



UNIVERSITY OF PÉCS
Faculty of Business and Economics

STUDENT HANDBOOK

FACULTY OF BUSINESS AND ECONOMICS
UNIVERSITY OF PÉCS

BSC IN BUSINESS ADMINISTRATION AND MANAGEMENT
PROGRAMME

2023/24 academic year

Programme Director: **Mónika Galambosné Tiszberger, Dr.**

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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 Program Director **Mónika Galambosné Tiszberger** (tiszbergerm@tkk.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 [Judit Zsuzsanna Takács](mailto:takacs.judit@tkk.pte.hu) (takacs.judit@tkk.pte.hu) 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 BSC IN BUSINESS ADMINISTRATION AND MANAGEMENT

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 Ignác 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 Pakistan, India, China, Vietnam, Cambodia, Kazakhstan, Nigeria 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 module portfolio that meets the requirements of the 21st century. Most recent actions include the introduction of new elective modules 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 modules among others in order to facilitate internationalization at home and increased social and environmental sensitivity of graduates to become ethical, responsible professionals.

The BSc in Business Administration and Management Programme has acquired EFMD accreditation in 2020. Also this inspires us for continuous improvement of the programme, including among others internationalization opportunities and interaction with external stakeholders. In the same year, the Faculty of Business and Economics joined the United Nations Principles for Responsible Management Education as an advanced signatory.

In accordance with our belief that knowledge is responsibility, our mission is “Educating excellent, solution-oriented, responsible business professionals to enhance the sustainable development of the local and the wider environment.” The BAM programme is designed to educate leaders of the 21st century who based on their knowledge, skills and competences ethically and responsibly act for a sustainable future let them be entrepreneurs, business managers, NGO activists or governmental professionals.

Welcome from your Programme Director

Congratulations on your acceptance to the Bachelor of Science in Business Administration and Management Programme (BAM).

Our program has a rich tradition of training well-rounded graduates who are able to think critically, act collaboratively, and conform in a challenging and rapidly changing environment.

This Programme aims to prepare you for the theory and practice of sustainable business management in a global, competitive and ever-changing business environment. The BAM Programme has been designed to help you develop skills and competencies that are needed to unfold the full potential in you and to successfully contribute to the advancement of humanity.

We offer many elective modules, extra-curricular workshops and activities to foster your personal development. Please, take all your chances to improve yourself in and outside the classrooms.

Beside all the gained knowledge and skills, the diverse international student body provides you a unique, intercultural experience during your studies.

I will be your Programme Director. My primary role is to guard and ensure the high quality of this programme. My colleagues and I look forward to working with you and helping you to achieve your learning and career aspirations.

I invite you to explore this handbook and also our website at the beginning of your studies and also later on to alight upon updates and new opportunities.

I wish you success, joy and excellent experiences.



Dr. Mónika Galambosné Tiszberger, PhD

Associate 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.ptt.hu
Vice-Dean for Educational Affairs	Katalin Erdős, Dr.	63134	B244	erdosk@ktk.ptt.hu
Programme Director	Mónika Galambosné Tiszberger, Dr.	63146	B118	tiszbergerm@ktk.ptt.hu
Programme Coordinator	Judit Zsuzsanna Takács	23159	B135	takacs.judit@ktk.ptt.hu

Teaching staff

You can find the names of your professors in Your courses chapter or in the course outlines. Professors' office hours are subject to change and therefore always to be checked at the on the School's website. Preferred way of communication is via e-mail or by person with all staff members listed above. Please avoid the usage of other communication platforms.

Your Programme

The first business degree program in English started in 1996 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 overall purpose of the programme is to develop professionals who can manage ethically, sensitively and holistically a range of organisations in an increasingly global and rapidly changing

environment. The primary objective of the BSc BAM Programme is to be an influential, attractive provider of education for future global business managers seeking to earn a Hungarian/European bachelor's degree in English in a multicultural learning environment. The philosophy underlying this programme is the development of knowledge and skills required for the analysis of business problems and for the formulation and implementation of solutions. The programme aims to enable students to make useful contributions to the organisations they join upon graduation. Specifically, the programme aims graduates will have:

- a sound foundation in the use of appropriate concepts, analytical tools and decision-making techniques commonly deployed in business situations;
- an understanding of business functions, of the business environment and of processes appropriate to business operations, and
- analytical, planning and operating skills which can be applied to complex, business situations;
- furthermore subject expertise and functional specialism; and a learning experience through the three years of the course which encourages the development of personal qualities and skills appropriate to, and sought after, by the business world.

