



PTE/106276-1/2025

UNIVERSITY OF PÉCS
Faculty of Business and Economics

Dean's Instruction No. 6/2025
on the Comprehensive Scholarship System Available for Students Enrolled in certain
Bachelor's and Master's Programmes at the Faculty of Business and Economics, Uni-
versity of Pécs

Purpose and Scope of the Instruction

- Par. 1 The Faculty of Business and Economics of the University of Pécs (hereinafter: Faculty) is committed to supporting student excellence and internationalisation. The purpose of this Instruction is therefore to define the types of scholarships available for the Faculty's most outstanding students, as well as the procedures for application and acceptance, with particular regard to international students.
- Par. 2 This Instruction shall apply to students enrolled in the international study programmes specified in Par. 4.
- Par. 3 Primarily those students who were admitted and enrolled outside the central admission procedure may benefit from the comprehensive scholarship system. Students admitted through the central admission procedure may only be eligible for the "Best Graduating Student Scholarship". Incoming mobility students and those enrolled in double degree programmes are not entitled to support within the framework of this system. Students who have at any time during their studies received a warning from their programme director or the Dean, or against whom a faculty/university ethics or disciplinary procedure has been concluded with a decision establishing their responsibility, may be excluded from support. If a disciplinary procedure is ongoing against a student during the effect of a scholarship decision, execution of the decision must be suspended, and in the event of an unfavourable disciplinary decision, the award must be revoked. Students who register for Faculty-organised professional (educational, scientific etc.) events but fail to attend them in a semester without justification may be excluded from support in the following semester.
- Par. 4 This Instruction shall apply to scholarships available in the programmes below:
- a) Bachelor's programmes: Business Administration and Management BSc (English), Tourism and Catering BSc (English);
 - b) Master's programmes: Management and Leadership MSc (English), Business Development MSc (English).

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Types of Scholarships

Par. 5 Under this Instruction, students may receive support under six categories:

- a) Scholarship for the Most Promising Self-financed Freshmen,
- b) Academic Excellence Scholarship,
- c) Research Excellence Scholarship,
- d) Springboard Scholarship,
- e) Equity-based Compensation Scholarship,
- f) Best Graduating Student Scholarship.

General Rules of the Scholarships

- Par. 6 The scholarships specified in this regulation shall be paid in one instalment per semester, in Hungarian forints, in accordance with the provisions of the Regulation on Fees and Benefits. The amount of the scholarship in forints shall be determined on the basis of the official mid-rate of the National Bank of Hungary in force on the date of the decision.
- Par. 7 The determination of the scholarships defined in this regulation falls within the competence of the Faculty Grant and Scholarship Committee (FGSC, hereinafter referred to as the Committee).
- Par. 8 Students may apply for the individual scholarships via the Neptun study system by the following deadlines:
- a) Scholarship for the Most Promising Self-financed Freshmen: by the end of week 8 of the study period
 - b) Academic Excellence Scholarship: by the end of week 8 of the study period
 - c) Research Excellence Scholarship: 20 working days before the end of the semester
 - d) Springboard Scholarship: by the end of week 2 of the study period
 - e) Equity Compensation Scholarship: by the end of week 2 of the study period
 - f) Scholarship for the Best Graduating Student: 5 working days before the end of the semester. Supplementary submission is not possible.
- Par. 9 A decision shall be made on the Scholarship for the Most Promising Self-financed Freshmen by week 10 of each semester, on the Academic Excellence Scholarship by the last day of each semester, on the Research Excellence Scholarship 10 working days before the end of each semester, on the Springboard Scholarship and the Equity Compensation Scholarship by the end of week 5 of each semester, and on the Scholarship for the Best Graduating Student by the last day of each semester.



- Par. 10 The Faculty's Study Department shall inform the student and the Central Study Office of the scholarships awarded by the Committee no later than 30 working days following the decision.
- Par. 11 For self-financed students, the total amount of support (scholarships and allowances) awarded under the Scholarship for the Most Promising Self-financed Freshmen and the Academic Excellence Scholarship within the Alma Mater Complex Learning Incentive Programme and the comprehensive scholarship system available to students enrolled in certain undergraduate and Master's programmes of the Faculty may not exceed 80% of the applicable semester tuition fee. If the student receives a Springboard Scholarship or an Equity Compensation Scholarship within the comprehensive scholarship system available to students enrolled in certain undergraduate and Master's programmes of the Faculty, then the tuition fee referred to in this regulation shall be a corrected tuition fee amount, reduced by the value of the Springboard Scholarship or the Equity Compensation Scholarship.
- Par. 12 Pursuant to Par. 5 (2) of the Regulation on Fees and Benefits of the University of Pécs, students may appeal against the decision of the Committee.
- Par. 13 The Dean has the right to modify the amounts of the allowances defined in this regulation, or to allocate budgetary limits to the individual entitlements, with regard to the Faculty's budgetary position for the given semester. The Committee shall take its decision in consideration of these limits.

