

IBS – INTERNATIONAL BUSINESS SCHOOL
STUDY AND EXAMINATION REGULATIONS FOR BACHELOR’S DEGREE PROGRAMMES
IN CO-OPERATION WITH OXFORD BROOKES UNIVERSITY

Framed in a uniform structure together with the regulations
effective from 30th April 2015

These Regulations concern students studying according to the 2012-2016 or earlier curriculum of the programmes delivered in co-operation with Oxford Brookes University, in a gradual phase-out system.

I.

EDUCATIONAL PROVISIONS

1. §

SCHEDULE OF EDUCATION

- (1) The educational programmes of the College are performed in a semester structure. A semester means such duration at the College, which consists of a coursework period (14 weeks) and an exam period.
- (2) The registration period shall mean the period when the student indicates the modules requested in the next semester in the Neptun system. The registration period starts 12 days prior to the commencement of the coursework period and finishes 7 days prior to the commencement of the coursework period.
- (3) During the coursework period the student participates at lectures and performs educational tasks.
- (4) The exam period is part of the semester, which is used for taking exams and necessary corrective exams or re-examinations.
- (5) During the coursework period the lecture (contact lesson) means the time necessary for the attainment of the curriculum and revisions within the coursework period with the involvement of the instructors. Type of lessons: lecture and seminars, (classroom) practice.
- (6) The schedule of the semester is defined by the Rector. The schedule shall be made available to the students latest within the last week of the exam period prior to the

commencement of the coursework period. In the case of students admitted to the first semester this shall be performed together with the notification sent about the admission. The exact schedule of examinations shall be made available to the students latest 3 weeks prior to the end of the coursework period.

- (7) Students shall participate at the work placement prescribed by the programme's curriculum selected by the student. Student shall report – in a way defined by the College – about the activity performed during the term of the work placement. The requirements of the reports and method of evaluation is defined by the respective module description in accordance with the requirements of the programme.

2. A §

ENROLMENT, CHECK-IN AND REPORTING OBLIGATION OF THE STUDENT

- (1) Students shall enrol/register by the deadline set forth in advance annually by the College and apply for the required modules by using the electronic educational administration system (Neptun). The Recruitment and Marketing Centre informs the first year 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) Enrolment/Check-in is only possible with respect to a specific version (year) of the curriculum of an academic programme. In circumstances of normal progression, the student remains in the original version of the curriculum throughout his/her studies. In the case of return from passive semester(s), transfer from another institution, or if the student falls behind significantly in the credit accumulation, the Head of the Student Centre re-associates the student to a version of the curriculum that the student can be reasonably expected to complete, and shall inform the student accordingly at registration. The expected completion date of the academic programme (indicated on certificates issued by the College) shall be the closing date of the curriculum that the student is associated to in the given semester. Appeals against the decision of the Head of the Student Centre (concerning student-curriculum association) can be submitted to the Rector.
- (3) The enrolment/check-in shall be valid for the respective semester and the payment of the due tuition fee is a requirement. Students shall have the right to withdraw their 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 has enrolled/registered and 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. The Tuition Fee Regulations 5 § Article 2 shall govern the tuition fee payments of the passive terms.

- (4) After the deadline set forth by 2§ Article (2) the consideration of an active term as a passive term and the moderation of financial consequences can only be requested in cases subject to special appreciation.
- (5) The semester of a student, who fails to meet its check-in obligations set forth by Article (1)-(3) shall be automatically considered as a passive term and shall be subject to the consequences pursuant to 3. § Article (4).
- (6) In a passive semester Students shall not be permitted to participate in classes or assessments.
- (7) Students shall be informed during the week following the registration period if due to the non-sufficient amount of applicants any of the modules requested by the students will not be launched. Accordingly student shall be able to modify its schedule – by the end of the week following the registration period, but only to an extent of replacing or eliminating the non-launched module. Students shall have the right to commence their studies with respect to the modules, which were inserted to their schedule during the module application (registration) by taking into consideration the prescribed rules (e.g. prohibition of lesson concurrence, existence of pre-requisite conditions). Students are exclusively allowed to participate at the courses in accordance with the schedule of the student set forth by the Neptun system, and the tutors are only allow to enter students to the classes, who are indicated in the Neptun system.
- (8) Student shall report immediately all changes made to the student’s data registered in the Neptun system. Student shall be held liable for all disadvantages possibly arising from the failure to do so.
- (9) By the enrolment, student shall acknowledge the provisions set forth by the College’s prevailing Educational and Examinational Rules and Regulations, and the stipulations of the regulations related to the students published by the College. The prevailing text of these regulations is available for all students in an electronically recorded way and is an inseparable attachment of the contract of education.

2.B §

REGISTRATION OF THE STUDENTS’ COURSE REGISTRATION AND GRADES

- (1) The grades and the courses registered by the students are registered in the Neptun system.
- (2) All employees of the College have access to the Neptun system by the following authorizations:

Type of authorization	People
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“System administrator” (authorized to register and modify any institutional data)	System administrator, Head of Student Centre
“Faculty administrator” (authorized to register and modify the courses, the learning outcomes, the data of students and instructors)	staff members of the Student Centre
“Administrator of the dean” (not authorized to register, but authorized to view the data)	Administrative employees of the College authorized to introspect
“Instructor” (authorized to register the grades of the student groups instructed only by the given instructor , furthermore to view the list of students)	Instructors of the College
“Student” (authorized only to register and modify the course registration and the application for exams)	Students of the College

- (3) The following persons are authorized to register or modify the students’ course registrations and grades in the Neptun system:

Type of data	May be registered by	May be amended by
Course registration	the Student during the course registration	the Student during the course registration, then the Student Centre
Application for examination	the Student during the application period	the Student during the application period, then the Student Center
Coursework mark	Instructor	the Instructor in the coursework mark registration period, then the Student Center
Exam mark	Student Centre	Student Centre
End-term data	Student Centre	Student Centre

- (4) The Student Centre may register or modify data in the following cases:
- The course registration data may be modified in the events specified in detail in section 8 subsection (3)
 - The data of the application for examination may only be modified on the request of the student or if the student entered the exam unauthorized (without meeting the required preconditions)
 - The term mark may be modified, if during the supervision procedure or on basis of the report of the instructor making the entry it has been unequivocally established that an entry was incorrect
 - The exam mark may only be modified, if during the supervision procedure it was established that an entry was incorrect
 - The end-term data may only be modified to correct the incorrect calculation results.
- (5) The courses registered for the current term may be checked by the student in the Neptun system. In addition to that the student shall receive confirmation via e-mail on

the courses registered latest the end of the third week of the term. After the period of course registration is closed, within 5 days the student may file complaints against the data displayed in Neptun. The investigation of complaints and the adjustment of data shall take place in compliance with the Exam Complaints Regulations.