Intended Learning Outcomes

The detailed curriculum map can be seen in **Appendix 1**.

Upon completion of the BSc in Business Administration and Management Programme students will be able to....	
Knowledge and understanding	PILO1: employ theoretical and conceptual knowledge to identify and analyse business problems and their social and environmental consequences in global contexts.
	PILO2: identify and place into practice information-based decision-making approaches to business problems.
Skills	Intellectual skills
	PILO3: gather, analyse, and evaluate business data and information and transform empirical data into useful and actionable information.
	PILO4: interpret and analyse complex business and management issues from multiple perspectives and critically review academic literature and other relevant information sources
	Practical skills
	PILO5: operate effectively within a (multicultural) team environment demonstrating teambuilding and intercultural communication skills.
	PILO6: communicate effectively in oral and written formats in the physical and virtual space using communication and information technology for business applications and is able to prepare and present reports.

Attitudes	PILO7: exercise initiative and take personal responsibility for one's own work in terms of timeliness, professional behaviour, and personal motivation.
	PILO8: demonstrate awareness of ethical issues in for- and non-profit organizations and contribute to the strengthening of economic, social and environmental resilience.

Programme Structure Diagram

Please find the detailed information in Your Modules chapter. (students started in 2022/2023 and 2023/2024)

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7
A1 Quantitative Methods	A1 Probability and Statistics	A1 Business Statistics	A1 Internation al Economics	A1 Internatio nal Business Communic ation	A1 Banking and Finance	D Internship
A2 The Art of Writing and Presenting	A2 Introduction to Social Sciences	B1 Organizatio nal Behavior	B1 Human Resource Manageme nt	B1 Internation al Business	B1 Operations Manageme nt	
A1 Microecono mics	A1 Macroeconomi cs	A1 Introductio n to Accounting	B1 Corporate Finance	A1 Business Case Studies	B2	
A1 Information Systems	B1 Introduction to Management	A1 Introductio n to Marketing	B2	B2	B2	
C	C	C	C			
<i>Business English*</i>						
<i>Introduction to Quantitative Methods*</i>				D Thesis- Research Methodolo gy	D Thesis- Consultatio n	
31 credits	31 credits	31 credits	31 credits	31 credits	35 credits	20 credits
Total number of credits to be acquired:						210

A1/A2/B1/D: Core Courses (including Thesis and Internship)

B2: Business electives

C: General electives

** Criterion, 0 credit value*

Your 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 course 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.

Certificates available next to your degree

In order to meet the requirements of the 21st century two certificates are available for interested students. By completing Data Analysis in R and Visualization with Spreadsheets students can earn a **Business Intelligence** certificate, whereas completing Environmental Economics and Natural Resource Economics and CSR courses students are eligible for a **Sustainability and Ethics in Business** certificate.

Double-degree opportunities

Students of the BSc BAM programme can apply to participate in one of our double-degree programme organized jointly with renowned international partners. One of these is the **ESDES School of Management, Université Catholique de Lyon**. Bachelor students with UPFBE as their home university will obtain a bachelor diploma in Global Business Development (GBD) at ESDES and a bachelor degree in Business Administration and Management at UPFBE, when they have successfully completed the double degree programme.

Students can apply for the programme if they

- a) have 120 ECTS for entry into the final year before completing their internship;
- b) have reached a weighted average of 4.0 over the two year period;
- c) have a TOEFL with at least 550 points or equivalency.

The other double-degree programme is organized with the **Groupe Kedge Business School Bordeaux**. Upon successful completion of this course of studies, you will graduate with the following double degree: the UPFBE's 3.5 year BSc Business Administration and Management diploma based in PÉCS; and the 3-year KEDGE Bachelor diploma from KEDGE BS ("Programme Supérieur de Gestion et Commerce") based in Bordeaux.

Students can apply for the programme if they

- a) have 90 ECTS and successfully completed 3 semesters;
- b) have reached an average of 4.0 over the three semester period;
- c) have a TOEFL 550 or other equivalency;
- d) able to pass a Sulitest;
- e) their chosen optional courses are reviewed and approved by the parties.

