UNIVERSITY OF PÉCS
Faculty of Business and Economics

FACULTY OF BUSINESS AND ECONOMICS
UNIVERSITY OF PÉCS

BUSINESS DEVELOPEMENT PROGRAMME

2023/24 academic year

Programme Director: **Evelyn CALISPA Dr.**

Contents

Introduction

Your Programme Handbook

The purpose of this Handbook is to introduce you to your programme of study and to direct you to other general information about studying at the Faculty of Business and Economics, University of Pécs. The material in this document is as accurate as possible at the date of production; however, you will be informed of any major changes on time.

Your comments on any improvements to this handbook are welcome. Please put them in writing (an email will suffice) with the name of the Programme Handbook to the **Programme Director: Evelyn Calispa Dr. (evelyn.calispa@pte.hu)**

Information in Alternative Formats

This handbook can be found online on the Faculty's website. If you have a disability which makes navigating the website difficult and you would like to receive information in an alternative format, please contact Gerda Dóczi. We can supply sections from this publication as:

- a Word document with enlarged type — sent by email

- printed copy with enlarged type

Other formats may be possible. We will do our best to respond promptly. To help us, please be as specific as you can about the information you require and include details of your disability.

The University Regulations

As a student of the University of Pécs you agree to abide by the University Regulations when you enrol and therefore you should read this handbook in conjunction with the UP regulations which are available online.

WELCOME TO THE BUSINESS DEVELOPMENT PROGRAMME!

Introduction to Faculty of Business and Economics (UPFBE)

During the time of founding the first universities in Central Europe, King Louis established the first Hungarian university in Pécs in 1367. Its persistence, however, remains uncertain. According to historical research, there must have been a separate College of Law and a College of Theology in Pécs by the end of the 15th century, replacing the university. In 1785 Emperor Joseph II moved the Royal Academy from Győr to Pécs, which was, however, relocated again in 1802.

In 1833 bishop Ignácz Szepessy, in co-operation with the town council, established the Academy of Pécs, which worked with faculties of law and arts. On 15th June 1921 the Hungarian Parliament passed a bill in which the Elisabeth University, previously operating in Pozsony, was transferred to Pécs. From 1923 the institution included faculties of law, medicine, humanities and theological studies at the university. The Faculty of Humanities was brought to Kolozsvár in 1941. In 1951 the Faculty of Medicine became independent, so the University of Pécs had a single Faculty of Law.

In 1975, the Faculty of Economics was organised which, since 1970, had worked as a transferred branch of the Karl Marx University of Economics in Pécs.

The Teacher Training College of Pécs became integrated as a Faculty to the university in 1982.

The first step towards the present university with ten faculties was set up in 1991 when the Faculty of Teacher Training, after undergoing major structural changes, split into the Faculty of Humanities and the Faculty of Sciences. The Pollack Mihály Technical College was integrated into the university and the Faculty of Performing and Fine Arts was established in 1995.

The university has been running International Programs in English for non-Hungarian students since 1987. These programmes work with a professional team of academics who are able to offer courses under a wide scope of Central and Eastern European Studies.

The BA Business Administration program was launched in 1996 with a solid foundation of cooperation by the University of Pécs, Hungary and Middlesex University, UK. Since then, the MSc in Management and Leadership and MSc in Business Development programs have built upon the quality and excellence of both of these prime examples of Hungarian and British institutions of higher education. The BA Business Administration was changed to BSc in Business Administration and Management in accordance with the terminology of the national legislation.

Our BSc and MSc programs bring together a diverse student body: full-time students from a variety of countries such as China, Vietnam, Cambodia, Kazakhstan, Nigeria, Jordan, Colombia and a large number of exchange students mostly from the EU add variety to the programs. The BSc and MSc degrees received by graduates open the door to global careers.

The international atmosphere of the classes and the opportunities for personal consultation with the professors on your study programme; ensure that your personal advancement will be given close, individualized attention. An emphasis is put on how to apply theory in practice.

Thanks to the wide range of elective courses the program can be shaped to the needs and interest of every class. The regular group- and individual presentations enhance the communication skills of our students and help them to develop into a confident and competent cosmopolitan business professional.

To deliver the best learning experience and outcome for our students the programme is under continuous improvement to maintain the optimal course portfolio that meets the requirements of the 21st century. Most recent actions include the introduction of new elective courses that support a better understanding of current business and developmental trends of the globalized world. Simultaneously, there has been a restructuring of business core and elective courses among others in order to facilitate internationalization at home and increased social and environmental sensitivity of graduates to become ethical, responsible professionals.

The MSc in Business Development Programme prepares students for key aspects of entrepreneurship and business development through a comprehensive curriculum. Our world has sped up, and everything changes quickly. New knowledge, ideas and solutions are born almost daily. This programme endeavours to support and facilitate our students to stand on the frontline of the digital revolution, be up to speed with the latest technologies and innovations and develop the competencies required to address and enhance new needs in different areas. This inspires us to continuously improve the programme, including internationalization opportunities and interaction with external stakeholders.

Our programme aims to educate constructive and proactive professionals who constantly strive to improve their knowledge, are comfortable working in the digital world fueled by innovation, can work in a multicultural environment, and are concerned for sustainability issues. This programme focuses on competencies which aims to develop a holistic view of entrepreneurship and innovation. To meet this objective, we collaborate closely with local and regional partners, and supporting them with technology-based, sustainable, and smart business solutions.

Welcome from your Programme Director

Dear Student,

We are delighted that you have chosen the Master of Science in Business Development (BD) Programme of the University of Pécs to advance your professional career. We will do everything we can to make your experience here rewarding.

This program is for those who like to create and want to experience building something from scratch. To reach this aim, we teach our students how to systematically develop and apply entrepreneurial thinking, emphasizing conceptualization, planning, and starting a business. The most important benefit of the program is that students can gain a deep understanding of the mechanics of starting a new business venture, sustainably managing it, and elevating their soft skills and personal traits necessary for entrepreneurship. The lecturers here are dedicated to giving students all the guidance, skillsets, and opportunities they need to transform ideas into viable businesses.

This handbook provides crucial information about the University and the BD master programme policies and procedures. It documents your rights and responsibilities. I invite you to explore this guide and our website at the beginning of your studies and later on to alight upon updates and new opportunities.

I am your Programme Director. My primary role is to guard and ensure the high quality of this programme. Staff and faculty will do their best to communicate any changes and update this document accordingly. If you have questions about the information in the handbook, please do not hesitate to notify us. We welcome your suggestions about this handbook and ways to strengthen our programme's quality.

My colleagues and I look forward to working with you and helping you to achieve your learning and career aspirations.

I wish you a pleasant and exciting academic year!

Sincerely,

DR. EVELYN CALISPA

Assistant Professor, Programme Director

PART ONE: PROGRAMME DETAILS

Your Programme Team

Faculty's Leadership and Programme Management

Field of responsibility	Name	Extension	Location	E-mail
Dean	András Takács, Dr.	23155	B235	takacs.andras@ktk.pte.hu
Vice-Dean for Educational Affairs	Katalin Erdős, Dr.	63134	B244	erdosk@ktk.pte.hu
Programme Director	Evelyn Calispa Dr.	-	B432/5	evelyn.calispa@pte.hu
Programme Coordinator	Gerda Dóczi	23443	B135	doczi.gerda@ktk.pte.hu

Teaching staff

You can find the names of your professors in *Your courses chapter (p. 15).* Professors' availablities can be found on the following website. **Preffered way of communication is via e-mail or by person with all staff members. Please avoid using other communication platforms.** Professors' office hours can be read in the course syllabi and on their name board next to their office.

Your Programme

The first master business degree programme in English started in 1999 as a result of the cooperation between Faculty of Business and Economics, University of Pécs and the Business School of Middlesex University, London.

The overall purpose of our programme is to train and educate professionals who can manage ethically, sensitively and holistically a range of organizations in an increasingly global and rapidly changing environment. Our graduates are to be found in almost all walks of business, industrial, community- and professional life.