Scholarship for the Most Promising Self-financed Freshmen

- Par. 14 The Scholarship for the Most Promising Self-financed Freshmen may only be granted to self-financed students starting their first semester, whose tuition fees are not covered by a scholarship programme (e.g. Stipendium Hungaricum), and who do not apply for the Springboard Scholarship.
- Par. 15 The Scholarship for the Most Promising Self-financed Freshmen may be granted to those students who, in the case of BSc programmes, have paid their application fee and uploaded their complete application documentation (in the case of BSc, proof of language examination or proof of registration for the school-leaving examination) by 15 March (for those who applied through Stipendium Hungaricum but were not nominated by their country and therefore transferred to a self-financed programme, the deadline is the 10th working day following the nomination deadline); in the case of MSc programmes, by 20 August in the mid-year admission procedure, or by 15



March in the general admission procedure (for those who applied through Stipendium Hungaricum but were not nominated by their country and therefore transferred to a self-financed programme, the deadline is the 10th working day following the nomination deadline); who have achieved at least 60 out of the maximum 100 points in the admission process; and who, according to their relevant curriculum, commenced their studies in the semester following their admission.

- Par. 16 The amount of the Scholarship for the Most Promising Self-financed Freshmen is equivalent to 20% of the student's first semester tuition fee, paid in Hungarian forints. For the student achieving the highest total admission score in each programme, the Scholarship for the Most Promising Self-financed Freshmen shall amount to 50% of the student's first semester tuition fee, calculated in Hungarian forints at the official mid-rate of the National Bank of Hungary in force on the date of the decision. If several students achieve the highest score in the given programme, the student with the highest transferred academic points shall receive the 50% scholarship (the others shall receive 20%). In the event of equality of transferred academic points, the ranking shall be based on the score of the admission examination (BSc) / motivation interview (MSc). If these are also equal, the ranking shall be determined by the score awarded for the motivation letter. If all criteria are identical, all concerned students shall be granted a scholarship amounting to 50% of their applicable first semester tuition fee.
- Par. 17 The eligibility criteria for the Scholarship for the Most Promising Self-financed Freshmen shall be verified by the Study Department, and the decision shall be taken by the Committee.

Academic Excellence Scholarship

- Par. 18 Students of the Faculty who are in their active semesters as defined in Par. 20, who receive the Stipendium Hungaricum, Diaspora or Christian Young People scholarships, as well as other self-financed students, may be eligible for the Academic Excellence Scholarship.
- Par. 19 Students who receive National Bank of Hungary Excellence Scholarship and students admitted to programmes through the central admission procedure (felvi.hu) are not eligible for this support. Students who register for professional (educational, scientific, etc.) events organised by the Faculty but fail to attend within a semester (without justification) may be excluded from support in the following semester. Students enrolled



in Master's programmes who started their studies before the spring semester of the 2023/24 academic year are not eligible for this benefit.

- Par. 20 The Academic Excellence Scholarship is first available in the second semester of studies. Students may receive this allowance up to their seventh active semester in the case of the BSc in Business and Management (English-language programme), up to their eighth active semester in the case of the BSc in Tourism and Catering (English-language programme), and up to their fourth active semester in the case of English-language Master's programmes.
- Par. 21 The support is available to students who, by the end of their last completed active semester, have obtained at least the number of completed semesters * 30 credits, without credits recognised through the Credit Transfer Committee procedure, provided that no more than two academic years have passed between the last completed active semester and the awarding of the support.
- Par. 22 The maximum amount of the support is the equivalent in Hungarian forints of 1,150 euros, determined on the basis of the official mid-rate of the National Bank of Hungary in force on the date of the decision awarding the scholarship.
- Par. 23 The amount of the support shall be determined at the beginning of the semester, based on the weighted grade point average of the student's last completed active semester, according to the data recorded in the Neptun study system, and in accordance with the ratios set out in the table below. In the case of Master's students, the Committee shall take into account only the results of those subjects that form part of their Master's curriculum in its calculation.

Weighted grade point average	Level of support expressed as a percentage of the maximum support amount
3.50 – 3.99	10%
4.00 – 4.49	25%
4.50 – 4.99	50%
5.00	100%

- Par. 24 The eligibility criteria for the Academic Excellence Scholarship shall be verified by the Study Department in the Neptun study system, and the decision shall be taken by the Committee.