For further details about these opportunities please visit the School's [website](#). The application call will be communicated to you through Neptun when the opportunity is available.

Internationalization requirements

Every student has to collect 20 (CIX – Compulsory International Experience) points in internationalization during the 7 semesters. Depending on the status of the student (scholarship holder, fee-paying), either physical mobility or internationalization at home is requested. Physical mobility can happen in the frame of a double-degree programme and/or supported mobility programmes. Internationalization at home can happen in the frame of selected international events and courses delivered in international co-operation. You can find detailed information about the [Compulsory International Experience](#) on our website. The up-to-date list of the double-degree and mobility programmes, internationalization events and courses is published at the beginning of the academic year.

Attendance requirements

1. Students in general, are required to attend all scheduled classes and prescribed activities for the programme on which they are enrolled. However, it is the professors' decision to keep a record of the attendance or not.

The maximum rate of absence is determined by the [Code of Studies and Examination](#) of the University of Pécs

2. Students must always make themselves available 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.
3. Students must notify their module leader 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.
4. 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.
5. Students must notify the Study Department in writing if they are withdrawing from a course.
6. Any period of absence over 28 days for whatever reason shall be reported to the Study Department.
7. 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.
8. 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.

- Students, who fail to register for the programme after four weeks after the official beginning 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):

400,000 HUF /semester for EU-residents 2,750 €/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.

Extra fees (to be paid in special cases)

<https://international.pte.hu/current-students/information-related-your-studies/codes-and-guidelines>

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. <u>Note: without transcription you will not be able to register for the particular exam.</u>	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 Accreditation 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.

BSc in Business Administration and Management 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 BSc in Business Administration and Business 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 the basic business and economics knowledge in the first two semesters. Besides the basic business (finance, accounting, management...etc.) and economics (micro-, macroeconomics) modules students will gain knowledge in methodology related subjects (mathematics, statistics...etc.) as well.

The development of skills required in the field of business is to be generated from the 3rd semester in subjects of the functional areas of business. These skills include teamwork, self-management, business and customer awareness, communication, literacy and numeracy.

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 BSc in Business Administration and Management 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 TalentSpot and at the Centre for Applied Learning (CAL) which are responsible for organizing events and trainings supporting students personal development and internship activities.

Careers Advice

Career-related guidance and coaching can be obtained at the TalentSpot 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 – 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.

Internship

Students must take part in a semester (12 weeks without interruption) long placement. Placements are organized by the School but students can choose to find other ways to find placement by themselves, for example by the help of the [Internship Center](#). [Detailed regulation](#) is to be found on our website.

Your Courses

You can find the course syllabus – detailed course description – of every module here: [Course description](#)

A1/A2 – Core courses

Module	Semester	Classes (lecture + tutorial)	Assessment	Credit
Banking and Finance <i>Zoltán Gál</i>	6	2+2	Exam	7
Business Case Studies <i>Márta Somogyvári</i>	5	2+2	Exam	7
Business Statistics <i>Mónika Galambosné Tiszberger</i>	3	2+2	Exam	7
Information Systems <i>Sándor Dankó</i>	1	2+2	Exam	7
International Business Communication <i>Edit Gyarmatiné Bányai</i>	5	2+2	Exam	7
International Economics <i>Tamás Sebestyén</i>	4	2+2	Exam	7
Introduction to Accounting <i>András Takács</i>	3	2+2	Exam	7
Introduction to Marketing <i>Krisztián Szűcs</i>	3	2+2	Exam	7
Macroeconomics <i>Richárd Farkas</i>	2	2+2	Exam	7
Microeconomics <i>Katalin Erdős</i>	1	2+2	Exam	7
Probability and Statistics <i>Dániel Kehl</i>	2	2+2	Exam	7
Quantitative Methods <i>Gyöngyi Bugár</i>	1	2+2	Exam	7
The Art of Writing and Presenting <i>Péter Németh</i>	1	2+2	Term mark	7
Introduction to Social Sciences	2	2+2	Exam	7
Number of credits to be completed				98