The aims and objectives of the Programme

The primary goal of the MSc Business Development (BD) programme is to provide students with an in-depth understanding of the entrepreneurial approach, which opens the way for them to a new career. In this programme, we develop students' master-level business knowledge and consciously elevate their leadership skills by deepening high-level theoretical and methodological knowledge of business development. Whether the goal is to start a business, join a venture-backed startup, step into a corporate entrepreneur role at a large company, contribute to a social enterprise, or introduce

a new business solution in a family business, this programme offers essential theoretical, applied and experiential knowledge for all of this.

The most important goal of the MSc Business Development programme is for students to gain a deep understunding of the mechanism of starting a new business and to develop the skills and competencies required for entrepreneurial activity. The program's instructors strive to provide students with all the guidance and opportunities they need to turn their ideas into viable businesses.

The two-year MSc Business Development programme provides the necessary knowledge and skills to everyone, who:

- like to create and want to experience how to create a well-functioning business from scratch;
- want to get solid knowledge and understanding of how businesses operate and how to develop and operate a business in a sustainable way;
- want to manage their own business with a high degree of independence or wants to make high-quality professional decisions regarding organizational processes at other business organizations;
- want to understand how the surrounding business and innovation ecosystems work;
- believe that continuous adaptation requires knowledge of the latest analytical methods supporting critical thinking and complex problem recognition and decision-making;
- as innovative leaders seek to support a more humane and just world by creating products, services and new businesses that serve communities across the globe;
- later want to expand their theoretical knowledge of business development in a doctoral program (PhD).

Due to business projects and experiences, the program offers a practice-oriented approach, which helps students acquire the necessary professional skills and competencies, gain experience in business development, apply theoretical knowledge, work in a team and take responsibility for the decisions. The program aims to help students learn to develop and use entrepreneurial thinking systematically, emphasizing conceptualization, planning, and business startup. Specifically, the aims of the programme are to:

- develop candidates' awareness, practical skills and understanding, at an advanced professional level, of innovation management and entrepreneurship concepts and techniques and new venture development;
- develop candidates' analytical techniques for decision-making in building and supporting new businesses and ventures;
- enable candidates to lead innovation in different areas of organizations' operations and outputs;
- enable candidates to develop skills to launch, support and finance new products and services and exploit opportunities arising from new ideas to create new business models and capture economic value;
- provide candidates with a knowledge of innovation and entrepreneurship research methods and equip them with the skills necessary to undertake independent research of innovation and entrepreneurship problems.

Double-degree opportunity

Students of the MSc programmes can apply to participate in one of our double-degree programmes organized jointly with renowned international partner, the **ESDES School of Management, Université Catholique de Lyon**. Master students with UPFBE as their home university will obtain a master's diploma in International Business Development (IBA) or Dévélopper et Entreprendre (DE) at ESDES and a master degree in Management and Leadership or Business Development at UPFBE, when they have successfully completed the double degree programme.

Students can apply for the programme if they

a)   have 30/60 ECTS depending on the intake date;

b)   have reached a weighted average of 4.0 over the one/two semesters;

c)   have a TOEFL with at least 550 points or equivalency.

Programme Level Intended Learning Outcomes

Upon completion of the MSc in Business Development Programme, students will/ will be able to:		
Knowledge and understanding	**PILO1**	Understand the operation and behaviour of economic organizations and enterprises, the individual motivational and institutional factors that determine them, the planning and management rules and ethical standards of enterprises, the modern mathematical and statistical tools for problem recognition, information collection and processing, and IT solutions supporting economic decisions.
	PILO2	Be familiar with and understand concepts and theories of the business and innovation process, funding options, the methods of financial analysis, the toolkit of strategic management and leadership subfields, and their possible application.
Skills	*Intellectual skills*	
	PILO3	Recognize, formulate, and solve complex problems related to business development and corporate management with an interdisciplinary approach.
	PILO4	Review and synthesize knowledge, analyse, formulate connections and independent conclusions, and reveal opportunities considering international business development trends and information and communication technology solutions.
	Practical skills	
	PILO5	Participate in large-scale and complex projects, perform well in problem-solving individually and as a group member, develop strategies to solve problems, and make decisions in an international and multicultural environment.
	PILO6	Due to gaining practical knowledge through experience, run a business, understand, plan and manage complex business processes, evaluate factors affecting profitability, and sustainably manage resources.
Attitudes	**PILO7**	Become innovative, constructive and proactive professionals who constantly strive to improve their knowledge and serve as examples of responsible, ethical behaviour to their colleagues.
	PILO8	Plan and implement the operation and processes of the business with a high degree of independence and responsible consideration of the consequences of professional decisions.

You can find information about the relation between PILOs and courses in **Appendix 1.**

Programme Structure Diagram

Please find the detailed information in Your Courses chapter.

Semester	1	2	3	4
Courses	A Theories and Practice of Innovation (9 cr)	A Strategic Management and Leadership (9 cr)	A Applied Statistics and Econometrics (6 cr)	*B2* *Entrepreneurial and IP Law (9 cr)*
	B1 Entrepreneurship Theory and Practice (9 cr)	A Business Analysis and Valuation (9 cr)	*B2* *Production and Process Management (6 cr)*	*B2* *ESG in Corporate Practice OR Sustainable HR (6 cr)*
	B1 *Advanced Communication for Leaders (6 cr)*	B1 Project Management (6 cr)	*B2* *Marketing Analysis and Planning (9 cr)*	D Thesis development (15 cr)
	B1 Corporate Entrepreneurship (6 cr)	B1 Business Intelligence (6 cr)	B1 Tutorial: Startup Lab (9 cr)	
Total number of credits/per semester:	30	30	30	30
Total number of credits to be acquired:	120			

A/B1/B2/D: General Core Course

B2: Specialized Core Course

Your academic calendar and timetable

The academic calendar informs you about the important events and deadlines of the particular semester related to your studies and can be found on the School's website.

You are allocated to timetabled lectures, labs, seminars, and workshops based upon your module registrations. Your timetable is available on the School's website.

If you have any queries about your timetable please contact your Programme Coordinator. Any changes to your timetable will be notified to you through Neptun.

Attendance requirements

1. The maximum rate of absence is determined by the Code of Studies and Examination of the University of Pécs.

2. Students in general, are required to attend all scheduled classes and prescribed activities for the programme on which they are enrolled. The professor can monitor student's class participation by various methods such as Kahut games, weekly quizzes, group work…etc.

3. Students must make themselves available at all times to attend for viva voce examinations at times when, given the structure of the course they are taking, they may reasonably be expected to be available.

4. Students must notify their professor in advance if they cannot attend any compulsory class, lecture etc. The academic tutor has the discretion to decide how the student should compensate for work not done in the classroom if it is needed.

5. They must inform the module leader of any illness which is affecting their attendance and supply a medical certificate if they are absent for more than one week.

6. Students must notify the Study Department in writing if they are withdrawing from a course.

7. Any period of absence over 28 days for whatever reason shall be reported to the Study Department.

8. All withdrawals, including those where students have failed to reply to letters under paragraph 5 above should be notified immediately to the Study Department on the appropriate form. Refund of fees, where applicable, is specified in the Code of Charges and Benefits of the University of Pécs.

9. Where a student withdraws before the end of a given semester the last day of attendance should be noted as the last date of recorded attendance if known. Otherwise, it should be given as the date of the letter from the Programme Director requesting an explanation of absence (see paragraph 5 above). Where a student withdraws at the end of a given semester the date should be noted as the last day of that semester.

10. Students, who fail to register for the programme after four weeks after the official begining of the semester, without any good cause, will be considered to have passive student status in the

particular semester or non-enrolled if they were freshmen. In this case only determined amount of the fees is possible to be refunded.

Fees

Regular fee (tuition fee):

400.000HUF/semester for EU-residents

3.150 €/semester for Non-EU residents

The tuition fee remains the same amount during your studies.

Deadlines of payments are always communicated via Neptun before the particular semester starts and can be read in the academic calendar.

