.livia@ktk.pte.hu</a>	1 <sup>st</sup> floor, Study Department, counter 2

### Teaching staff - first semester

Module Title	Lecturer In-Charge	E-mail	Location
Quantitative Methods	Dr. Gyöngyi Bugár	<a href="mailto:bugar@ktk.pte.hu">bugar@ktk.pte.hu</a>	B119
Introduction to Quantitative Methods	Dr. Balázs Kovács		
The Art of Writing and Presenting	Dr. Kármén Kovács	<a href="mailto:kovacs.karmen@ktk.pte.hu">kovacs.karmen@ktk.pte.hu</a>	B117
	Dr. Petra Rácz-Putzer	<a href="mailto:putzerp@ktk.pte.hu">putzerp@ktk.pte.hu</a>	B226
	Dr. Péter Németh	<a href="mailto:nemeth.peter@ktk.pte.hu">nemeth.peter@ktk.pte.hu</a>	
Microeconomics	Dr. Katalin Erdős	<a href="mailto:erdosk@ktk.pte.hu">erdosk@ktk.pte.hu</a>	B403
Information Systems	Dr. Sándor Danká	<a href="mailto:danka.sandor@ktk.pte.hu">danka.sandor@ktk.pte.hu</a>	B123/124
Business English	Marianne Szamosmenti	<a href="mailto:szamosm@ktk.pte.hu">szamosm@ktk.pte.hu</a>	B429

## Overall structure of the Programme

### BSc in Business Administration and Management

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7
A1 Quantitative Methods	A1 Probability and Statistics	A1 Business Statistics	A1 Introduction to Marketing	A1 International Business Communicat ion	B1 Banking and Finance	D Internship
A2 The Art of Writing and Presenting	A2 Introduction to Social Sciences	B1 Organizational Behavior	B1 Human Resource Management	B1 International Business	B1 Operati ons Manag ement	
A1 Microeconomi cs	A1 Macroeconom ics	A1 Introduction to Accounting	A1 International Economics	A1 Business Case Studies	B2	
A1 Information Systems	B1 Introduction to Management	A1 Corporate Finance	B2	B2	B2	
	C	C	C	C		
				D Thesis- Research Methodolog y	D Thesis- Consult ation	
<b>28 credits</b>	<b>31 credits</b>	<b>31 credits</b>	<b>31 credits</b>	<b>34 credits</b>	<b>35 credits</b>	
<b>Total number of credits to be acquired</b>						<b>210</b>

**A1/A2 – Core Methodology Modules**

Module	Semester	Classes (lecture + tutorial)	Assessment	Credit
Business Case Studies	5	2+2	Exam	7
Business Statistics	3	2+2	Exam	7
Corporate Finance	3	2+2	Exam	7
Information Systems	1	2+2	Exam	7
International Business Communication	5	2+2	Exam	7
International Economics	4	2+2	Exam	7
Introduction to Accounting	3	2+2	Exam	7
Introduction to Marketing	4	2+2	Exam	7
Macroeconomics	2	2+2	Exam	7
Microeconomics	1	2+2	Exam	7
Probability and Statistics	2	2+2	Exam	7
Quantitative Methods	1	2+2	Exam	7
The Art of Writing and Presenting	1	2+2	Exam	7
Introduction to Social Sciences	2	2+2	Exam	7
<b>Number of credits to be completed</b>				<b>98</b>

**B1 – Core Business Modules**

Module	Semester	Classes	Assessment	Credit
Banking and Finance	6	2+2	Exam	7
Human Resource Management	4	2+2	Exam	7
International Business	5	2+2	Exam	7
Introduction to Management	2	2+2	Exam	7
Operations Management	6	2+2	Exam	7
Organizational Behavior	3	2+2	Exam	7
<b>Number of credits to be completed</b>				<b>42</b>



## B2 – Elective Business Modules

Module	Semester	Classes	Assessment	Credit
Advertising and Sales Promotion	6	2+2	Exam	7
Consumer Behavior	4	2+2	Exam	7
FDI Project	5	0+4	Exam	7
Financial Analysis	6	2+2	Exam	7
International Career Management	6	2+2	Exam	7
Investments	6	2+2	Exam	7
Marketing Research	6	2+2	Exam	7
Simonyi Summer Social Entrepreneurship Programme	5	0+4	Term mark	7
Small Business Management and Development	4	2+2	Exam	7
<b>Number of credits to be completed</b>				<b>28</b>