- (6) Against the grades entered in the Neptun system, the student may file a complaint in the events specified in section 12 subsection (5) below, furthermore in the Exam Complaints Regulations and by considering the specified deadlines. The investigation of complaints and the adjustment of data shall take place in compliance with the Exam Complaints Regulations.
- (7) When each term is closed, the Student Center registers the number of credits acquired in the given semester in the Neptun system.

2.C §

THE REGISTRATION BOOK

- (1) In the College the registration book is substituted by the authenticated and inseparably stapled document printed from the Neptun system. The printed document contains all data of the student's courses at a given educational level at the College.
- (2) In the event of an oral exam, the student shall also receive a (paper-based) notification in writing on the mark within 3 working days.
- (3) The student shall be entitled to receive an extract of the registration book once a term free of charge.
- (4) When the student legal relationship is terminated, the original copy of substitute document of the registration book shall be given to the student. In case the student is transferred by another institution, this document shall be sent to the transfer institution within 15 days.
- (5) When the student legal relationship is suspended, the student is disqualified or the student fails to meet its obligations arising from the student legal relationship, this fact shall be registered in the substitute document of the registration book.

3. §

ESTABLISHMENT OF THE STUDENT LEGAL RELATIONSHIP, TERMINATION

- (1) Students may become admitted to the College by admission through the entrance exam procedure, through transfer from other national or international higher

education institutions pursuant to 4. § or by registration for twin-course (5. § Article (6)).

- (2) If the student during the entrance exam procedure is admitted to the programmes of the Oxford Brookes University, and it wishes to continue its studies at a programme with Hungarian accreditation, pursuant to the provisions of the cooperation agreement entered into by IBS – International Business School together with Oxford Brookes University, the student is automatically admitted, who pursuant to NFtv. 80.§ Article (2/d) this way becomes entitled to obtain the diploma issued within the frame of the Hungarian higher education system.
- (3) Students are in a student legal relationship with the College. The student legal relationship is established for the courses of the IBS- International Business School, furthermore in the case of foreign students based on Ftv. 119. § Article e) for the Intensive Language Program (preparatory studies) by the enrolment to the first semester and it finishes on the last day of the final examination period following the last educational period, or on the day of dismissal, announcement of disqualification from the College or the deletion from the list of students.
- (4) The student legal relationship is suspended during the passive semester(s). The student legal relationship shall also be suspended in such cases when student fails to meet its obligations arising from the student legal relationship due to birth, accident, illness or any other reasons through no fault of his/her own, or due to a disciplinary punishment the student is not allowed to continue its studies.
- (5) The student legal relationship shall also be suspended in the case defined by the Tuition Fee Payment Regulations, when a default payment exceeds 15 days with regards to an authorised debt against the College; the College shall notify the student in writing about the due payment of the tuition within the additional deadline set forth by the notification and the student within the defined additional deadline still fails to make the payment of the payment arrear towards the College. In this case the already paid in amount shall not be claimed back and cannot be transferred to the next semester.
- (6) Upon request of the student, the student legal relationship can be terminated by dismissal. The student legal relationship shall also be terminated on the day of transfer, if the student was taken over by another higher education institution.
- (7) The student legal relationship is terminated if the student fails to meet its obligations related to the progress of studies set forth by these Rules and Regulations, and if the student's student legal relationship is suspended for more than a period of 2 semesters. The student shall be notified in writing at least on two occasions about meeting the obligation and the legal consequences of the negligence before the termination of the legal relationship. In cases subject to special acknowledgment upon request of the student, the Rector may decide not to terminate the student's legal relationship.

- (8) The College 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 CXII. of 2011 about the right to the privacy of personal data and freedom of information (see in detail in the relevant sections of the Data Protection Regulations of the College).

4. §

TRANSFER FROM ANOTHER INSTITUTION

- (1) Students of other higher education institutions may request to be transferred to continue their studies at the College. Upon such transfers the general rules of credit transfer (§5) and the relevant sections of the Tuition Fee Regulations apply.
- (2) Students admitted to the first common year shall select their requested academic programme during the 2nd semester within the date set forth by the annual calendar. On the selected academic programme, studies shall only be performed if the student complies with the faculty's language requirements, and if, based on the academic results of the first year, it can be reasonably assumed that the student will be able to complete all the academic requirements of the chosen programme (including any requirements missed from the first year) within the remaining duration of the chosen academic programme. The relevant decisions shall be made by the Head of the Student Centre. Appeals against the decision of the Head of the Student Centre may be submitted to the Rector via request@ibs-b.hu.

Changes made to the faculty (internal transfer) after that date shall only be allowed by meeting all criteria respective to the targeted course, based on request submitted and approved by the Rector until the last school day of the sixth semester after the commencement of studies.

5. §

PARALLEL COURSES, PARTICIPATING AT MODULES, TWIN COURSES

- (1) Institutional students, if admitted to more than one academic programme, may simultaneously pursue studies at various faculties of the College and in other higher education institutions. The latter shall not be subject to the permission of the College, but the participation in parallel courses in other institutions must be reported in writing to the Student Centre by the student.
- (2) Students of other higher education institutions may be admitted to any faculties of the College, for studies pursued simultaneously in other institution namely to a parallel course.

- (3) The Leader of the Teaching and Research Centre shall have the right to decide about the admission of a student, studying in another institution and the conditions of continuing the studies. Upon rejection 8 days within the publication of the decision, student shall have the right to request supervision of the decision from the Rector.
- (4) In the case of studies performed in parallel at multiple programmes, the delivery of one given educational obligation may contribute to the credit collection at multiple programmes.
- (5) Students of other higher education institutions shall only participate at the College's lessons and shall have the right to take exam with respect to the given module, if they are lawfully enrolled, registered for the given module and during the registration week they registered in the student information system.
- (6) Based on an interim institution agreement, a student of another higher education institution may request its registration for a so-called twin course, which means that the student studies in another higher education institution, it exercises/enforces its rights and obligations arising from its student legal relationship in the other institution, but the College registers it as a student and the credits of the student acquired in the other institution – based on the interim institution agreement – are acknowledged and included by modules.
- (7) Students of the College shall be exempt from the participation and examination obligation of a module by participating and presenting a successful exam of the equivalent module taught by another higher education institution, if the student requests the acknowledgment and inclusion of the acquired or to be acquired credits from the College. The College's Credit Transfer Committee shall decide about the acknowledgement. Upon rejection 8 days within the publication of the resolution student shall have the right to request supervision of the decision from the Rector. The total number of the credit points acknowledged by the College shall not exceed 25% of the total credit point number prescribed as conditions of the final examination, except the case when the acknowledgement of the credit is performed based on a interim-institution agreement.