Extra fees (to be paid in special cases)

Type	When	Amount	Where/How	Note
Tuition fee late payment	To be paid in case you pay your tuition fee after the given deadline.	6% of the particular item	Central Registrar's Office creates the payment in Neptun and warns you in a letter when/how much you have to pay.	
Course Repetition - Exam Course Fee	To be paid in case you failed a module previously and you register to it for the second, third or more times.	1000 HUF / credit, but 4000 HUF at most / course unit and 15000 HUF at most / student / semester	Central Registrar's Office creates the payment in Neptun and warns you in a letter when/how much you have to pay.	
Retake Fee	To be paid in case you are repeating an exam for the third or more times.	3,500 HUF	The payment has to be created by you in Neptun by transcribing an item. Note: without transcription you will not be able to register for the particular exam.	After the payment you can register to the particular exam.
Exam Absence Fee	To be paid in case you miss an exam for which you signed up for without submitting a medical certificate.	5,000 HUF	Central Registrar's Office creates the payment in Neptun and warns you in a letter when/how much you have to pay.	

Late enrolment Fee	To be paid in case you miss setting your status as active in Neptun till the given deadline. It has to be requested on form D.	5000 HUF	The payment has to be created by you in Neptun by transcribing an item.	After the payment the Study Department can modify your status.
Late course registration and deregistration Fee	To be paid in case you miss registering to or deregistering from your courses till the given deadline. It has to be requested on form A.	2,000 HUF (request fee) + 5000 HUF (late course registration and deregistration fee)/subject	The payment has to be created by you in Neptun by transcribing an item.	After the payment the Study Department can register you to or deregister you from the chosen subjects.
Late documentation submission fee	To be paid when you are submitting a document such as Mentor's evaluation, Company Accreditaton Form..etc. after the deadline shown in the academic calendar.	2,000 HUF	The payment has to be created by you in Neptun by transcribing an item.	After the payment the Study Department accepts the document
Late request submission fee	To paid when you wish to request something after the submission deadline of that particular request type.	2,000 HUF	The payment has to be created by you in Neptun by transcribing an item.	After the payment the Study Department can accept your request.

Guidance on how to transcribe an item can be found on the Neptun login page.

Employability

Employability is the level of compliance to labor market needs of the graduating students that includes knowledge and skills. These sets of knowledge and skills enable students to enhance their labor market value.

The curriculum structure is designed to enable students to develop these necessary sets of knowledge and skills.

Business Development programme is committed to supporting you in enhancing your employability and helping you to develop professionalism in your field of choice as employers constantly tell us that they are looking for polished graduates who not only have a good degree but who also have the right skills, attributes and values to support their knowledge.

Employability and your programme

The development of employability skills is an integral part of the Business Development programme although this may not always be evident to you as it will not always be presented as such.

To maximize your labour market value and your employability the curriculum of the programme is designed to provide you master-level business, economics, and social science knowledge in the first two semesters. Besides business (finance, strategic management and leadership) and innovation

economics courses students will gain knowledge in methodology related subject (applied statistics and econometrics) as well.

The professional knowledge required in the field of business development is to be generated from the 1st semester in subjects of the functional areas of business (business IT solutions, business

communication, and project management) and entprepreneurship (theory, intrapreneurship, startup development).

The development of master-level skills and specialized core knowledge continues in the 3rd and 4th semesters with courses providing entrepreneurship (startup and scaleup development), business knowledge (marketing, product management, entrepreneurial and IP law), and courses emphasizing sustainability in business life.

To enhance students'employability the School launched an online survey in 2022 among employers in Hungary to explore their expectations towards our graduates, as well as how they see their strengths and areas of growth when it comes to employment (the initiative was called "Employability project"). The survey covered all our international and Hungarian programmes. The ultimate goal of the survey was to increase the employability chances of our graduates by understanding more accurately the labour market needs. The project will remain an important source of information gathering in the upcoming semesters for this reason we encourage you to take part in it anytime you are requested.

Although this highlights to a certain extent how employability has been embedded in the MSc in Business Development Programme curriculum, it is still your responsibility to actively seek out these skills and identify what is covered where.

Personal Development Planning (PDP)

Personal Development Planning will provide you with an opportunity to assess the value of the skills and knowledge you are developing and identify your future learning and development needs. It offers a structured way to reflect on what you are good at and what you need to develop further. You will learn to review your own skill levels and what you have learned from different situations and environments, including your studies, part-time work, voluntary work and other activities. You will record your reflections and use them to help you think about and plan your future development.

This is an important part of your personal development and reflects the working environment where employers encourage new graduates to assess their continuous professional development (CPD) using a portfolio. You can also use your record of PDP as a valuable aid for marketing your skills to employers in recruitment and selection processes.

Students can seek support in PDP at the CareerSpot and at the Centre for Applied Learing (CAL) which are responsible for organizing events and trainings supporting students personal development and internship activites.

Careers Advice

Career-related guidance and coaching can be obtained at the CareerSpot of the Faculty of Business and Economics during their office hours. The Faculty and the CAL organize several conferences and other events – such as the World of Practice week or International Hackathon – each year where

students can meet important business actors. Numerous amount of former students obtained employment this way. However, the responsibility for securing employment lies entirely with the students.

Your Courses

The name and the learning outcomes of the courses can never change during your studies but all the other content can be subject to change in every semester.

You can find the course descriptions (syllabus) of every course on the website.

A – General core courses: Methodology

Course/Professor	Semester	Contact hours/week	Assessment	Credit
Applied Statitics and Economics *Gábor Rappai, Dr.*	1	4	Exam	6
Theories and Practice of Innovation *Tamás Sebestyén, Dr.*	1	6	Exam	9
Business Analysis and Valuation *András Takács, Dr.*	2	6	Exam	9
Strategic Management and Leadership *Márta Somogyvári, Dr.*	2	6	Exam	9
Number of credits to be completed				**33**

B1 – General core courses: Business Development professional knowledge

Course/Professor	Semester	Contact hours/week	Assessment	Credit
Entrepreneurship Theory and Practice *László Szerb, Dr.*	1	6	Exam	9
Project Management *Norbert Sipos, Dr.*	2	4	Exan	6
Advanced Communication for Leaders *Edit Gyarmatiné Bányai, Dr.*	3	4	Term mark	6
Corporate Entrepreneurship *Zsolt Bedő, Dr.*	1	4	Exam	6
Business Intelligence *Ferenc Kruzslicz, Dr.*	2	4	Exam	6
Tutorial: Startup Lab *Zsolt Bedő, Dr.*	3	6	Exam	9
Number of credits to be completed				**42**

B2 – Specialized core courses

Course/Professor	Semester	Contact hours/week	Assessment	Credit
Production and Process Management *Zsuzsanna Hauck, Dr.*	3	4	Exam	6
Marketing Analysis and Planning *Krisztián Szűcs, Dr.*	3	6	Exam	9
Entrepreneurial and IP Law *Gergely László Szőke, Dr.*	4	6	Exam	9

Sustainable HR *Zsófia Ásványi, Dr.*	4	4	Exam	6
ESG in Corporate Practice *Katalin Erdős, Dr.*	4	4	Exam	6
Number of credits to be completed				**30**

D - Thesis

Course/Professor	Semester	Hours/semester	Assessment	Credit
Thesis Development *Evelyn Calispa, Dr.*	4	150**	Term mark	15
Number of credits to be completed				**15**

Note: Professors responsible for the courses and shown in the chart are not necessariliy the ones who teach the courses. Exact informaiton about the teaching persona can be found in your time table.

** Thesis Development module consists of four seminars which take place within the first four weeks of the semester (1x75 minutes per week) and and further *at least* 3 consultations with your thesis supervisor.

ESG in Corporate Practice and Sustainable HR courses can be replaced with each other in case of failure. If a student fails or does not complete an elective course, they can decide whether they repeats the same course (in case the course is assessed with term mark) or takes the course as an Exam course (in cases the course is assessed with exam) or chooses another available course in the following semester. The point is to complete the required amount of credits of every course category of the sample curriculum.

Your Programme Feedback

How you can feedback to us/How to submit a complaint/request?