B1 – Core courses

Module	Semester	Classes	Assessment	Credit
Corporate Finance <i>Mónika Kuti</i>	4	2+2	Exam	7
Human Resource Management <i>Zsuzsanna Vitai</i>	4	2+2	Exam	7
International Business <i>Viktória Gerdesics</i>	5	2+2	Exam	7
Introduction to Management <i>Norbert Sipos</i>	2	2+2	Term mark	7
Operations Management <i>Zsuzsanna Hauck</i>	6	2+2	Exam	7
Organizational Behavior <i>Zsuzsanna Vitai</i>	3	2+2	Exam	7
Number of credits to be completed				42

B2 – Business electives

Module	Semester	Classes	Assessment	Credit
Advertising and Sales Promotion <i>Ákos Nagy</i>	4/6	2+2	Exam	7
Consumer Behaviour <i>Krisztián Szűcs</i>	4/6	2+2	Exam	7
International HRM Project <i>Zsófia Ásványi</i>	5	0+4	Term mark	7
International Career Management <i>Gábor Balogh</i>	4/6	2+2	Exam	7
Investments <i>Vivien Kleschné Csapi</i>	4/6	2+2	Exam	7
Management Accounting and Control <i>Alexandra Posza</i>	5	2+2	Exam	7
Marketing Calculations <i>Petra Rácz-Putzer</i>	5	2+2	Term mark	7
Marketing Research <i>Krisztián Szűcs</i>	4/6	2+2	Exam	7
Simonyi Summer Social Entrepreneurship Programme <i>Zsolt Bedő</i>	5	0+4	Term mark	7
Small Business Management and Development <i>Zsolt Bedő</i>	4/6	2+2	Exam	7
Number of credits to be completed				28

C – General electives

Module	Semester	Classes	Assessment	Credit
Booms and Crises in the European Economy <i>Zoltán Kaposi</i>	spring	2+0	Term mark	3
Business Simulation Workshop <i>Márta Somogyvári</i>	Spring	0+2	Term mark	3
Competence Development <i>Edit Gyarmatiné Bányai</i>	Spring	0+2	Term mark	3
Data Analysis in R** <i>Dániel Kehl</i>	Fall	0+2	Term mark	3
Environmental Economics* <i>Katalin Erdős</i>	Spring	0+2	Term mark	3
Financial Accounting <i>Gábor Márkus</i>	Spring	2+0	Exam	3
Game of Stocks <i>Vivien Kleschné Csapi</i>	Fall	0+2	Term mark	3
Introduction to Circular Economy <i>Péter Merza</i>	Fall	2+0	Exam	3
Introduction to Entrepreneurship <i>Zsolt Bedő</i>	Fall	0+2	Term mark	3
Mobility elective	NA	NA	NA	3
Natural Resource Economics and CSR* <i>Katalin Erdős</i>	Spring	0+2	Term mark	3
Regional Economics <i>Norbert Szabó</i>	Spring	2+0	Exam	3
Sustainability in the 21st century <i>Katalin Erdős</i>	Fall	0+2	Term mark	3
Tourism Management <i>Zoltán Raffay</i>	Spring	2+0	Exam	3
Visualisation with Spreadsheets ** <i>Ferenc Kruzsliz</i>	Fall	2+0	Exam	3
Number of credits to be completed				12

* Sustainability and Ethics in Business certificate

** Business Intelligence certificate

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

D – Thesis and Internship

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

Please note that though the name and the learning outcomes of the modules can never change during your studies; all the other content can be subject to change every semester. For this reason, the syllabi are for general information only. The actual syllabi are made available in Neptun at the beginning of every semester.

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 Representative
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. 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 representatives and staff meet to discuss the matters emerging on the BAM 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.

The membership of a PVG meeting includes:

- Student Representatives
- Faculty leadership
- Programme Director
- Programme coordinator and other academic staff involved in the delivery of the programme and/or modules
- International Accreditation 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 representatives** are selected and announced based on application at the beginning of the academic year. In case, former student representatives willing to continue the task, there is no new selection process. Each cohort has two student representatives: one Hungarian and one international.

The **roles of student representatives** are:

- Monitor the needs of students, report academic and technical issues;
- Participate in Programme Voice Group meetings;
- Take part in the organizational process of corporate events;
- Advertise World of Practice programmes;
- Collaborate with the Alumni Office;
- Form a general communication channel between students and faculty;
- Organize community-building activities.

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 representatives. Meeting Dates: generally, 6th week of each semester.

Student Surveys

Students are required to take part in the module 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.