6. §

PARTIAL EDUCATION

- (1) Upon request, students shall have the right for a duration of one or two semesters to pursue studies at other higher education institutions. Even without a permit – by the reporting during the registration week – a student shall be allowed to participate at the partial education programme that performs it studies at any of the Erasmus partner institutions of the College or in the frame of any other institutional exchange programs. The credits acquired at other higher education institutions shall be

governed by the credit transfer rules, and with regards to the Erasmus students the rules and regulations with respect to the Erasmus students (CEO Instruction No. 2005/1. Annex No. 2) shall be acknowledged.

- (2) The participation at partial educational programmes shall not exempt the student from its enrolment/registration obligations.
- (3) The partial education – upon the student’s request – may be authorized by the Leader of the Teaching and Research Centre. Upon rejection 8 days within the publication of the decision, student shall have the right to request the supervision of the decision from the Rector.
- (4) In the case of parallel courses, participating at certain modules and partial education programmes the educational obligation delivered and acknowledged by another institution (programme) shall be accepted and registered in the information system by the replaced module’s credit value. The module result in the case of an acknowledged module from another Hungarian educational institute shall be acknowledged by the grade acquired at the other institution, which shall be converted to the College %-based system in accordance with 10.§ Article (1)/b. In the case of modules from foreign institutions the grade acquired in the other institution shall be recorded, only the acquired credits except the conversion of the grade is defined by an interim institution agreement.

7. §

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

1. Written information

Pursuant to Ftv. 57 § Article (5) and § 22 of the Government Decree No. 79/2006 (for students who enrolled in 2012, Section (1) of § 43 of the Act on National Higher Education), prescribed information materials shall be made available to the students at the following sources in English and Hungarian language:

- the information pages of the Intranet;
- IBS’s Moodle system
- Student Handbooks (by academic programmes);
- Module descriptions (by modules);
- Tuition Fee Regulations;
- web site (www.ibs-b.hu)

The College informs the students by the information pages of the Intranet about the following:

- general characteristics of the institution;
- schedule of the academic year;
- methods of access to educational and career counselling;

- enrolment and registration procedure;
- library and computer services;
- sport and leisure activity opportunities;
- educational matter administration rules, business hours;
- coordinator dealing with challenged students;
- student legal aid system;
- rules and regulations about absence and deferred assignment submission;
- language learning opportunities;
- deadlines and final examinations related to the dissertation;
- most important rules of examination;
- opportunity for participating at the Erasmus exchange program and coordinator;
- further education opportunities provided by the College;
- student local government.

The College informs the students by the „**Student Handbook**” related to the certain programmes:

- degrees and special qualifications, which can be obtained during the various programmes;
- language of education;
- curricula;
- compulsory and optional modules, their number of lessons, codes and credit values;
- pre-educational obligations related to the certain subjects;
- timetable schedule of the modules (lecture, seminar)
- responsible person and lecturer of the modules.

The College informs the students by the **module descriptions and module pages** (available in the Moodle system) related to the certain modules about the following:

- aim and trade-related content of the module;
- program of the module, knowledge, skills and competency to be attained;
- rules and regulations with respect to participation at the courses;
- number, characteristics, timing, supplementation and correction of the revisions (mid-term examinations, reports, home assignments, exams etc.)
- evaluation of the acquired knowledge, skills and competency, their methods and ratio;
- compulsory / recommended literature and other educational auxiliary materials;

The College informs the students about the tuition fees and other fees, furthermore about the general terms and conditions of the educational contract in the **Tuition Fee Regulations**.

The College informs its foreign students about the admission criteria, visa matters and method of obtaining the residency permit, health insurance matters and living expenses via the web site (www.ibs-b.hu).

The College informs the students about modules open for registration in a given semester, their prerequisite requirements and the detailed rules of the registration in the **Guidelines for Registration**. This document is published in electronic form 7 days before the registration opens in Neptun,

The information pages of the Intranet, the Student Handbooks and module descriptions and the electronic version of the Tuition Fee Regulations can be accessed through the Intranet system of the College. A printed version of the informational materials is accessible in the Library.

2. Oral information services

Students shall request information and advice from the colleagues of the Student Centre in order to support the elaboration of the individual curriculums and with regards to the rules and regulations.

8. §

ANNOUNCEMENT OF THE MODULES, APPLICATION AND CREDIT VALUE

- (1) The Student Centre 1 week prior to the registration period publishes the applicable modules for the next semester, their lecturers, and in the case of too many applicants the grading criteria through the Neptun system. Grading shall take place according to the sequence of registration if not stated otherwise.
- (2) The number of students acceptable for a given group may be limited due to the characteristics of the module, capacity of the hall, number of available tutorial aids and other objective reasons. With regard to the phase-out status of the programmes in co-operation with Oxford Brookes University, according to the teaching-out arrangements agreed by OBU, the College shall run regular weekly classes in all retakers' modules where at least 6 students have registered. Retaker groups with fewer than 6 students shall receive at least 4 consultations per semester.
- (3) Students indicate their selection preference through the registration in the Neptun system for the modules and lessons among the listed modules, tutors and course dates. During the registration students shall take into consideration the module prerequisites, furthermore the other written rules and regulations published in the Guidelines for Registration prior to the registration period. Students shall not apply for already full groups (time, lecturer, selected module). The College shall have the right to amend/modify the student's previously elaborated timetable – upon the written notification of the student – and delete its registration from the certain modules/dates,
 - if the student ignored an announced rule of subject registration (e.g. clashes, midterm examination slots, prerequisites),

- if the student applied for a module, which is not listed in the student’s curriculum, and not offered for the students of the given faculty,
- if the student applied for the same subject, but which was announced for the study group of another programme’s students,
- if the given module or study group due to the lack of sufficient student number is cancelled, or
- if the optimization or balancing of certain group sizes or other technical reasons require it.