Research Excellence Scholarship



- Par. 25 The Research Excellence Scholarship may be granted to students of the Faculty who receive the Stipendium Hungaricum, Diaspora or Christian Young People Scholarship, or to other self-financed students.
- Par. 26 Students admitted to programmes through the central admission system (felvi.hu) are not eligible for this support.
- Par. 27 Students who have achieved outstanding research results during their studies at the Faculty may apply for the Research Excellence Scholarship. The demonstration of the best research performance includes, but is not limited to, the fulfilment of the following criteria:
- a) publication in ranked scientific journals,
 - b) presentation of scientific research results at conferences,
 - c) other scientific achievements representing a high standard.
- Par. 28 The Research Excellence Scholarship may be awarded at the end of each semester to the three best-performing students (per year group) in each programme, in accordance with Par. 29.
- Par. 29 The amount of the Research Excellence Scholarship shall be determined as follows:
- a) in the case of self-financed students: 15%, 10%, or 5% of the student's tuition fee for the given semester, depending on whether the student is ranked first, second or third in the overall ranking, converted into Hungarian forints at the official mid-rate of the National Bank of Hungary in force on the date of the decision;
 - b) in the case of students receiving the Stipendium Hungaricum, Diaspora or Christian Young People Scholarship: an amount equivalent in Hungarian forints to EUR 500, 300 or 100 (converted at the official mid-rate of the National Bank of Hungary in force on the date of the decision), depending on whether the student is ranked first, second or third in the overall ranking.
- Par. 30 Students wishing to receive the Research Excellence Scholarship must apply through the Neptun study system no later than 20 working days before the end of the semester, as set out in the academic calendar. No supplementary submission or late submission is permitted; incomplete or overdue applications will be automatically rejected. The Committee shall decide on the Research Excellence Scholarship following consultation with the programme director and the director of research. The following points system shall apply for the ranking:
- a) publication in ranked scientific journals, with FBE of UP indicated as the author affiliation: publication in refereed international journal (<https://www.scimagojr.com/>: 30 points; publication in refereed Hungarian jour-



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(https://mta.hu/data/dokumentumok/doktori_tanacs/IX.%20Oszta/y/Gazdasag_tudo_manyi_Doktori_Minosit_o_Bizottsag_Magyar_2023_.xlsx: 15 points,

- b) presentation of scientific research results at conferences: 20 points,
- c) other scientific achievements: up to 10 points, based on individual evaluation.

Springboard Scholarship

- Par. 31 Students may apply for the Springboard Scholarship if they applied for a Stipendium Hungaricum Scholarship in one of the Faculty's international undergraduate or Master's programmes and, within the framework of this application, the Faculty – in agreement with the Tempus Public Foundation – intended to admit them to a supported place, but their sending country did not nominate them for the scholarship.
- Par. 32 The Springboard Scholarship may be applied for up to the end of the training period specified in the model curriculum.
- Par. 33 The amount of the Springboard Scholarship is equivalent in Hungarian forints to 50% of the student's tuition fee for the given semester (converted at the official mid-rate of the National Bank of Hungary in force on the date of the decision).
- Par. 34 The condition for awarding the Springboard Scholarship in the first active semester is that the student achieved at least 60 points in the admission procedure, while in subsequent semesters the student must have obtained, by the end of the last completed active semester, at least the number of completed semesters * 30 credits, or no more than 7 credits fewer, without credits recognised through the Credit Transfer Committee procedure.
- Par. 35 The Springboard Scholarship shall be paid, in the first active semester, by week 5 of the study period, and in subsequent active semesters (not exceeding the number of semesters specified in the model curriculum) three weeks after the end of the examination period.

Equity-based Compensation Scholarship

- Par. 36 The Equity-based Compensation Scholarship may be applied for by self-financed students from outside the EU who were admitted outside the central admission procedure, whose tuition fees are not funded by any scholarship programme (e.g. Stipendium Hungaricum), and who commenced their studies in one of the Faculty's interna-



tional Master's programmes before the spring semester of the 2023/24 academic year or in one of the Faculty's international undergraduate programmes before the autumn semester of the 2024/25 academic year, and who, by the end of their last completed active semester, have obtained at least the number of completed semesters * 30 credits, or no more than 7 credits fewer, without credits recognised through the Credit Transfer Committee procedure.

Par. 37 The Equity Compensation Scholarship may amount to a sum in Hungarian forints corresponding to no more than the difference between the tuition fee in force at the time of the commencement of the student's studies and the tuition fee determined by Faculty Council Resolution No. 24-2023/24. (12.13.), adopted on 13 December 2023, as converted at the official mid-rate of the National Bank of Hungary in force on the date of the decision.

Best Graduating Student Scholarship

Par. 38 The Scholarship for the Best Graduating Student may be awarded to those students who complete their studies within the timeframe of the model curriculum of the given programme, graduate with the commendation of "Best Student" from the programme director, and are enrolled in the English-language BSc in Business and Management (7 semesters), the English-language BSc in Tourism and Catering (8 semesters), the English-language MSc in Entrepreneurship and Business Development (4 semesters), or the English-language MSc in Management and Leadership (4 semesters).

Par. 39 The Committee shall decide on students' eligibility for the scholarship, on the basis of Sections 38 and 39, and upon the recommendation of the Study Department and the programme directors.

Par. 40 The Scholarship for the Best Graduating Student amounts to the equivalent in Hungarian forints of EUR 1,000, determined at the official mid-rate of the National Bank of Hungary in force on the date of the decision.

Par. 41 The Scholarship for the Best Graduating Student entitles the student to a 50% reduction of the tuition fee if they enrol in a higher-level programme at the Faculty compared to the one in which they received the Scholarship for the Best Graduating Student.

Closing Provisions



Par. 42 This Instruction shall enter into force on the date of its approval by the Rector.

Par. 43 Upon its entry into force, this Instruction repeals Dean's Instruction No. 6/2024.

Pécs, 27 August 2025



Dr András Takács
Dean

