

IBS – INTERNATIONAL BUSINESS SCHOOL

REGULATION ON THE OPTION TO REQUEST SUPERVISION AGAINST THE DECISIONS MADE BY THE INSTRUCTOR / BOARD OF EXAMINERS, FURTHERMORE THE APPLICATIONS SUBMITTED IN SOCIAL MATTERS For Bachelor educational programmes (Higher Education Act 27.§ (11))

1.§

The option to request academic supervision

(1) According to the regulations of this Regulation of the IBS International Business School, the College provides an option for its students to request supervision against the decisions made by the examiners and the board of examiners.

(2) In IBS International Business School, supervision against the decisions made by the examiners and the board of examiners – in compliance with Act CXXXIX of 2005 on Higher Education section 73 subsection (2) – shall only be proposed and conducted on basis of the causes and in the events specified in this Regulation.

In cases not falling into the competence of the Higher Education Act of Hungary and in matters not in connection with the academic valuation, the general provisions of the educational and examinational rules and regulations on legal aid for educational matters shall be governing.

2.§

The possible grounds for supervision

(1) Students shall have the right to raise objections to the result of the examination assignment made by the examiner(s) and the board of examiners in the following cases:

A procedure may be initiated against the decision in connection with the valuation of the studies, if the decision was not based on the requirements accepted and previously published by the College, if the decision is in contradiction with the content of the Organizational and Operational Rules and Regulations of the College, or if the regulations on the arrangement of the examination were violated. (Higher Education Act 73.§ (2)), especially if...

- it can be clearly ascertained that during the addition of the sub-task scores a calculation mistake was made,

- during the correction, the evaluation of any of the sub-tasks (question) was not carried out due to the corrector's failure,

With respect to the practical grade in the following cases students shall have the right to raise objections:

- if the practical grade – based on the mid-term partial grades – was not calculated in accordance with the module description
- when calculating the practical grade one of the mid-term grades were not taken into consideration.

(2) No supervision may be requested regarding the rating of diploma. (Organizational and Operational Rules and Regulations of the College 19.§ (8)-(9))

3.§

The order of supervision procedures

(1) Students shall have the right to raise objections against the questionable grade within 15 following the end of the academic semester; furthermore objections against the data in connection with the course registration shall be raised within 5 days following the end of the course registration period, by sending a request to the request@ibs-b.hu e-mail address.

(2) The reason what the student's request for supervision is based on shall be indicated and shall be attached as the appendix of the application, or he/she shall present the evidences in support of the application for supervision.

(3) The Student Center shall forward the application to the head of the Educational Centre without delay.

(4) The applications are judged by a three-member body appointed from the members of the Committee of Education, Exam and Social matters. The members of the acting body shall be appointed by the head of the Educational Centre from the members of the committee. The chairman of the acting body on behalf of the committee shall not be a student of the College.

The members of the Committee are: the head of the Student Center, the head of the Educational Centre, the head of the Center of Finance and Logistics and 3 students delegated by the Student Local Government.

(5) The appointed body shall make decisions on basis of the content of the application, the governing rules and regulations of the College on each faculties and courses, furthermore the report of the chief external examiner, and the student concerned shall also be heard if necessary.

(6) Minutes shall be recorded on the meeting of the appointed body, and the list of presented, the decision to be supervised, the application for supervision, and documents taken into consideration, the remarks made during the hearing of the student, the decision and the explanation of the decision shall be recorded in it.

(7) During the decision making of the appointed body each member has one vote; the Committee shall adopt its decisions by simple majority vote. In case of a tie vote, the Chairman of the Committee shall have the deciding vote.

(8) The appointed body shall be obliged to adopt its decision within 8 days after the receipt of the application. The decision put in writing shall be sent by post to the address given by the student. The minutes and the decision put in writing together with all documents of the case shall be forwarded to the central registry with the purpose of filing and archiving.

(9) Till the decision of the supervision is made, the original grade or decision shall be valid. If according to the supervision the grade or the decision must be changed, then the Chairman of the appointed body shall be obliged to initiate that the Educational Centre transfers the modifications according to the decision.

4.§

Social matters, applications

The appointed body shall proceed in the administration of the social matters/applications in compliance with Act CXXXIX of 2005 on Higher Education (Higher Education Act) section 27 subsection (11).

The judgment of an application for exemption or preference referring to the family and social background of the students shall be considered as social matters.

Regarding the content, the order of procedures and the method of decision making of the appointed body the content of the previous section shall be governing.

5.§

Final clauses

(1) In matters not regulated by this Regulation, the Organizational and Operational Rules and Regulations of the IBS International Business School furthermore the Appendix Regulations shall be governing.

(2) This Regulation shall enter into force in accordance with the decision of the Senate of the IBS International Business School on the date of signature.

3rd November 2011, Budapest

Dr. István Tamás

**Chancellor
President of the Senate**