Upon the possible and necessary modification of the student’s curriculum the Student Centre shall perform the minimum corrections on the timetable of the student as possible, taking into consideration the student’s original intentions, following the below aspects, which are as follows:

1. general restrictions applying for the subject (e.g. midterm examination slots, prohibition of clashes, etc.)
2. the student should be able to keep its original subjects
3. if the optional subject is not eligible for some reason (e.g. in the case of a group, which is terminated no such alternative time can be found, which can be inserted in the timetable of the student without any clashes), the student’s originally selected optional subject shall be replaced by a same category option
4. the student should be able to keep its selected tutors
5. there should be no unfilled time slots for the student

(4) If the student failed to acquire the credit points of a module in the given semester, it shall have the right to apply for the module again in a following semester, or it may be allowed to take the exam based on the previously acquired coursework mark.

(5) The credit value of certain modules is defined by the respective curriculum of the given programme. Within the same curriculum for the same module – which is identified by its code number and description – the same credit number shall be given to all students of the given programme, independently from the fact that the module was registered in which category (compulsory, compulsory optional or optional), furthermore it shall be independent from which semester it was, and during the given semester what was the number of lessons taught and in the given semester in which subject group it was announced.

(6) In the case of curricula, where the language subjects are indicated as criteria, for the foreign language subjects no credits shall be given, the foreign language subjects can be taken up as free options.

9. §

MODULE REQUIREMENTS

(1) Module requirements are defined by the module descriptions. (See 7.§).

- (2) Module requirements are elaborated by the Teaching and Research Centre and are approved by the Leader of the Teaching and Research Centre.
- (3) Module requirements shall be published to the students at least 1 week prior to the commencement of the coursework period in the Moodle system.
- (4) 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

10. §

- (1) a. The curriculum’s knowledge is evaluated in every case on a scale from 0 to 100: The evaluation is equivalent to the Hungarian 5 level system as follows:

above 70%	very good (5)
60-69%	good (4)
50-59%	pass (3)
40-49%	satisfactory (2)
0-39%	non-satisfactory (1)

- b. Upon acknowledgement of credits transferred from other Hungarian higher education institutions the grades are recorded in accordance with the following table:

very good (5)	75%
good (4)	65%
pass (3)	55%
satisfactory (2)	45%

- (2) The evaluation of the performance with regards to the certain modules may take place in the following ways:
- 1. Coursework mark
 - 2. Examination at the end of the semester
 - 3. Weighted average of the coursework mark and the exam at the end of the semester pursuant to the ratio set forth by the module description.

Based on the coursework mark (at least passing) and/or examination grade (at least passing), a final grade is calculated in accordance with the weighing ratio defined by the module description at the closing of a semester with regards to each module, which is the summarised evaluation of the performance with respect to the module.

- a) A coursework 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 coursework mark and its calculation method is defined by the module description. For the coursework mark mid-term reviews may be prescribed (tests, home assignments, presentations etc.). Supplementation for unsuccessful or not accomplished reviews shall be performed in accordance with the rules and regulations set forth by the module description.
 - b) Students shall meet the requirements of a module subject to coursework mark latest by the 15th day of the month following the end of the coursework period.
 - c) The exam is a comprehensive review of a module – usually covering one term – and the acquired skills.
- (3) If the evaluation of the student performance takes place on a three-level scale, for the calculation of the result and index, the “excellent” qualification shall be considered as 75% grade and the “good” qualification as a 55% grade.
- (4) If the student at a national or international higher educational competition achieved a placement of I-III., with regards to the module subject to competition, shall be exempt from the colloquium obligation, by receiving a very good (5) grade. Upon request of the student, the Leader of the Teaching and Research Centre shall decide about the exemption.
- (5) The delivery of the module –subject to examination- requirements during the semester is certified by the obtainment of at least a satisfactory (40%) grade. If the coursework mark is unsatisfactory, the student shall not be allowed to take the exam, this way it fails to obtain the credits assigned to the module.
- (7) The delivery of provisions prescribed by the Absence Regulations (Annex No. 1) is a requirement for achieving at least a satisfactory coursework mark.
- (8) The grades (coursework mark, examination grade) shall be registered in the Neptun system;
- (9) The coursework marks are recorded by the instructors in the Moodle system, while the examination grades are recorded by the instructors on electronic forms. They are

transferred to the Neptun system from these forms by the Student Centre.

- (10) The requirements prescribed by the curriculum shall not be met, if student has already acquired that knowledge and it is able to duly certify it. The Leader of the Teaching and Research Centre shall decide about the request of the student, which shall be submitted to the request@ibs-b.hu e-mail address. For the acquirement of a given knowledge, credit shall only be given on one occasion.
- (11) The College shall not prescribe for the given educational periods a minimum credit value to be obtained, but it shall dismiss a student for educational reasons, if the student (without regard to interim passive semesters) fails to obtain at least 30 credits within 2 academic years from the commencement of its studies, or fails to obtain the total credits prescribed by the educational requirements (i.e. complete the programme, without regard to interim passive semesters) within 7 academic years from the commencement of its studies. The above period may be extended by 1 year, if the student suspends its studies due to the Intensive Language Programme. During the above period students shall have a maximum of 6, in the case of an Intensive Language Programme maximum 8 passive semesters, but the continuous suspension of the student legal relationship shall not be more than 2 semesters. Students shall have the right to request the classification of their semester to a passive term after the enrolment, prior to the commencement of its studies.
- (12) If the student, after dismissal through the entrance exam procedure is admitted to the College again, in the frame of the credit transfer procedure, the student's credits previously obtained at the College shall be acknowledged without limitation, but during the credit acknowledgment it shall be inspected that 75% content similarity exists between the learning outcomes of the previously studied and current modules. If there is no such similarity, the previously obtained credits shall not be acknowledged – due to the obsolescence of the curriculum material – and the subject shall be studied again.
- (13) Students who cannot perform their academic duties / take part in assessments by the required time / in the required form due to prolonged illness or other circumstances beyond their control (mitigating circumstances) may submit appeals of special fairness, supported by relevant documents, to request@ibs-b.hu. Such requests must be submitted maximum 3 days within recovery from an illness and maximum within 10 days from the cessation of a special circumstance. After consideration of the individual circumstances, a decision may be made to change the time, deadline or mode of assessment for the given student.

