

IBS – INTERNATIONAL BUSINESS SCHOOL

EDUCATIONAL AND EXAMINATIONAL RULES AND REGULATIONS FOR THE OXFORD BROOKES UNIVERSITY'S MASTER PROGRAMMES

These Rules and Regulations
shall be applied for the first time for the academic year of 2006/2007, which shows the
amendments entered on 13th November 2012 in a uniform structure.

Oxford Brookes University (hereinafter referred to as OBU) pursuant to Ftv. 3.§ and Ftv. 151.§ Article (7) is a registered foreign higher education institution in virtue of the resolution of the Registration Centre No. FRKP/432/2006, with a Hungarian operational licence. The referred resolution registered the master courses affected by this Regulation.

The International Business School – Budapest (hereinafter referred to as: IBS) at the time of elaborating this Regulation and during the accomplishment of the hereby defined educational form in the frame of a general cooperation agreement entered into with the Oxford Brookes University foreign higher education institution proceeds as a full-authority representative and execution institution (pursuant to Ftv. 31.§).

I.

EDUCATIONAL PROVISIONS

1. §

SCHEDULE OF EDUCATION

- (1) The educational programmes of IBS are performed in a semester structure. A semester means such duration at IBS, which consists of term time an exam period depending on the programme.
- (2) During the term time the student participates at contact lessons and performs educational tasks. The exam period is the part of the semester, which is used for taking the exams and the necessary corrective exams or re-examinations.
- (3) During the term time the contact lesson means the time necessary for the attainment of the curriculum and revisions within the term time with the involvement of the instructors. The schedule of the contact lessons within the semester is defined by the Chancellor based on the preliminary survey of the respective demand of the students. The schedule shall be made available to the students latest 1 week prior to the commencement of the term time. The exact schedule of examinations shall be made available to the students latest 3 weeks prior to the end of the term time.

2. §

ENROLMENT AND REPORTING OBLIGATION OF THE STUDENT

- (1) The legal declarations related to the student legal relationship are made by IBS, as a full-authority representative of OBU. The student shall enrol by the deadline set forth in advance annually by IBS and apply for the required modules. The Recruitment and Marketing Centre informs the students about the enrolment in a letter, and the Student Centre notifies the already enrolled students about the application for the modules in an e-mail at least 2 weeks prior to the application deadline.
- (2) The enrolment shall be valid for the respective semester and the payment of the due tuition fee is a requirement. The student shall have the right to withdraw its application in writing 1 month within the commencement of the semester, in which case the semester shall be considered as a passive term. If the student fails to request the suspension of its studies by the above deadline, the term shall be considered active even if the student fails to participate at the courses and fails to meet the educational obligations. In special cases subject to acknowledgment the active term may be requested to be considered as a passive term. The Tuition Fee Regulations shall govern the tuition fee payments of the active and passive terms.
- (3) The students shall be informed latest 1 week prior to the commencement of the term time if due to the non-sufficient amount of applicants any of the modules requested by the students will not be launched.
- (4) The semester of a student, who fails to meet its obligations set forth by Article (1)-(2) shall be automatically considered as a passive term.
- (5) Student shall report immediately all changes made to the student's data registered in the Neptun system. The student shall be held liable for all disadvantages possibly arising from the failure to do so.
- (6) By the enrolment, the student shall acknowledge the provisions set forth by IBS's prevailing Educational and Examinational Rules and Regulations, and the stipulations of the regulations related to the students published by IBS. The prevailing text of these regulations is available for all students in an electronically recorded way.

3. §

ESTABLISHMENT OF THE STUDENT LEGAL RELATIONSHIP, TERMINATION. THE ACCEPTANCE.

- (1) In respect that the education of the master programmes affected by these Rules and Regulations takes place in Hungary and is performed by IBS as an exclusively cooperating and executing higher education institution, the establishment, suspension and termination of the student legal relationship shall be governed by the respective interpretations of the
 - Hungarian Higher Education Act,

- the IBS's Organizational and Operational Rules and Regulations,
- stipulations of the Educational and Examinational Rules and Regulations of IBS for Bachelor's degree programmes,
- Regulations governing IBS's examination decision supervision opportunity,
- furthermore the provisions set forth by the Student Handbooks for OBU Master's degree programmes

together with the amendments set forth by the below articles.

- (2) The Masters programmes belonging to the MSc portfolio last for 3 semesters. The student legal relationship ends on the last day of the month of the Examination Board meeting which closes the semester in which the student submitted his/her dissertation.
- (3) The student's legal relationship is also terminated if the Student fails to meet his/her obligations related to the progress of studies set forth by these Rules and Regulations 3 calendar years within enrolment. If the student fulfils his/her last obligation within 3 calendar years but in the 7th consecutive semester, his/her legal relationship shall be extended until the end of the 7th semester according to (2) above. The student shall be notified in writing at least on one occasion about meeting the obligation and the legal consequences of the negligence before the termination of the legal relationship.
- (4) The student legal relationship is also terminated in the cases defined by the tuition fee regulations.
- (5) IBS shall handle all personal data related to the student with relation to the establishment of the student legal relationship and for the entire duration of the legal relationship pursuant to and by applying the Act LXIII. of 1992 about protection of personal data.

4. §

RULES OF THE INFORMATION PROVISION SYSTEM TO THE STUDENTS (EDUCATIONAL INFORMATION)

- (1) Pursuant to Ftv. 57. §. Article (5) and Government Decree No. 79/2006, 22. § the prescribed information materials shall be made available to the students at the following sources in English and Hungarian language:
 - a) Welcome Pack (information about the general characteristics of the institution and services);
 - b) Student Handbooks (information about the degrees and special qualifications, which can be obtained during the various programmes; language of education; curriculum and general characteristics of the modules);
 - c) Module descriptions (by module it informs about the aim and technical content of the module; the program of the module and the knowledge, skills and competency to be attained; revisions and the compulsory / recommended literature and other educational auxiliary materials);
 - d) Tuition Fee Regulations (informs about the tuition fees and other fees);
 - e) International Student Guide (contains information related to foreign students).