If you have a suggestion or a complaint about any aspect, please raise it with the person concerned in the first instance. If you are not satisfied with the outcome you can progress the matter through informal and formal procedures step by step up the management structure of the University of Pécs, Faculty of Business and Economics:

1. Student Voice Leaders
2. Programme Coordinator
3. Programme Director
4. Vice-Dean

You can submit your complaint/request in written format – sending an email or filling the relevant request form – or by person during office hours. The outcome of your complaint/request will be communicated within two weeks in the format the complaint/request was submitted. Request forms to be found in printed format at the Study Department or on the Faculty's website. https://ktk.pte.hu/en/students/administration/forms-and-guides Some types of the different requests can be also submitted online, in Neptun /Administration menupoint.

You can request the following things by submitting the relevant form:

- Individual/special timetable and exam schedule
- Credit accreditation
- Late enrolment
- Late course registration
- Any other issue

Programme Voice Group Meeting

This is a forum where student voice leaders and staff meet to discuss the matters emerging on the Business Development programme. This includes any issues but also deals with future developments and things that are going well. The PVG meeting also looks at student survey results.

The membership of a PVG meeting includes:

- Student voice leaders
- Faculty leadership
- Programme Director
- Programme coordinator and other academic staff involved in the delivery of the programme and/or courses
- International Accreditation and Study Coordinator
- Head of the Study Department
- Head of the International Office
- Representative of the Talent and Competence Development Spot
- Support services representatives (if it is necessary)

The **student voice leaders** are elected by the end of week 2 at the beginning of every academic year to ensure that the interests of students on the programme are represented. They are also responsible for feeding back the outcomes of any meetings or events they attend.

Student voice leaders will be selected, either by election or self-nomination. If you are elected as a student voice leader your role will be to gather the views and opinions of the students you represent, to present these at the meetings you attend and to feed back the results and information to other students following the meeting.

Being a student voice leader can be immensely rewarding. Much of the experience you obtain through being a voice leader can be linked to personal development and employability. The graduate market is very competitive and prospective employers are looking for people who stand out and can demonstrate, with real examples, skills listed in CVs. As a voice leader you get to put skills into action, such as communication, leadership, teamwork, problem-solving and time management.

As well as attending PVG meetings student voice leaders are often asked to give their feedback on other issues relevant to students through focus groups or other committee meetings which are organised on a more ad-hoc basis.

Minutes are recorded of the discussion and decisions of each PVG meeting and these are circulated to members with outcomes via email. The minutes are included with the Programme Monitoring Report. The points raised at the meeting are carefully recorded so action can be taken upon them, and they are available at the Programme Coordinator.
Students receive information on actions arising from PVG meetings via the Student voice leaders.
Meeting Dates: generally, 6th week of each semester.

Student Surveys

Students are required to take part in the course evaluation procedure at the end of every semester through Neptun. This feedback process aims to elicit your views on the quality of all the modules you have taken, and your experience of being a student on your programme of study.

Course evaluation form examines each course in some detail. Programme questionnaires invite comment on your programme in general – it is to be done electronically before the exam periods in Neptun.

You can expect to receive a report on issues that have been identified, and the actions taken upon them from your Student Voice Leader. The report would also describe the measures taken to resolve any problems. All reports will be an item for discussion during PVG meeting and will, where necessary, be reported upon during the annual monitoring process. The whole feedback process will also be reviewed regularly to ensure that it is effective in helping to provide a good quality experience for students. Questions can be seen in **Appendix 3**.

How we consider your feedback

The feedback you give through your Student Voice Leaders, through surveys and at PVG meetings play an important part in reviewing the Managment and Leadership programme during and at the end of the academic year. Some of the changes we have made to the programme have been a result of student feedback.

How your Programme is Quality Assured

You may have not heard the terms 'quality assurance', 'academic quality', 'academic standards' before and now you have you may think they have nothing to do with you, however, these terms are important to you and your programme. The below definitions explain why;

'Quality' refers to how well UPFBE support you in your learning and covers the following areas: the teaching, the support available, the resources available, and how you are assessed.

'Standards' refers to the level of achievement you need to succeed in your course and get your qualification. Standards should not vary from one higher education provider to another.

Having both quality and standards means that you and everyone else can have confidence in your degree and your education.

Quality assurance is therefore mainly about maintaining standards and ensuring you have the best possible experience at UPFBE. The range of quality assurance processes and procedures includes the following:

- Annual monitoring – How the University reviews how programmes are doing every year.
- External Examining – Independent moderators who help ensure academic standards are being met but are also comparable nationally.
- Student feedback and representation – This includes student surveys, PVG meeting and student representation.

Quality enhancement refers to how universities seek to continually review and improve quality and standards. By getting involved in quality assurance you can help to enhance the programmes we run and also the experience of students.

PART TWO - RESOURCES AND SUPPORT AVAILABLE

Resources

Location of your classes/Study Department/Student Services

Your classes are taking place in the classrooms of the Faculty of Business and Economics and at the neighbouring Faculty of Law (Pécs, Rákóczi Street 80). Classrooms are to be found on the ground, first, third and fourth floors.

All of your businesses in connection to your studies are dealt with the Study Department which is on the first floor – room 135 – together with the International Relations Office and the CareerSpot (please find the detailed information about the services in Your Programme Team chapter).

Library

The Benedek Ferenc Library of the Faculties of Law and Business & Economics as a public library - the information infrastructure of education and research - serves the education and research work of two faculties, the Faculty of Law and the Faculty of Business and Economics, and actively participates in the acquisition of information culture. As a public university library, it collects, catalogues, makes available for consultation and disseminates traditional and electronic versions of national and international literature, and cooperates with other libraries in the systematic management of library information.

Together with the Central Library of UP, it is located in the well-equipped South-Transdanubian Regional Library and Knowledge Centre. In the Knowledge Centre there are several computers for readers and the possibility of both the group work and the individual research is provided. WiFi is available for registered readers in the whole building. The Library is open 38 hours a week.

The Benedek Ferenc Library is located on the third floor of the Knowledge Centre where there are about 120,000 documents and ca. 120 journals. English language books, textbooks, academic journals and periodicals in all the fields of law, business and economics can be found there. In the last few years, the collection of the Library increased by about 2,500 items per year. Students are supported by English language assistance. On the 3rd floor, there is a group study room and a seminar room, which can also be used for group study and whose online booking system will soon be available for students.

As the Libraries of the Knowledge Centre integrated their services, the Knowledge Centre operates as a large library and circa 1.3 million items are available for the readers.

Subscribed databases are available for the students and researchers via the university network, some of them contain business and economic content, e-journals and e-books such as Business Source Premier, EconLit, Ideas, JSTOR, Regional Business News, RePEc, ScienceDirect, Scopus, Springer Link and Statista. Furthermore, the Library has taken up the digitalization of the physical collection so that the documents would be better available and researchable for the readers. Since 1996, the Library has become the Depository Library of the World Bank, thus providing excellent data and document sources for interested researchers and students.

Joining the Library

Joining the library is bond to registration at its registration desk with identity card or passport (student status is checked by colleagues using the Neptun code). The Library Card entitles you to use any of the library services.

Reservations and Interlibrary Loans

Books on loan from any of the libraries may be reserved by another borrower and recalled. Books and journals not in stock may be borrowed ordered electronically from elsewhere.

The Collection of Documents of the European Union

The aim of the European Documentation Centre (EDC) is to facilitate research on the European Union. To collect, systematise and make available (partly on loan) literature on European integration for students, academics and researchers in the field of European studies and for interested individuals. The room has access to the Legal Database (Jogkódex) compiled by ORAC (subscribed by the library).

IT facilities

The Faculty has three computer rooms with 134 computers for teaching purposes. The campus has full WiFi coverage. Printing and scanning are available at the Student Help Desk operated by the Student Government.

E-mail

Students will be approached frequently via email. For this reason, they are required to make sure that their email address provided in **Neptun** (electronic academic registry system – see below) is always up to date because they will be informed through the system.