Module evaluation form examines each module 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 Representative. 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. (APPENDIX 2: MODULE EVALUATION FORM)

How we consider your feedback

The feedback you give through your Student Representative, through surveys and at PVG meetings play an important part in reviewing the BAM 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 TalentSpot (please find the detailed information about the services in Your Programme Team chapter).

Library

The Library of the Faculty of Business and Economics together with the Central Library of UP is located in the well-equipped South-Transdanubian Regional Library and Knowledge Centre. In the Knowledge Centre there are 380 computers for readers and the possibility of both the group work and the individual research is provided. WiFi is available in the whole building. The Library is open 84 hours a week.

The Library of the Faculty of Business and Economics is located on the third floor of the Knowledge Centre where there are about 100,000 documents. English language books, textbooks, academic journals and periodicals in all the fields of business and economics can be found there. In the last few years, the collection of the Library of the Faculty of Business and Economics increased by about 5,000 items per year. Students are supported by English language assistance. As the Libraries of the Knowledge Centre integrated their services, the Knowledge Centre operates as a large library and circa 1 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 e-journals and e-books such as Business Source Premier (EBSCOhost), JSTOR, Regional Business News (EBSCOhost), ScienceDirect, Scopus, and Springer Link.

Furthermore, the Library of UP 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 bound to registration at its reception with a student status certificate or student card. 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 from elsewhere.

The European Document Centre

There is a special collection of the documents of the European Union, established with the help of the PHARE programme. This is presently under the supervision of the Faculty of Law. The collection is located in the Knowledge Centre, and open for all students of UP. This mainly English language collection comprises journals, periodicals, statistics and annuals issued by the EU and provide up-to-date information for researchers. The collection is supported by CD-ROM and Internet search systems.

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 reached from the Faculty's website and it is advisable to be visited regularly to learn all important information but you could also apply reasonable settings to receive notifications.

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 the Programme Coordinator.

Student Support

Student website

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

<https://international.pte.hu/>

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

<https://www.facebook.com/studybusinesspecs/>

<https://www.facebook.com/universityofpecs>

<https://www.instagram.com/studybusinesspecs/>

<https://www.youtube.com/channel/UCr8ACcPo8JtRN3P3u1fHHg>

<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	Judit Zsuzsanna Takács	23159	B135	takacs.judit@ktk.ptt.hu
International Accreditation Coordinator	Livia K. Tóth	23135	B243	toth.livia@ktk.ptt.hu
International Relations Manager	Eszter Rozs	23160	B131	rozs.eszter@ktk.ptt.hu
Exchange Programmes Coordinator	Réka Battyáni	23165	B131	battyani.reka@ktk.ptt.hu
Admission Coordinator	Mária Vivien Lajos	23160	B131	lajos.maria@ktk.ptt.hu
Head of Technical Support	Tibor Fehér	23154	B135	feher.tibor@pte.hu
Webmaster, Online Support	József Varga	23344	B135	okiteki@ktk.ptt.hu
Technical Support	Gábor Lovas	23364	B135	okiteki@ktk.ptt.hu

Neptun Support	Tamás Gáspár / Balázs Pap	23334	B135	gaspar.tamas@ktk.ptt.hu
Financial, Health Insurance, Student Card, Travel Discount Support	Central Registrar's Office, Customer Service	22545	Building Z, Dohány Street 1-3, basement	infokti@ktk.ptt.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, Talent Spot	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, 3 rd	arato.balazs@lib.pte.hu
Disability Support	Csaba Magdali	24018	Faculty of Science and Humanities, building A,	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://pte.hok.hu/en>.

PART THREE - UNIVERSITY POLICIES YOU SHOULD KNOW

Programme Regulations

The regulations of the BAM 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 <http://libweb.anglia.ac.uk/referencing/harvard.htm>. 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. It includes among others:

- **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 Plagiarism

- 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 the thesis is the programme management's responsibility, while the checking of any other submitted written materials is the responsibility of the professors. For this purpose, the Turn-It-in 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 online.

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 BSc in Business Administration and Management programme must be followed.

Research Ethics

Principles of ethical research should be taken into consideration at every activity carried out during your studies. Some important principles of research 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 dissertation 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 module 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 you can see you have room to improve. Assessment may also be a peerprocess 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 and module narratives in this handbook for more detail about the assessment for each module here: <https://ktk.pte.hu/en/course-descriptions>

Submission and receipt of coursework

Submission of coursework should be done upon the request of the module leader: 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 module instructor 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 module leaders. Deferral of assessment

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 module is grade 2 (pass).