11. §

EXAMS AND EXAM PERIOD

- (1) With respect to the modules announced in the given semester, for the exams and correction exams 2 examination days shall be provided within the exam period, in

such way that in the case of exams for the same module at least 3 working days shall be left within the two exams shall be left within the two comprehensive examinations, furthermore for one given faculty in one given year the compulsory and compulsory optional subject exams in accordance with the recommended curriculum shall not take place at the same time. The College only in the case of compulsory or compulsory selectable subjects within the given year and recommended curriculum guarantees that the exams will not collide, but it does not guarantee it in the case of repeated exams from previous years. Only one examination day shall be provided for those modules, which were announced during the educational period for the exam.

- (2) In special cases, the Rector shall have the right to authorize a student to take an exam deviating from the provisions prescribed by the module description. If the student receives a permission to take an oral exam with respect to a subject, where the module description prescribes a written exam, the oral exam shall be performed in front of the committee designated by the leader of the Teaching and Research Centre and the Rector. Sound recording may be made during the oral exam.
- (3) Applying to an exam and cancelling an application to an exam shall be performed exclusively in the Neptun system, latest 24 hours prior to the exam date. Students shall be provided with the application rights in the system if they have no financial or administrative debt to the College. It is only possible to retake an exam of a given module, if student was unsuccessful at the first exam. In this case the student shall have the right to retake the exam with respect to the given module at the exam times announced for the given module. Upon a successful exam, student shall immediately delete its possible further examination applications for the given subject in the Neptun system. Upon a successful correction exam, student's examination results recorded in the Neptun system shall be a maximum of 40% grade, independently from the actual result. This rule shall be applied for all repeated tests, including the mid-term tests and diploma.
- (4) Students shall have the right to attempt exams during their studies with respect to each module – also applies to the modules requested for the second time – up to 6 times per module, but only on the announced exam dates.
- (5) Outside the examination period, students shall take exams, corrective exams or repeated corrective exams only by the obtainment of the Rector's permission, latest by the beginning of the next semester's coursework period.
- (6) The Leader of the Student Centre shall publish the rules and regulations of the exam procedure. Students shall comply with the examination rules, and invigilators – based on the respective instructions – enforce compliance with the rules. Students shall acknowledge the acceptance of the following fundamental rules by signing a Declaration prior to the commencement of the exams:
 - a) Examinee shall follow to the greatest extent the instructions of the examiners and invigilators.

- b) Examinee shall take a seat in accordance with the instruction of the invigilator. The examination material shall not be shown to others during the entire term of the exam.
 - c) Students, who arrive late to the exam, shall be allowed to enter only within the first 15 minutes after the commencement of the exam, and during this time no one shall leave the room. Late examinee shall not receive any extra time.
 - d) It is forbidden to place clothes and bags in between the benches, but examinee shall have the right to keep its valuables close.
 - e) Only deeds, stationary necessary for the exam and student card shall be on the table.
 - f) Examinee shall not carry any non-allowed tools. The invigilators shall have the right to confiscate any suspicious subjects and confiscate or request to turn off any electrical appliances.
 - g) In the ear of the Examinee or in the nearby shall be no electrical appliances suitable for voice transmission. Examiner shall enable the invigilators to inspect the observation of this rule.
 - h) It is strictly forbidden to communicate with the other examinees or with anyone else in written or spoken or in an electronic way during the entire term of the exam.
 - i) Eating, drinking and smoking are forbidden. Consumption of alcohol-free drinks shall only be allowed at the own responsibility of the student.
 - j) Mobile phones and all other electronic devices shall be switched off (not only muted) and placed out of sight. No such device – even if switched off – can be placed on the student’s desk, chair or in any place visible to the student. Should such a device be sighted by an invigilator, it shall be confiscated and a Report of Suspected Misconduct form shall be filled in. The device shall be returned to the student when he/she leaves the exam hall.
 - k) Only non-programmable calculators shall be used. Calculators built in mobile phones, hand-held computers or in any other electrical appliances shall not be allowed.
 - l) Examinee shall be allowed to call the examination supervisor by raising his/her.
 - m) If the student finished the exam, it shall be able to leave the exam room by the permission of the leader supervisor.
 - n) Everything (the drafts as well) shall be written in the examination booklet; beside these no other paper is allowed.
 - o) It is strictly forbidden to remove any exam-related documents (examination booklet, exam sheet etc.) from the exam room.
 - p) Pen shall be used for writing in the examination booklet.
 - q) If the student leaves the exam room for any reasons, it shall not be allowed to return.
- (7) Upon suspicion of cheating or infringement of the examination rules in any other ways, the examination supervisor shall fill in a Report of Suspected Misconduct, to which the student shall have the right to add a written comment at the time. Student shall have the right to continue the exam in every case, except if it

disturbs the work of others. The note shall be forwarded to the Student Centre, which notifies the Academic Conduct Officer, who shall inspect the infringement of the law within 3 working days. If there is a written document, confiscated from the student, written opinion shall be requested from one of the instructors of the module, whether the confiscated document was suitable for cheating at the exam. The Academic Conduct Officer shall have the right to decide to have a personal meeting with the student or not, based on the available notes, student comment and other proofs. The Academic Conduct Officer, based on the inspection of the case and the behaviour of the student in relation to the case, and depending on the seriousness and characteristics of the case:

- if it ascertains the infringement of any of the examination rules set forth by Article (6), it shall enter the offence into the Database of Academic Misconduct, and, in view of the given student's previous offences, impose the appropriate sanction according to Annex 3;
- if based on the available notes and documents it ascertains that the student not only violated the examinational rules set forth by Article (6), but during the exam the student performed a shameful or disrespectful behaviour (as well), it shall initiate disciplinary proceedings pursuant to the Student disciplinary rules and regulations;
- if it considers that the suspicion is unjustified, it shall exempt the student from the suspicion of cheating.

The Student Centre shall promptly notify the student about the decision. Student shall have the right to turn to the Rector for legal aid pursuant to the general rules and regulations (See: 21.§).

(8) The procedures defined by the above Articles (6) and (8) shall be applicable in the case when a suspicion of cheating is arising in relation to a student with regards to any of the mid-term reviews.

(9) Independently from the procedure described by the above Article (8), a disciplinary proceeding shall be initiated if the student attempts to take an exam or participate at a review under somebody else's name, or with its consent somebody else participates at the exam in the name of the student.

12. §

ADMINISTRATIVE TASKS OF THE EXAMS

(1) Exams are carried out by the appointed tutors. The examination hall supervision during the written examinations shall be performed by the co-workers of the College in the organisation of the Student Centre.