Your contact and personal details

You should ensure that we are kept up to date of your contact details to guarantee that all important communication reaches you. In case you wish to modify any of your personal details or availability please contact the Programme Coordinator.

Learning Administration System – Neptun and Moodle

At the beginning of each semester, it is your responsibility to set your status in 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 will not be allowed to participate in the examination. Neptun is available from the Faculty's website

Moodle is the unified intranet of the University of Pécs. It functions as the main source of the learning material available for students. Moodle can be reachedfrom the Faculty's website and it is advisable to be visited regularly to learn all important information but you could also apply reasonalbe settings to receive notificaitons.

At the beginning of your studies, you will receive an intensive training program that will provide you with all the information on the options of the intranet. To log into the intranet, you will have to use your Neptun code and password that was provided to you at the beginning of your studies. If you have any difficulties using the intranet, please contact your Programme Coordinator.

Student Support

Student website

For news of events and other student activities students can visit the following plaforms:

https://international.pte.hu/

https://ktk.pte.hu/en/students

https://www.facebook.com/studybusinessspecs/

https://www.facebook.com/universityofpecs

https://www.instagram.com/studybusinessspecs/

https://www.youtube.com/channel/UCr8ACcPo8JtRN3P3u1flHHg

https://www.tiktok.com/@pecsikozgaz

https://www.linkedin.com/school/university-of-pecs-faculty-of-business-and-economics/

Administrative and Service staff

Students can easily reach different kinds of support either on campus or at the different departments of the UP. Please see the chart below.

Field of responsibility	Name	Extension	Location	E-mail
Programme Coordinator: Academic Support, Study Counselling, Study Transferring	Gerda Dóczi	23443	B135	doczi.gerda@ktk.pte.hu
International Accreditation Coordinator, Double Degree Programmes	Lívia K. Tóth	23135	B243	toth.livia@ktk.pte.hu
International Relations Manager	Eszter Rozs	23160	B131	rozs.eszter@ktk.pte.hu

Exchange Programmes Coordinator	Réka Battyáni	23165	B131	mailto:battyani.reka@ktk.pte.hubattyani.reka@ktk
Admission Coordinator	Mária Vivien Lajos	23160	B131	lajos.maria@ktk.pte.hu
Head of Technical Support	Tibor Fehér	23154	B135	feher.tibor@pte.hu
Webmaster, Online Support	József Varga	23344	B135	okiteki@ktk.pte.hu
Technical Support	Gábor Lovas	23364	B135	okiteki@ktk.pte.hu
Neptun Support	Tamás Gáspár / Balázs Pap	23334	B135	gaspar.tamas@ktk.pte.hu
Financial, Health Insurance, Student Card, Travel Discount Support	Central Registrar's Office, Customer Service	22545	Dohány Street 1-3, basement	infokti@ktk.pte.hu
Stipendium Hungaricum Scholarship Student Support	Áron Bánáti	18525	Rector's Office, Vasvári Pál Street 4	banati.aron@pte.hu
Internship Coordinator, Employability Service, Coaching, CareerSpot	Ildikó Hargitai	23366	B129	hargitai.ildiko@ktk.pte.hu
Head of Secretariat	Andrea Parag	23281	B410	parag.andrea@ktk.pte.hu
Library Support	Balázs Arató		Centre of Knowledge, Universitas Street 2, 3rd floor	arato.balazs@lib.pte.hu

Disability Support	Csaba Magdali	24018	Faculty of Science and Humanities, building A, office 130	magdali.csaba@pte.hu

Student Government

The Student Government has the main purpose of making the students' life easier and more colourful at the University. It operates with five members, whose main tasks are the advocacy of students in different committees, cooperation with the Study Department, information transfer, keeping in touch with the Student Organizations, and organizing programmes.

Our students can rely on the Government if they have any affairs regarding their studies or the university processes.

Our traditional events – besides offering joyful moments – are attempting to create a special atmosphere that makes students become a great community.

The activity of the Government are opened to the public, anyone who is interested, has some motivation to help them occasionally, or has any questions, should feel free to contact them by person or by email: http://pteehok.hu/en.

PART THREE - UNIVERSITY POLICIES YOU SHOULD KNOW

Programme Regulations

The regulations of the Business Development programme can be read in this Student Handbook and also in Annex 7 of Codes of Regulation and Examination of UP.

Academic Misconduct

Plagiarism is the presentation by a student, as his or her own work, of a body of material (written, visual or oral) which is wholly or partly the work of another. In fact, plagiarism extends to cover one's own work previously assessed or published which is also required to be properly referenced.

Taking unfair advantage over other authors, students or oneself in this way is considered by the University of Pécs, Faculty of Business and Economics, to be a serious offence. The University of Pécs, Faculty of Business and Economics, will take serious action against any student who plagiarises whether through negligence, foolishness or deliberate intent. Make sure written material, ideas, theories, formulae, etc. are acknowledged using quotation marks, references and bibliographies. Information on the correct way of acknowledging work from other sources is available from https://ktk.pte.hu/en/students/studies/master-programmes/thesis. Academic misconduct also covers cheating in examinations.

Plagiarism – in more details – is taking someone else's work or ideas and passing them off as your own. Remember plagiarism isn't just restricted to essays or reports it can also happen with visual work as well. Main forms of plagiarism:

- **Copying: verbatim (word for word) quotation without clear acknowledgement**
    - Submission of someone else's entire work as your own. The original work could be, e.g. from the internet, a classmate, or a student in the previous year.
    - No quotation marks are used to identify direct quotes in the text, and full referencing of the cited sources is missing.
- **Paraphrasing: restatement (citation by content) without clear acknowledgement**
    - Paraphrasing or synthesising material from a book, journal article or internet site without acknowledging the source in the text.
    - Only altering a few key words, inserting a few new words in the text, and/or rearranging the order of words or sentences is plagiarism.

- **Patchwork writing or Patchwriting**
    - Composing a paragraph by joining together sentences from a number of sources that are poorly paraphrased or cited improperly. This kind of patchwork paper does not demonstrate critical thinking at all.

- **Self-plagiarism**
    - Using your own previous work in another assignment without acknowledging it.

- **AI-Based Paraphrasing Tools to Avoid Plagarism**
  - Using an AI-based text generator to synthesize a specific topic and submit it as one's work, using easy-to-use paraphrasing resources to assist a student in rewriting (e.g. plagiarism removal software), or using translation software to translate a material written in languages other than English and submitting the English translated material as the student's original work is considered severe cases of plagiarism.

In the case of plagiarism, the student will have to face the Ethical Committee of the University and bear the consequences of their deed.

If you have any questions regarding plagiarism or academic misconduct, then please contact the Programme Director.

Detecting plagiarism

A plagiarism check for each submitted thesis and written assignment is conducted in the programme. Checking plagiarism for theses is the programme management's responsibility, while the checking of any other submitted written materials is the responsibility of the professor. For this purpose, the *Turnitin software* is available for both the programme management and for all teaching staff members.

Appeals

Students can appeal against assessment board decisions and the outcome of academic misconduct cases. The University of Pécs Regulations for Appeals are available oline.

The terminology may not be familiar in all cases as it refers to University of Pécs staff and committees. If you are involved in any action under these regulations and do not understand the process involved, please contact the Programme Director.

Complaints

The complaints procedures of the Business Development programme must be followed.

Research Ethics

Principles of ethical reserach should be taken into consideration at every activity carried out during your studies. Some imporatnt principles of reserach ethics are include:

1. Primary concern must be given to the **safety, welfare and dignity** of participants, researchers, colleagues, the environment and the wider community

2. Consideration of **risks** should be undertaken before research commences with the aim of minimising risks to those involved.

3. Respect for the **privacy, confidentiality and anonymity** of participants

4. Consideration of the rights of **people who may be vulnerable** (by virtue of perceived or actual differences in their social status, ethnic origin, gender, mental capacities, or other such characteristics) who may be less competent or able to refuse to give consent to participate

5. Researchers have a responsibility to the general public and to their profession; as such they should balance the anticipated benefits of their research against **potential harm, misuse or abuse** which must be avoided

6. Researchers must demonstrate the highest standards of **ethical conduct and research integrity**. They must work within the limits of their skills, training and experience, and refrain from exploitation, dishonesty, plagiarism, infringement of intellectual property rights and the fabrication of research results. They should declare any actual or potential conflicts of interest, and where necessary take steps to resolve them.