In case of modules assessed with exam (see Your Modules tables starting on p. 22), 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 modules assessed with term mark (see Your Modules tables starting on p. 22) 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. There is no opportunity for improver/correctional exam.

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 modules assessed with exam 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 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 particular 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 module after the resit/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 general 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, 4th and 6th (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

A student failing more than *half* in the first year and more than *one third* in the second and third year

of the total **credit requirements** will be made to withdraw from the programme:

- By the end of the 2nd semester the student must realize at least 31 credit points out of the maximum 62, otherwise the student will be made to withdraw from the Programme.
- By the end of the 4th semester the student must realize at least 83 credit points out of the maximum 124, otherwise the student will be made to withdraw from the Programme.
- By the end of the 6th semester the student must realize at least 127 credit points out of the maximum 190, otherwise the student will be made to withdraw from the 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

All modules in the Programme (except Business English and Introduction to Quantitative Methods which carry 0 credit but compulsory criterion) carry equal weight and are rated as 7/3 ECTS credit point on the accumulative credit scheme. Upon successful completion of the Programme student will earn maximum 210 ECTS (including 20 credit points for placement).

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 their 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 Advancement option 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. The Thesis modules (see Thesis syllabi) is designed to give an insight into the problems businesses face and to provide students with the necessary tools to resolve these problems. The Thesis modules are independent modules in which students work towards their thesis. The calculation scheme of the marks of the Thesis modules can be read in the course syllabi.

The Thesis has to be submitted 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**.

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 6th semester. The oral defence will take place at the end of the 7th semester, after the compulsory placement.

Final Examination – Thesis Defence

Students are required to complete the final examination that consists of the preparation and arrangement of the thesis, viva voce and written examinations stipulated in the qualification requirements.

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 the degree qualification is calculated according to the calculation scheme below:

Calculation of the Grade of the Defence

The result of the defence and the diploma is calculated according to the calculation scheme below:

Grade of the Defence = [(Referee1+Referee2+Defence): 3; rounded up to two decimals]

Qualification of the Certificate

(2* Weighted grand average of all results + Grade of the Defence) / 3

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 Administration and Management 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	Distinction
4.51-4.99	Excellent
4.00-4.50	Good
3.00-3.99	Fair
2.00-2.99	Satisfactory

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: CURRICULUM MAP

Curriculum map for [BSc in Business Administration and Management]

This section shows the highest level at which programme outcomes are to be achieved by all graduates, and maps programme learning outcomes against the modules in which they are assessed.

Programme learning outcomes

Knowledge and understanding

ILO1: employ theoretical and conceptual knowledge to identify and analyse business problems and their social and environmental consequences in global contexts.

ILO2: identify and place into practice information-based decision-making approaches to business problems.

Skills

Intellectual skills

ILO3: gather, analyse, and evaluate business data and information and transform empirical data into useful and actionable information.

ILO4: interpret and analyse complex business and management issues from multiple perspectives and critically review academic literature and other relevant information sources.

Practical skills

ILO5: operate effectively within a (multicultural) team environment demonstrating teambuilding and intercultural communication skills.

ILO6: communicate effectively in oral, written and electronic formats using communication and information technology for business applications and is able to prepare and present reports.

Attitudes

ILO7: exercise initiative and take personal responsibility for one's own work in terms of timeliness, professional behaviour, and personal motivation.

ILO8: demonstrate awareness of ethical issues in for- and non-profit organizations, and contribute to the strengthening of economic, social and environmental resilience.