## C – Optional Modules

Module	Semester	Classes	Assessment	Credit
Booms and Crises in the European Economy	Fall/Spring	2+0	Term mark	3
Business Simulation Workshop	Spring	0+2	Term mark	3
Competence Development	Spring	0+2	Term mark	3
Data Analysis in R	Fall	0+2	Term mark	3
Environmental Economics	Spring	0+2	Term mark	3
Financial Accounting	Spring	2+0	Exam	3
Game of Stocks	Fall	0+2	Term mark	3
Introduction to Entrepreneurship	Fall	0+2	Term mark	3
Natural Resource Economics and CSR	Spring	0+2	Term mark	3
Regional Economics	Spring	2+0	Exam	3
Tourism Management	Spring	2+0	Exam	3
Visualizations with Spreadsheet	Fall	2+0	Exam	3

<b>Number of credits to be completed</b>	<b>12</b>
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Elective Business modules and Optional modules can be replaced with each other within the same category in case of failure. If a student fails or do not complete any elective module, she/he can decide whether she/he repeats the module as an Exam course or chooses another available module of the same category in one of the following semesters. The point is to complete the required amount of credits of every module category of the sample curriculum.

#### **D – Thesis and Internship**

Module	Semester	Classes	Assessment	Credit
Thesis - Research Methodology	5	0+2	Exam	3
Thesis - Consultation	6	70	Term mark	7
Internship	7	400	Term mark	20
<b>Number of credits to be completed</b>				<b>30</b>

In the 1st semester students are assessed on English language. Based on the results students are either required to take Business English or are exempt. Students who are required to take Business English are either put into advanced or intermediate groups. Exempt students also have the opportunity to participate in the Business English course without the need to take part in the assessment. Business English module is not credited, but must be passed in order to progress further in the structure.

## **Basic Rules and Regulations concerning your Studies**

- At the beginning of each semester it is your responsibility to set your status in the Neptun as active and to sign up for your courses in the course registration period. Furthermore in the exam period you have to sign up for each examination date otherwise you won't be allowed to participate at the examination.
- You have the right to have a passive semester. Please note that you cannot have more than 2 passive semesters in a row.
- Students in general, are required to attend all scheduled classes and prescribed activities for the programme on which they are enrolled. However, it is the professors' decision to keep record of the attendance or not. Maximum rate of absence is determined by the Code of Studies and Examination of the University of Pécs, article 45: [https://international.pte.hu/codes\\_and\\_guidelines](https://international.pte.hu/codes_and_guidelines).
- Your final grade of each module will be calculated according to your overall performance during the semester. In the syllabi you can find the weight of the different assessment elements (e.g. homework, midterm, paper, final etc.). Please note that you must achieve at least 51% in each assessment element weighting at least 40% in order to get the right to take the final examination.
- There are two exam opportunities in each module/semester.

- If you cannot accomplish a course in the first semester you can register for the same course in the 2<sup>nd</sup> semester (or any following semester depending on your decision) as an exam course (meaning: you will have to pass only the final exam at the end of the semester giving the final grade for the course). Please note that you take max. 6 examinations of the same module during your studies.
- **Credit Minimum Criteria:** A student failing more than *half* in the first year and more than *one third* in the second and third year of the total **credit requirements** will be made to withdraw from the programme:
  - By the end of the 2<sup>nd</sup> semester the student must realize at least 31 H credit points out of the maximum 59, otherwise the student will be made to withdraw from the Programme.
  - By the end of the 4<sup>th</sup> semester the student must realize at least 80 H credit points out of the maximum 121, otherwise the student will be made to withdraw from the Programme.
  - By the end of the 6<sup>th</sup> semester the student must realize at least 126 H credit points out of the maximum 190, otherwise the student will be made to withdraw from the Programme.

**Detailed regulation can be found in the Student Handbook.**

## Tuition fee

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**Regular fee (tuition fee):**

350,000 HUF/semester for EU-residents

3500 €/semester for Non-EU residents

**Deadline of payment:** to be found in the academic calendar.

**Payment method:** You will be requested by email when it is possible to pay either by cash/card or transfer.