7. Research should **not involve any illegal activity**, and researchers must comply with all relevant laws

All students completing a thesis or independent project will be required to undertake an ethical review process.

Learning, Teaching and Assessment

The learning, teaching and assessment approaches used throughout your programme will encourage you to be actively involved in your learning and to co-operate with other students. We aim to give prompt feedback on your learning as well as opportunities to reflect upon and learn from that feedback.

Learning and teaching methods

You will be actively involved in a range of learning, teaching and assessment approaches as part of your Bachelor of Sciences in Business and Administration and Management study programme. Such active learning approaches aim to put you at the centre of your learning, so you are involved and engaged in all aspects of your learning and its assessment. Your programme will require your active participation in learning activities and engagement with your fellow students both individually and collaboratively, working and learning with other students as part of a small group. Learning activities may also occur both within and outside the classroom.

Your learning will also be supported by technology. Your tutors will be increasingly using existing and emerging learning technologies to engage you in e-learning activities. Your programme will be facilitated using a variety of media and online tools (podcasts, wikis, etc.) which will allow you flexible access to a diverse range of online resources, quizzes and learning materials as well as collaborative tools with which you can engage and learn with your peers. Not confined by time and space you will be able to take part in online discussions and learning activities from wherever you are studying. Your tutors will provide any support you may need whilst learning online.

By engaging with e-learning you will also be developing skills which are essential for your learning and are also highly valued by employers. These include but are not limited to: working flexibly,

communication, understanding of IT, team working and creating shared understandings based on quality resources and access to global expertise.

Assessment methods

Assessment is an integral part of learning and you may hear it referred to as formative or summative.

Formative assessment is developmental in nature and is designed to give feedback to students on their performance and how it can be improved therefore you will not receive a grade for formative assessment. Formative assessment is an important part of the learning process and has been shown to contribute to the enhancement of learning and raising of standards. **Summative assessment** is designed to measure the extent to which you have achieved the intended learning outcomes of a course and therefore the appropriate grade to be awarded. The summative component of an assessment task is designed to measure achievement of a learning outcome. Summative assessment should assess achievement of all learning outcomes in a secure, fair and accurate manner.

Assessment may also involve **self, peer or group approaches**. For example, you may be asked to self-assess your own work indicating where you feel you have clearly demonstrated your understanding and also identifying areas where can see you have room to improve. Assessment may also be a peer process where students, individually or as groups, offer feedback on one another's work. **Group assessment** may also be part of your programme. This part of the assessment requires you to demonstrate your ability to work as part of a group and possibly receive a group mark.

Please see the assessment schedule in **Appendix 2.**

Submission and receipt of coursework

Submission of coursework should be done upon the request of the professor: either in print or in electronic format or in both formats. If a student is explicitly asked to hand in coursework electronically then s/he has to do so. An electronic receipt, however, is at the discretion of the professor and may not be available.

Exams

Final and Exam course examinations are held only in the exam periods – December/January, and May/June. The dates of the exams are determined by the Study Department which announces them one month before the date of the first exam. The dates of the Midterm examinations are determined by the professors.

Deferral of assessment

Deferral of assessment can be requested only because of medical reasons (illness, accident). You have to prove with an official medical certificate if you were unable to participate in an examination otherwise there will not be a possibility for replacement. In the final examination period exams can be taken only in the appointed times. There is no possibility to organize final exams individually and outside the schedule.

Extenuating Circumstances

With extenuating circumstances (payment deferral, credit transfer, sport activity, work placement, absence, etc.) you have to contact the Programme Coordinator first and ask about your duties.

Assessment results

The minimum **pass mark** for each course is grade 2 (pass).

In case of modules assessed with exam (see Your Courses tables p.16), a pass grade can be achieved if a student achieves

- more than 50% from the 100% of the total marks obtainable *and*
- passes the final exam *and*
- passes every assessment element that has a 40% or higher weight in the assessment structure *and*
- achieves more than 50% on the total of the course-work elements.

Should the student fail at the first attempt, one retake opportunity is available in case of the final exam and each assessment element that on its own has a 40% or higher weight in the assessment structure.

In case of courses assessed with term mark (see *Your Courses tables p.16*) a pass grade can be achieved if a student achieves

- more than 50% from the 100% of the total marks obtainable *and*
- passes every assessment element that has a 40% or higher weight in the assessment structure.

Should the student fail at the first attempt, one retake opportunity is available in case of each assessment element that on its own has a 40% or higher weight in the assessment structure.

Assignments will be marked using the following five-point marking scale shown below – 5 being the best and 1 being the worst.

GRADE	DESCRIPTION	PERCENTAGE
5	Excellent	88.01-100
4	Good	75.01-88
3	Fair	60.01-75
2	Pass	50.01-60
1	Fail	0-50

Re-assessment

In case of courses assessed with exam (see *Your Courses p. 16*) the completion of the module is unsuccessful if the student fails to achieve

- more than 50% from the 100% of the total marks obtainable *or*
- fails the final exam *or*
- any assessment element that has a 40% or higher weight in the assessment structure *or*
- *fails to* achieve more than 50% on the total of the course-work elements.

Students who failed will be allowed one attempt to **retake** the final exam and/or the midterm exam and/or any assessment element that has at least 40% weight in the final grade. In case of any other assessment components, it is the module leader's discretion whether a retake opportunity will be provided or not. The same grading scale applies in the case of the retake exams as in the case of final exams.

Should the student fail to pass the module after the resit/resubmission, the student will be allowed to participate in an **Exam Course** for this module for which they have to register to in one of the following semesters. Taking an Exam Course, the student must complete a single exam that will represent 100% of the grade of the module. Again, the same grading scale applies.

In case of modules assessed with term mark (see Your Modules tables starting on p. 22) the completion of the module is unsuccessful if the student

- fails to achieve more than 50% from the 100% of the total marks obtainable *and*
- fails any assessment element that has a 40% or higher weight in the assessment structure.

Retake exam

A retake exam holds two purposes; it can be taken in case of a failed final exam, in order to pass the particulare course or after a successful final exam with the intention of improving the achieved grade. For the calculation of the final grade the second result will be considered in both cases.

Students who failed will be allowed one attempt to retake the assessment element that has at least 40% weight in the final grade. In case of any other assessment components, it is the module leader's discretion whether a retake opportunity will be provided or not. The same grading scale applies in the case of the retake of the element as in the case of first attempt.

Should the student fail to pass the course after the retake/resubmission, the student will receive a class rejected and has to register the course in one of the next academic years (or in case of general electives the student can opt to register to another elective course instead in the next semesters).

Number of exams

A student will be allowed to participate in a **maximum of six** exam occasions for each module throughout their studies, if they do not default on passing the minimum number of modules at the end of semester 2nd and 4th (see below). Should the student fail six times from the same module, the student will be made to withdraw from the programme.

Class participation/Absence

If the course syllabi require the student to participate a certain number of classes, the student must bear in mind that missing more classes than the permissible level can result in being forbidden to participate the final exam. Should the student face such situation, s/he will have to retake the whole course when available.

Credit Minimum Criterion

According to the Code of Studies and Examination enrolled students are obliged to complete the two-thirds of the attainable credit amount (60) – including core and elective courses - by the end of the second (40 out of 60 credits) and fourth (80 out of 120 credits) semesters otherwise they will be excluded from the study programme.

Marking, internal and external moderation

All assessment is sent to the External Examiner after the Faculty's Department has accepted it, with all the coursework set for the students. After each semester there will be two moderations, internal by a UPFBE faculty member and external by the External Examiner. The decision of the External Examiner on a specific mark is final till the Assessment Board's decision.