Course type	Semester		Programme learning outcomes							
		Course	PILO1	PILO2	PILO3	PILO4	PILO5	PILO6	PILO7	PILO8
Core course	1	Information Systems	X	X	X	X		X		X
		Microeconomics		X	X					X
		Quantitative Methods	X	X	X	X				
		The Art of Writing and Presenting		X		X		X		
	2	Introduction to Management	X	X		X	X	X	X	
		Introduction to Social Sciences	X		X		X			X
		Macroeconomics	X	X	X					X
		Probability and Statistics	X	X	X	X				
	3	Business Statistics		X	X	X				
		Introduction to Accounting	X	X	X	X				
		Introduction to Marketing	X				X		X	
		Organizational Behaviour						X	X	
	4	Corporate Finance	X	X	X	X				
		Human Resource Management	X						X	
		International Economics	X	X	X	X	X			X
	5	Business Case Studies	X	X		X	X	X		
		International Business	X	X	X	X	X	X	X	X
		International Business Communication	X	X	X	X	X	X	X	X
		Thesis-Research Methodology			X	X	X	X		
	6	Banking and Finance	X	X	X	X	X	X		
		Operations Management	X	X	X	X			X	X
		Thesis-Consultation	X		X	X		X	X	
Business elective	Fall	International HRM Project	X	X	X		X	X	X	X
		Management Accounting and Control	X	X	X	X				X

		Marketing Calculations	X	X	X	X	X	X		
		Simonyi Summer Social Entrepreneurship Programme				X	X	X		
	Spring	Advertising and Sales Promotion	X		X		X	X		X
		Consumer Behaviour	X						X	
		International Career Management	X	X	X	X	X	X	X	
		Investments	X	X	X	X				
		Marketing Research	X	X	X	X	X	X		
		Small Business Management and Development			X	X	X		X	
	Fall	Competence Development	X			X	X	X	X	X
		Data Analysis in R		X	X	X		X	X	
		Game of Stocks	X		X	X				x
		Introduction to Circular Economy	X	X	X					X
		Introduction to Entrepreneurship				X	X			
		Sustainability in the 21st century	X		X	X	X	X	X	
		Visualization with Spreadsheets	X	X	X	X				
	Spring	Booms and Crises in the European Economy			X			X		
		Business Simulation Workshop				X		X		
		Environmental Economics	X	X	X	X		X	X	X

	Financial Accounting	X	X	X	X				
	Natural Resource Economics and CSR	X	X	X	X		X	X	X
	Regional Economics	X	X	X	X	X			X
	Tourism Management				X	X			X

APPENDIX 2: 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	Remark (non-compulsory)
--	---	---	---	---	---	--------------------------	-------------------------

						want to answer	
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 3: THESIS EVALUATION FORM

THESIS REPORT

Candidate's name:

Title of thesis:

Examiner's name:

Type of thesis: a) mostly theoretical b) mostly empirical

Criteria for Evaluation		Scale of points	Points given
1. Topic quality (originality and relevance:)		0-12 points	
a. Does not address a problem at all		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		0-8 points	
a. No literature survey, no theoretical basis		0 point	
b. Some literature survey but relevant literature missing, poor interpretation		1-3 points	
c. Reasonable literature survey but some relevant literature missing, partially inappropriate interpretation		4-6 points	
d. Thorough and extensive literature survey with appropriate interpretation, a range of views presented		7-8 points	
3. Theoretical aspect		Empirical aspect	
3.a. Choice and description of research method:	3.b. Method of data collection, validity of sample:	0-12 points	
a. No clear description of research method	a. No clear description of method of data collection	0 point	
b. Description only partially correct, important aspects missing	b. Data collection not clearly organised, no clear sampling	1-4 points	
c. Clear description but some aspects are missing	c. Sampling and data collection only partly acceptable	5-8 points	
d. Clear and thorough description with all important aspects included	d. Systematic data collection, sampling acceptable	9-12 points	
4.a. Application of research method:	4.b. Depth of data analysis:	0-8 points	
a. One-sided use of research method, relevant literature missing	a. Basic methods used only: percentage calculation, frequency, etc.	0-4 points	
b. Alternative ways shown, but some aspects missing	b. A range of methods used: correlation and hypothesis analysis, etc.	5-8 points	

c. Critical overview given in a coherent way	c. More sophisticated methods are also utilised: correlation and hypotheses analysis, etc.	7-8 points	
5. Presentation and discussion of research findings and practical implementations		0-18 points	
a. Poor presentation and discussion, no practical relevance and/or recommended implementation plan		0 point	
b. Some evidence of presentation or discussion skills but evaluation lacks depth, some practical relevance and/or implementation plan		1-6 points	
c. Good presentation and discussion, practical relevance and implementation plan offered but some points missing		7-12 points	
d. High level of presentation and discussion, clear practical 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	
b. 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 scale: 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):

Questions for oral defence of thesis:

1.

2.

Pécs,

Examiner's signature