(2) Students shall carry their photo identification card to the exam and shall hand over (present) to the examiner or examination supervisor for personal identity check purposes.

- (3) The result of the exam – in case of an unsuccessful exam as well – shall be recorded in the Neptun system in every case.
- (4) Exams of the students are evaluated by the appointed tutors; all coursework and exam marks shall be approved by the Examination Committee consisting of internal and external examiners. The Examination Committee shall have the authority to modify the coursework and exam marks even after they have been entered into the Neptun system – all marks become valid and final only by the approval of the Examination Committee.
- (5) No appeal lies (revisions) with regards to the result (evaluation) of the exam, however 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.

Students shall have the right to raise objections to the result of the examination assignment, 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 coursework mark in the following cases students shall have the right to raise objections:

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

Students shall have the right to raise objections against the questionable grade within 15 days following the end of the academic semester, by sending a request to the request@ibs-b.hu e-mail address.

Proceeding shall be initiated in relation to the decision made about the evaluation of the studies, if the decision was based on requirements not accepted and previously not published by the College, if the decision is on the contrary to the content of the College's Organizational and Operational Rules and Regulations, or the provisions related to the exam organisation were breached.

(See in detail: Supervisions opportunities of the examiner instructor / decision of the examination committee regulations.)

- (7) Exam sheets, protocols and evaluated tests and other examination materials shall be submitted to the Student Centre within the shortest period of time after the exam, but latest by the deadline set forth by the examination calendar.

- (8) 30 days within the examination period the students' educational average and credit index with respect to the given semester shall be elaborated, which shall be recorded in the student information system and registered in the registration book of the student.
- (9) The **weighted educational** average= Σ (credit delivered by the student multiplied by the final grade) and this result divided by Σ credit, is used for the measurement of the student's educational progress and performance.

III.

PROVISIONS RELATED TO THE FINAL CERTIFICATE, FINAL EXAMINATION AND DIPLOMA

13. §

FINAL CERTIFICATE (COLLEGE LEAVING CERTIFICATE)

- (1) The final certificate (college leaving certificate) proves the successful completion of the exams prescribed by the curriculum and – except taking a language exam and the elaboration of the dissertation – the delivery of other educational requirements (criteria requirements), except the credit points assigned to the dissertation, the obtainment of the credit points prescribed by the qualification requirements, which certifies without qualification and evaluation that the student fully complied with its educational and examinational obligations.
This shall only be ascertained if the student delivered less than the credit total score prescribed by the curriculum of the student's faculty by the credit points assigned to the dissertation, furthermore it delivered all the compulsory optional subjects prescribed by the curriculum.
- (2) The final certificate is signed by the Rector, or the leader of the Student Centre proceeding on behalf of the Rector in the student's registration book.

14. §

DISSERTATION

- (1) Students shall elaborate a dissertation during the last semester of their studies at the College. 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 elaboration of the dissertation is a compulsory module, finishing with an exam grade or (depending on the given curriculum) criteria requirement, which previous requirements were defined by the module requirements.
- (3) The Teaching and Research Centre announces dissertation subject recommendations. The student shall elaborate the recommended – or its own, but approved by the Teaching and Research Centre – subject.
- (4) The Teaching and Research Centre defines and publishes:
 - a/ submission deadline of the dissertation outline and drafts,
 - b/ submission deadline of the dissertation,
 - c/ format requirements of the dissertation,
 - d/ method of judgement and defending the dissertation.
- (5) The elaboration of the dissertation is supported by a consultant.
- (6) The dissertation is judged by two experts appointed by the Teaching and Research Centre.
- (7) If the dissertation is not submitted by the submission deadline, or the student missed several partial deadlines, the student shall be allowed to take its final examination without payment of a special procedural fee in the next regular final examination period.
- (8) If one of the judges considers the dissertation unsatisfactory, but the other judge gives a better grade, the Teaching and Research Centre shall appoint a third judge.
- (9) The dissertation result shall be considered unsatisfactory, if
 - a) both judges give unsatisfactory grade;
 - b) the third judge involved in the decision based on Article (8) gives an unsatisfactory grade;
 - c) any of the judges indicates the suspicion of piracy, and it is proved after the suspicion examining ad hoc committee's – assigned by the Leader of the Teaching and Research Centre – inspection, including an interview with the student as well. Pursuant to the general rules and regulations the student shall have the right to turn the Rector (21. §) for legal aid against the decision of the ad hoc committee. (21. §)
- (10) If the result of the dissertation is unsatisfactory, a new dissertation shall be elaborated and the final examination shall be taken earliest in the following final examination period.

15. §

FINAL EXAMINATION

- (1) Final examination – where it is part of the programme requirements – is a necessary final assessment for obtaining the degree qualification. It is such a review when the student shall certify that it has obtained the necessary skills required for its trade and it is able to apply the acquired knowledge.
- (2) The final examination topics are defined by the given faculty's curriculum.
- (3) Conditions of taking the final examinations are the following: student shall successfully finish its college studies, deliver the credit requirements (receive a final certificate), and have an assessed dissertation or (where this is permitted by the programme specifications) equivalent project work.
- (4) The examination items of the final examination modules shall be published by the Teaching and Research Centre at least 4 weeks prior to the commencement of the final examination period.
- (5) The final examination period is defined by the academic year's schedule. The final examination can be taken in the examination period following the obtainment of the final certificate in the frame of a student legal relationship, then after the termination of the student legal relationship in any final examination periods, pursuant to the prevailing educational requirements. For the organisation of a final examination (out of the ordinary) outside the regular final examination period, the College shall charge a special procedural fee set forth by the Tuition Fee Payment Regulations. The student shall apply for the final examination by the given deadline.

16. §

FINAL EXAMINATION COMMITTEE

- (1) The final examination shall be taken in front of the Final Examination Committee.
- (2) The president and members of the Final Examination Committee are appointed by the Leader of the Teaching and Research Centre.
- (3) The Final Examination Committee has two members besides the president. The Final Examination Committee shall be compiled in such a way, that at least one of its members shall be a professor of a university of college or associate professor; furthermore at least one of its members shall not be in employment legal relationship with the College.
- (4) The preparedness of the student is scored by the members of the Committee, than in the frame of a closed session – upon debate by voting – the final grade. In the case of equality of votes the vote of the President shall prevail.

- (5) A protocol shall be drawn up during the final examination. The president of the Final Examination Committee shall inform the Rector about the learning of the final examinations.