(2) The Welcome Pack, Student Handbooks and module descriptions and the electronic version of the Tuition Fee Regulations can be accessed through the Intranet system of IBS; the International Student Guide is located on the public web site. Printed version of the informational materials is accessible in the Library.

(3) Students shall request information and advice from the employees of IBS dealing with the given issue.

**5. §
MODULES**

(1) Students shall have the right – by taking into consideration the other respective rules and regulations – to choose their modules. IBS – upon written notification of the student – shall only have the right to eliminate enrolled modules, if the subject will not be launched or the enrolment to the subject was unlawful.

(2) The general requirements and assessment regulations are defined by the Student Handbook, while module-specific rules and requirements are specified by the module descriptions. The module requirements shall be published to the students at least 1 week prior to the commencement of the term time through the Intranet.

(3) The module requirements shall be applied to challenged students by taking into consideration the supplementary regulations of these Rules and Regulations.

**II.
PROVISIONS RELATED TO ASSESSMENT**

**6. §
ASSESSMENT**

(1) The curriculum's knowledge is assessed in every case on a scale from 0 to 100:

above 70%	Distinction
60-69%	Merit
50-59%	Pass
0-49%	Fail

(2) The assessment of the performance with regards to the certain modules may take place in the following ways:

- a) A course work mark is prescribed by the module requirement if the practical application of the module, the evaluation of the application availability is possible and necessary in terms of the educational target. The obtainment requirement of a course work mark and its calculation method is defined by the module description.
- b) The exam is a comprehensive review of a module – usually covering one term – and the acquired skills.

- (3) Based on the course work mark and/or examination mark in accordance with the weighing ratio defined by the module description at the closing of a semester with regards to each module a final mark is calculated, which represents the summarised assessment of the performance with respect to the given module. The delivery of the module requirements is certified by the obtainment of at least a pass (50%) mark.
- (4) The marks (course work mark, examination mark) suggested by the module leader shall be registered in the Neptun system. The course work marks are recorded by the instructors, whilst the examination marks are recorded by the co-workers of the Student Centre in the Neptun system.
- (5) The final marks of the modules are set forth by the final examination meeting (See: 9.§ (3))

7. §

EXAMS AND EXAM PERIOD

- (1) Detailed rules of the exams and the management of the exams shall be announced by IBS prior to the commencement of the exam period.
- (2) Exams are carried out by the appointed tutors.
- (3) The exams of the students are assessed by the appointed tutors. The learning of the exams is evaluated by a so-called examination committee consisting of Hungarian and foreign university professors and lecturers.
- (4) Students shall have the right to view their corrected written examination assignment at a previously announced date and time with the presence of the instructor. The corrected examination assignment shall not be taken by the student.
- (5) No appeal lies (revisions) with regards to the result (evaluation) of the exam, however the student shall have the right to raise objections to the result of the examination assignment, if
 - a) it can be clearly ascertained that during the addition of the sub-task scores a calculation mistake was made
 - b) during the correction, the evaluation of any of the sub-tasks (question) was not carried out due to the corrector's failure.

III.
PROVISIONS RELATED TO DISSERTATION AND PROJECT WORK

8. §
DISSERTATION

- (1) Students shall elaborate a dissertation or a project work during their studies at IBS. This is a complex and individual task, which requires the synthesis of the acquired knowledge and its creative application by the observation of the content and format requirements of the specialised literature.
- (2) The content and format requirements of the thesis, the method and consequences of the judgement shall be published by IBS in the Student Handbook at the beginning of the programme.
- (3) The dissertation shall be assessed only if the Student has no financial or administrative debts to IBS.

9. §
DEGREE

- (1) Based on a successful completion of educational obligations the student receives and English language degree indicating the type of the programme and qualification issued by OBU.
- (2) Successful completion of the studies is a criterion for obtaining the degree. Rating of the diploma shall take place according to the method published by the Student Handbook.

IV.
LEGAL AID FOR EDUCATIONAL MATTERS

10. §
IMPARTIALITY, LEGAL AID

In respect that the education of the master programmes affected by these Rules and Regulations takes place in Hungary and it is performed by IBS as an exclusively cooperating and executing higher education institution, the judgement of the equity matters and the student legal aid procedure with regards to certain decisions and measures and to its applicable rules the respective interpretations of the

- Hungarian Higher Education Act,
- furthermore the provisions of the Educational and Examinational Rules and Regulations for Bachelor's degree programmes

shall prevail.

V.
FINAL AND TRANSITIONAL CLAUSES

11. §

With respect to the provisions not regulated by *these Rules and Regulations* and the related *educational contract*, the Hungarian law and legal authority and the respective interpretations of the

- Hungarian Higher Education Act,,
 - IBS's Organizational and Operational Rules and Regulations,
 - stipulations of the Educational and Examinational Rules and Regulations of IBS for Bachelor's degree programmes,
 - Regulations governing IBS's examination decision supervision opportunity,
 - content of the tuition fee and admission regulations for the OBU Master's degree programmes related to these Rules and Regulations and also approved by the Senate of IBS
 - furthermore the provisions set forth by the Student Handbooks for OBU Master's degree programmes
- shall prevail.

These Regulations were adopted by the Senate in virtue of the resolution No. 1/2012 at the session held on 13th November 2012.

13th November 2012, Budapest

Dr. László Láng
Rector
President of the Senate