All modules are overseen by both the Internal and the External Examiner, especially those modules in which the assessment grade is derived from a combination of coursework and examination. Special attention is paid to all borderline and fail candidates.

Assignments

Students will generally be required to submit assignments in the modules that should be completed by the deadlines set. Individual progress will be monitored utilizing these assignments and/or class participation. The precise terms of reference, including deadlines and word limits, for an assignment must be observed otherwise marks may be deducted. The pattern of assignments and assessment will be given at the start of the module.

Please ensure that you are familiar with these requirements. Please note that if your performance is likely to be adversely affected by personal circumstances, the facts must be drawn to the attention of the Head of the Study Department in writing, with supporting evidence, ***two weeks* before** the due dates.

Assignments are designed to test the participant's individual ability. While co-operation and discussion with others may be useful and desirable, participants are reminded that copying and collusion are breaches of examination regulations.

All material from other sources must be acknowledged.

Return of coursework

Coursework will not normally be returned to the students, but it has to be filed for two years according to law. If a student explicitly needs a piece of coursework for any reason s/he has to produce it in more copies than one. The Study Department has no right to give coursework back.

Assessment Feedback

Feedback on your assessment (both formative and summative) provides the opportunity for you to receive reflection on your work and to use this feedback as the basis for learning and improvement.

Feedback can take many forms, and may be informal, for example, it may be offered and discussed in classroom sessions either collectively or individually. It may also be more formal and delivered, for example, in written or oral form from peers or academic staff. Understanding your feedback is very important and to achieve this you are encouraged to discuss feedback with your peers and academic staff.

Receiving feedback on your work is an essential and important part of your learning and therefore all programmes provide regular opportunities for formative assessment, the purpose of which is to get just detailed feedback (rather than marks) on your performance so that you can get a regular update on how you are developing and to prepare you for any summative assessment (summative assessment counts towards your final grade).

Feedback on summative assessment will be offered in a variety of forms and all work will be marked and moderated in line with the regulations of the Student Handbook.

You will normally be provided with feedback within 3 working days of the published submission date.

Progressing on your programme

Your credits

When calculating your average the weight of the different courses is depending on their credit value. Courses are rated with 9/6 ECTS credit point on the accumulative credit scheme. Upon successful completion of the Programme students will earn maximum 120 credit points but the number of attainable credits of the the different course cathegories (A, B1, B2, C, D) is determined, see *Your Courses p. 17.*

Your progression

After your exams your results will be recorded in Neptun. It is important to know that these results must be considered and confirmed by the Assessment Board. The Assessment Board consists of the following members: UP professors, External Examiners, Programme Director. If you have successfully completed your assessment you will be able to progress to the next year or graduate. Once the

Assessment Board has met you will be able to view your results and progression status in the official board scripts at the Study Department.

The Assessment Board can determine the following progression categories:

1. Pass Proceed – the student completed all the courses that are prescribed in the sample curriculum for the particular year
2. Exam Course – the student has some incomplete course(s)
3. Excluded – the student could not complete the minimum credit criterion therefore they have to be dismissed
4. Withdrawn/Passive – the student suspended they studies by their own will
5. Pending – the decision on the progression cannot take place yet because of missing grades (study abroad)

It is important to know that you can continuously monitor your academic progress yourself using the Advancment menupont in Neptun.

Thesis

The overall objective of the thesis is to reinforce the student's learning by requiring that experience be brought to bear upon a real-life business problem. Topics for the thesis can be freely selected by the students through Neptun during a given period. The range of problems that may be addressed is extensive. **Thesis Development** module (see the syllabi in the appendix) is designed to give an insight into the problems businesses face and to provide students with the necessary tools to resolve these problems. Thesis Development module is an independent module in which students work towards their thesis. The calculation scheme of the marks of the Thesis modules can be read in the course syllabi. More information on thesis writing can be found on the School's website.

Thesis topic and supervisor selection and the process of thesis submission and evaluation

Students' thesis topic and supervisor selection and the process of thesis submission consist of the following steps:

1. Students choose their topic and the related supervisor from a list in Neptun one semester before the submission of their thesis.
2. The supervisor confirms the selected topic by the end of the selection period.
3. Students have the right to change the confirmed topic and choose an other one but they have to request that from their Programme Coordinator. Changing the topic is possible onyl 3 months before the deadline of thesis submission.
4. Students can carry on with their work throughout the acacemic year: research, consultation, submission of research proposal and one chapter of the thesis. They have to work tight cooperation with their supervisor. They have to consult them at least 3 times/ semester.
5. The thesis has to be submitted – till a given deadline - and will be evaluated in Neptun by the supervisor and by an opponent – referees – suggested by the supervisor. Both referees' judgement has the same weight therefore if both give grade 1 (fail) for the Thesis then the

student is not allowed to defend the work and has to rewrite it. If one of the referees gives a grade 1 (fail) and the other gives a grade 2 (pass) or better, then the thesis must be seen by a third referee. The student can defend the thesis only if the third referee gives a grade 2 (pass) or better. In this case, the third referee's grade steps into the place of grade 1 given by the previous referee.Thesis Evaluation Form can be seen in **Appendix 4.**

6. Your Thesis Development grade will be determined by your supervisor and includes the evaluation of the consultation activity and the submitted thesis.

Final Examination – Thesis Defence

The Final Examination – Thesis Defence consists of the oral defence of the Thesis. Moreover, students must prove their general knowledge and preparation in the topic(s) associated with the Thesis. The due date of the thesis is the end of the 4th semester. The oral defence will take place at the end of the 4th semester.

Defence procedure

Detailed information for the defence procedure is available on the Faculty's website. Students get informed about the exact schedule of the defence two weeks before the event. The schedule will be sent out through Neptun to those who registered for the defence during the given period. At the defence students will be asked two questions by the committee in connection with the topic of their theses. In addition to that students must prepare a 10-minutes long presentation about their thesis. The defence is about 20 – 25 minutes long per student. If the thesis is confidential only the supervisor, the committee and the student can be present at the defence. The result of the defence and qualification is calculated according to the calculation scheme below:

Weighted grand avg*3 +result of the defence (thesis grades + oral defence)/4.

The announcement of the results will be right after the defence.

Your achievement/Certificates

After successfully completing the final examination, a Certificate (Degree) in Business Development is issued by the UPFBE. The qualification of the Certificate (Degree) is determined by the weighted average mark of all credited courses, the thesis and the final examination. The qualification of the Certificate (Degree) is based on the average mark as follows:

5.00	Outstanding
4.51-4.99	Excellent
3.51-4.50	Good
2.51-3.50	Satisfactory
1.51-2.50	Pass

Certificates

When you graduate, your final qualification certificate will be issued by the UP and will have the details of your qualification. Your UP degree can be taken over at the graduation ceremony that is to be held two times/academic year, in February and in June.

Diploma supplement

All students are issued with a diploma supplement. Your diploma supplement will include the courses you have taken with grades achieved and state your qualification with the classification and title. Furthermore it contains information on the nature, level, context, content and status of the studies undertaken and successfully completed. Diploma supplements are intended to help external parties such as current or future employers or other Higher Education providers understand more about your Program in addition to your grades.