17. §

FINAL EXAMINATION RESULT

- (1) The result of the final examination shall be calculated in accordance with the method defined by the dissertation module description of the given faculty.
- (2) The final examination's preliminary result is announced by the president of the committee on the day of the final examination. The result is finalised by the final examination meeting.

18. §

REPEATING AN UNSUCCESSFUL FINAL EXAMINATION

The final examination shall be taken within the indicated calendar year on one occasion, but in total on a maximum of two occasions.

19. §

DIPLOMA

- (1) Based on a successful final examination the student receives an English and Hungarian language diploma indicating the type of the programme, the qualification, the specializations completed, and furthermore a diploma annex giving a detailed description of the course and the grades obtained during the programme in English and Hungarian language. Upon request, at the expense of the student the diploma can be issued in another language. The diploma is executed by the president of the Final Examination Committee and the Rector. The compliance with the language exam acknowledged by the state, prescribed by the College or an equivalent language exam (hereinafter referred to as: language exam) is a criteria for the issue of the diploma. If during the final examination period the student does not have a certificate certifying the language exam, and therefore the issue of diploma certificate takes place, instead of the president of the Final Examination Committee the Leader of the Teaching Centre shall have the right to sign the diploma. The diploma annex shall be certified by the Leader of the Teaching Centre. If the diploma cannot be issued, because the language certificate cannot be presented by the student, the College shall issue a

certificate, which does not certify a qualification, but it certifies the successful completion of the final examination.

- (2) The diploma shall be issued and handed over to the student who completed a successful final examination 30 days within the presentation of the deed certifying the language exam. For foreign diploma this deadline shall be 180 days. If the student at the date of the final examination has already presented the deed, which certifies the delivery of the language examination requirement, the certificate shall be issued thirty days within the final examination date and shall be handed over to the student.
- (3) Successful completion of the studies is a criterion for obtaining the diploma, without respect to the educational average result. The educational average result is related to the rating of the diploma as follows:
- (4) Rating of the diploma with regards to the programmes providing foreign and Hungarian diploma shall take place according to regulations of the foreign institution (Student Handbook). Calculation of the Hungarian diploma shall take place based on the regulation of the foreign institution, by the conversion of the result generated in the foreign evaluation system to a five-level scale, in the following way:
 - 70%- rating of the diploma: excellent
 - 60-69 % rating of the diploma: good
 - 50-59 % rating of the diploma: pass
 - 40-49 % rating of the diploma: satisfactory
- (5) In the case of the *Economics* and *Economics and Management* courses educated in Hungarian language the rating of the diploma shall be calculated similarly to the *BA in Business Studies* programme.
- (6) In the case of the *European public service and business manager* program the rating of the dissertation is defined in 50% by the average result of the comprehensive examinations and the result of the final examination.
- (7) In the case of programmes providing a foreign degree only the rating of the diploma shall take place according to regulations of the foreign institution (Student Handbook).
- (8) No appeal lies with regards to the rating of the diploma. Students shall have the right to request the correction of the incorrectly issued diploma or diploma annex 30 days within receipt. The corrected diploma can also be signed by the leader of the Student Centre instead of the chairman of the Final Examination Committee.
- (9) Excellent rating diploma shall be issued for those students, whose diploma rating is excellent based on the calculation described by Articles (4)-(7).

IV.

COMMITTEES, PERSONS PROCEEDING IN EDUCATIONAL MATTERS

20. §

SPECIAL FAIRNESS

- (1) With regards to educational matters, the Rector shall have the right to exercise special fairness.
- (2) Students with regards to any individual educational matters shall have the right to submit an special fairness request through the Student Centre (request@ibs-b.hu). There shall be no special fairness request submitted for changing the decisions of the Rector with respect to individual cases and with regards to the student's educational performance.
- (3) In the resolution based on special fairness provisions shall be set forth for the supplementation and tasks to be executed by the student.

21. §

LEGAL AID

Requests for educational and examinational matters shall be submitted in writing to the request@ibs-b.hu e-mail address. The Student Centre shall ensure the forwarding of the deed to the organisation or person entitled to make a decision within 3 days.

Furthermore students shall have the general right – except the evaluation of the educational requirements – to raise objections against the decision, provision or negligence of the institution (hereinafter referred to as: decision) by requesting supervision referring to the infringement of the regulations with regards to the student legal relationship, in the frame of the hereby described procedure to the Rector.

Student shall have the right to submit its request about the decision of the higher education institute 15 days within the notification, or in absence of the above at the time obtaining the information, addressed to the Rector.

If the complexity of the case or for any other justified circumstances, the Rector shall have the right to previously assign any employees of the College to prepare the case and to obtain documents etc.

During the procedure as a result of the inspection the Rector shall have the right to issue the following decisions at second instance:

- a) rejects the request;
- b) it requests the neglecting party to make a decision;
- c) amends the first instance decision;
- d) dismisses the first instance decision, and request the body or person proceeding at first instance to perform a new proceeding and issuing a new resolution.

The decision shall be in writing and it shall be justified. During the process in the resolution the opportunity of legal aid shall be noted, and at least once a personal interview with the student shall be performed. If the student fails to appear at the interview in front of the Rector, however the student received a standard notification, the Rector shall disregard the personal interview and upon request the student shall be allowed to make its comments in writing.

The provisions of the Act CXL of 2004 about the general rules and regulation of the public administration procedures and services shall be applied for the settlement of the standpoint, calculation of the deadlines, certification, format and content of the resolution.

Student shall have the right to request the supervision of the institution's decision of second instance, 30 days within its notification and by referring to the infringement of the regulations with regards to the student legal relationship. Act III of 1952 Chapter XX about the Civil Adjective Law shall be applied for the court procedure. The Court shall have the right to change the decision. The Court shall deal with the case before its turn.

The resolution issued at second instance becomes legally binding at the time of notification. The absolute resolution is executable, except the student requested court supervision. Student shall notify the institution about the submission of the complaint by submitting one copy of the complaint to the College.

Stipulations of this chapter shall be applied for the request of students with regards to the programme and institution changes, indemnification and disciplinary proceedings. The stipulations of this chapter shall be applied with respect to the indemnification and disciplinary proceedings of the students in accordance with the method and deviations set forth by the College's indemnification and disciplinary regulations. The right of initiating a legal aid procedure shall also cover the acts of the admission procedure falling under the institutional scope and the enrolment procedure as well.