Health and Safety

Students are expected to behave according to general Faculty regulations and not endanger their own or anybody else's health and safety. Students are liable for any damage that is caused by them to anyone else on the premises. Please find more information about health services on the following links:

Healthcare: https://adminisztracio.pte.hu/english/health_services

Psychological support: http://counselling.pte.hu/

APPENDIX 1: PROGRAMME LEARNING OUTCOMES AND COURSE RELATION

Course type	Semester	Course	Programme learning outcomes							
			PILO1	PILO2	PILO3	PILO4	PILO5	PILO6	PILO7	PILO8
Core course	1	Applied Statistics and Econometrics				x	x		x	x
		Theories and Practice of Innovation	x	x	x		x		x	
		Entrepreneurship Theory and Practice	x	x	x	x	x	x	x	x
		Corporate Entrepreneurship	x	x	x	x		x	x	x
	2	Business Analysis and Valuation		x	x			x		x
		Strategic Management and Leadership	x	x	x	x	x	x	x	x
		Business Intelligence	x		x	x	x	x	x	x
		Project Management	x	x	x	x	x	x		x
	3	Advanced Communication for Leaders	x	x	x		x	x	x	x
		Tutorial: Startup Lab	x	x	x	x	x	x	x	x
	4	Thesis Development	x	x	x	x			x	
Specialized core course	3	Marketing Analysis and Planning	x	x	x	x	x		x	x
		Production and Process Management	x			x	x		x	
	4	Entrepreneurial and IP Law	x	x	x	x	x	x	x	
		ESG in Business Practice	x		x		x	x	x	x
		Sustainable HR	x	x	x		x	x	x	

APPENDIX 2: ASSESSMENT SCHEDULE

Course type	Semester	Course	Assessment schedule (time of the particular assessment element during the semester)													
			Midterm test	Final exam	Solved exercises	Homework	Written assignment	Online quiz (self paced)	Quiz in the classroom	Case studies	Group work	Group work presentation	Presentation	Project work	Learning diary	Simulations
Core course	1	Applied Statistics and Econometrics	week 7	exam period				10 weeks								
		Theories and Practice of Innovation					exam period		12 weeks		12 weeks		week 12			
		Entrepreneurship Theory and Practice	week 5				week 8				week 8	week 13		week 9-13		
		Corporate Entrepreneurship									week 3-13	week 13		week 3-13		
	2	Business Analysis and Valuation		exam period	week 5		exam period									
		Strategic Management and Leadership			10 weeks		week 12			week 4,7	10 weeks		10 weeks			week 12
		Business Intelligence	week 9	exam period	12 weeks	12 weeks			12 weeks	12 weeks	12 weeks					
		Project Management				10 weeks								week 4, 8, 12		
	3	Advanced Communication for Leaders			12 weeks	5 weeks	3 weeks			3 weeks	6 weeks	1 week			12 weeks	
		Tutorial: Startup Lab									week 1-13	week 13		week 1-13		
	4	Thesis Development					week 2	week 2						week 13		
Business elective	3	Marketing Analysis and Planning		exam period						2 weeks	12 weeks	week 12		12 weeks		
		Production and Process Management	week 7	exam period								week 1-13				week 9
	4	Entrepreneurial and IP Law		exam period				week 6, 9		week 4-13		week 4-13				
		ESG in Business Practice		exam period							week 1-13	week 1-13				
		Sustainable HR		exam period								week 13		week 13		

APPENDIX 3: COURSE EVALUATION FORM

Approximately how many per cent of the classes did you visit? (radiobox, answer is compulsory)

[ ] less than 25%

[ ] 25%-50%

[ ] 51%-75%

[ ] more than 75%

Evaluation of the course (1 = very bad; 5 = excellent) (radiobox, answer is compulsory)

	1	2	3	4	5	I do not know / I do not want to answer	Remark (non-compulsory)
Course content *							
Information of syllabus and requirements							
Comprehensibility of teaching material							
Accessibility of teaching material							
Matching of teaching material and syllabus							
Structure of classes							
Active student participation was possible in the classes							
Classes assisted the successful acquisition of the teaching material							
In-semester activity expected from the students assisted the acquisition of the teaching material							
Manageability of in-semester workload expected from the students							
Helpfulness of feedbacks given to work by students							
How interesting was the course?							
On the whole, how much were you satisfied with the course?							

* Capacity of the course to share general social or economic attitude, enlargement of horizon, theoretical foundation and /or practice-orientation.

Strengths of the course .... (text, answer is not compulsory)

Weaknesses of the course..(text, answer is not compulsory)

Evaluation of lecturer(s) (to be filled out separately for each lecturer of the course)

Did you participate in at least one of the classes held by the lecturer above? (radiobox, filling out is compulsory)

[ ] yes

[ ] no

(If yes: questions concerning the lecturer show up. If no, the only question below shows up:)

What is the reason for your not participating in the classes held by the lecturer above? (one of the two options must be specified)

………………………………………………………………………. (text)

OR

[ ] I do not want to answer

(The questions below will show up if the student said yes for the participation)

The lecturer is (1 = very bad; 5 = excellent) (radiobox, answer is compulsory)

	1	2	3	4	5	I do not know / I do not want to answer	Remark (non-compulsory)
Competence							
Way of presentation							
Comprehensibility							
Helpfulness							
Consistency							
Accessibility (personally or online)							
Contact with the students							

Strengths of the lecturer ....(text, answer is not compulsory)

Things the lecturer could develop in..(text, answer is not compulsory)

APPENDIX 4: THESIS EVALUATION FORM

THESIS REPORT

Criteria for Evaluation	Scale of points	Points given
1. Topic quality	**0-12 points**	-
a. No real business issue addressed	0 point	-
b. Topic only marginally relevant, aims and objectives not addressed at all	1-4 points	-
c. Relevant topic but not addressed properly	5-8 points	-
d. Relevant topic, aims and objectives addressed properly	9-12 points	-
2. Literature survey: demonstration of theoretical knowledge	**0-8 points**	
a. No theoretical basis, no literature survey	0 point	-
b. Weak theoretical basis, relevant literature missing	1-3 points	-
c. Good theoretical basis but relevant literature missing	4-5 points	-
d. Excellent theoretical basis, relevant up-to-date literature survey	6-8 points	-
3. Use and description of research methods	**0-8 points**	
a. No description at all	0 point	-
b. Poor description, not adequately supported	1-3 points	-
c. Good description, only partially supported	4-6 points	-
d. Clear description, well supported	7-8 points	-
4. Description of sources of data, method of collection, analysis	**0-12 points**	
a. Description missing, no proper analysis	0 point	-
b. Thesis based only on secondary data, data only partially analysed	1-4 points	-
c. Use of both primary and secondary research, but data collection not well organised and/or only partially analysed	5-8 points	-
d. Clear description of all sources, well organised data collection, proper in-depth analysis	9-12 points	-
5. Presentation and discussion of research findings and implementation plan	**0-18 points**	
a. Poor presentation and discussion, no managerial relevance and/or recommended implementation plan	0 point	-
b. Some evidence of presentation or discussion skills but evaluation lacks depth, some managerial relevance and/or implementation plan	1-6 points	-
c. Good presentation and discussion , managerial relevance and implementation plan offered but some points missing	7-12 points	-
d. High level of presentation and discussion, clear managerial relevance, detailed and well-grounded implementation plan	13-18 points	-
6. Structure of thesis	**0-12 points**	
a. Unclear and weak structure	0 point	-
b. Some parts clear but thesis lacks overall coherency	1-4 points	-
c. Adequate structure but some parts not coherent	5-8 points	-
d. Clear and coherent throughout	9-12 points	-
7. Quality and style of writing	**0-10 points**	
a. Poor use of English, frequent grammatical mistakes, inadequate grasp of style	0 point	-
b. Generally correct use of vocabulary but clumsy wording, several grammatical mistakes; reasonable grasp of style	1-3 points	-
c. Mostly accurate English, correct choice of vocabulary, good awareness of style	4-6 points	-
d. Excellent command of English, correct use of register and vocabulary	7-10 points	-

8. Format, citation and referencing, bibliography and appendix / appendices	0-10 points	
a. One or all of the following missing: citations and references in the text, bibliography: ***Thesis has to be rejected with grade 1**	*0	-
b. Bibliography present but not all references indicated in it; appendix / appendices inappropriate or even inadequate	1-4 points	-
c. Bibliography present, includes all references but appendix / appendices not clear or even partially inaccurate	5-8 points	-
d. All references in the text appear in the bibliography, well-structured and well-presented appendix / appendices	9-10 points	-
9. Overall opinion	**0-10 points**	
Please indicate your overall opinion of thesis on a 10-point scale, where 10 means 'excellent' and 1 means 'very poor'.		-
Total points	**0-100 points**	

Grading system: 0-50 fail (1), 51-60 pass (2), 61-74 fair (3), 75-87 good (4), 88-100 excellent (5)

Remarks (if the grade is fair or below remarks are compulsory):