In virtue of the application of these provisions related to the student legal relationship: such regulations set forth by the laws and the regulations of the College, which stipulate rights and obligations with respect to the students.

No appeal lies for legal aid in those cases, when the College and the student agree about the provisions of the services. In case of breach of the content of the agreement, general court claim endorsement shall be requested.

V.

FINAL AND TRANSITIONAL CLAUSES

22. §

- (1) With respect to the interpretation of these Educational and Examinational Rules and Regulations the Rector shall be entitled to issue a standpoint. Prior to the publication of the standpoint, negotiation is required with the Student Local Government. If the Student Local Government fails to agree with the standpoint, the standpoint shall only be issued after the negotiation and voting taking place at the Senate's session.
- (2) These Study and Examination Regulations are the uniform structure text version of all previous versions and modifications of the same regulations, which contain the amendments and new provisions approved by the Senate on 30th April 2015 (resolution 5/2015) and effective from 30th April 2015.

Budapest, 30th April 2015

Dr. László Láng
Rector
President of the Senate

Annex No. 1

Rules and Regulations About checking the student presence, Absence certification criteria

1. The education at the IBS – International Business School in general takes place in the form of lectures and seminars. Participation for the students is recommended at the lectures, and compulsory at the seminars. As the mid-term, end of the term tests may contain such topics and questions, which are discussed at the lectures or information can only be obtained after research in the special literature (but not necessarily mentioned during seminars), it is the own interest of the students to participate at the lectures.
2. At the lectures the presence of the students need not be checked.
3. General rule for the allowed absence in terms of the seminars is that 20% of the classes may be missed. This means the followings, after broken down into various lesson types:

Lesson type (weekly)	1x90'	2x90'	3x90'	4x90'	1x45'	2 weekly 90'
Allowed missed classes	3 times	6 times	9 times	12 times	3 times	2 times

4. If the student exceeds the absence frame amount, the general rule stipulates that no grade shall be given to the student.
5. If the student exceeded the limit on one occasion, the tutor may judge the situation – but it is not obliged to –, and for the compensation of the missed classes it may give an additional task to the student, and by this 1—but no more- missed class can be eliminated.
6. Tutors shall not accept any medical certifications. The aim of the absence limit is to ensure the certification of the missed classes due to possible illness without any certification and relieving teachers from the responsibility of dealing with certificates. Students exceeding the absence limits stated in these Regulations due to prolonged illness or other circumstances beyond their control (mitigating circumstances) may submit appeals of special fairness, supported by relevant documents, to request@ibs-b.hu. Such requests must be submitted 3 days within recovery from an illness and maximum within 10 days from the cessation of a special circumstance.
7. Furthermore the module leaders in the module description may define that as a sanction of the missed classes they shall deduct a defined percentage from the grade, but these rules shall not contradict the main rules set forth by Articles (3) and (4).

8. Tutors in the case of every larger mid-term examination shall also provide a supplementary date. Therefore a possible missed examination shall be complemented at the additional examination, however, a maximum of 40% can be awarded for mid-term assessment taken at a supplementary session, except if the student can prove that s/he missed the first session due to circumstances beyond his/her control (mitigating circumstances). In such cases the student may submit an appeal of special fairness, supported by relevant documents, to request@ibs-b.hu, 3 days within recovery from an illness and maximum within 10 days from the cessation of a special circumstance. The tutor shall not provide a third date, therefore students who missed both dates will not receive a grade for the examination, which – depending on the requirements of the module – may even result in repeating the module.

9. Tutors shall record presence and absence data in the Moodle system, where these data are visible to the students. Tutors are allowed to mark all students as absent, who arrive later after the announced commencement time of the lesson, or who leave before the end of the class. Tutors are allowed to track the late students separately, but they are not obliged to, and it is up to their decision which cases they consider late arrivals or absence.

10. If a student misbehaves in class, the teacher has the authority to send the student out of the classroom and record an absence, and in such cases the student must leave immediately, without debate. If the student disagrees with the teacher's decision, s/he can file a complaint via email addressed to request@ibs-b.hu, but the student is not allowed to enter a verbal or written dispute with the teacher at any place or time.

Annex No. 2

ERASMUS SUBJECT ACCEPTANCE RULES AND REGULATIONS

- a) The outgoing student shall forward the Learning Agreement, stamped by the partner institution to the Student Centre 6 working days within the arrival to the foreign partner institution and/or within the end of the registration week of the receiver institution.
- b) The Learning Agreement is approved by the leader of the Teaching Centre, who gives a detailed summary that the modules to which the student enrolled in the partner institution, are accepted by IBS at what credit value and in parallel with which IBS modules, providing that the Transcript of Records, which is sent to the outgoing student by the partner institution at the end of the period certifies the delivery, namely IBS accepts the delivery of the modules to which the student enrolled in the partner institution and which are approved according to this article, if and when for these the partner institution has given an ECTS credit.
- c) The Student Centre shall immediately inform the student about the respective decision.
- d) The outgoing student is entitled to enrol at the IBS to the compulsory module/modules of the given semester (but only the given semester) according to the sample curriculum, if it is not possible in the receiving institution. In this case the procedure for IBS and for the student is as follows:
- the student shall indicate in writing to the Student Centre which are the subjects it would like to supplement. The Student Centre shall inform the student in writing about the home works and examination topics necessary for obtaining the grade for the given subject.
 - Providing that the student based on the above obtains a valid grade, shall have the right to take an oral examination in front of a committee consisting of the department leader and module leaders by the 6th week of the educational term following the return of the student, at a preliminary announced date, which enables the student to prepare for the exam. If the student fails to request this exam opportunity in time, it fails to pass or fails to turn up at the exam, it is only allowed to take the exam in writing at the next, generally announced examination date.
- e) If the outgoing student is unable to enrol to a module at the partner institution, which is a pre-requisite for a module in the IBS of a next, compulsory module in the next semester, the student shall receive a permission, without any additional procedure, by the counter-signing of the Student Centre to enrol to the module, under the obligation that the student shall obtain valid credits from the module, which is prescribed as a pre-requisite in parallel or when it is possible according to the announced curriculum.

Annex No. 3

Regulations concerning home assignments

1. Module descriptions must specify in their assessment section the deadlines for submitting home assignments. Deadlines can be stated in absolute form (giving a specific date) or in relative form, i.e. the deadline may refer to a given week number (or a specific day on Week X) of the semester.
2. The student is required to submit the home assignment by the given deadline to the assessor. After this deadline, the assessor shall apply the following sanctions:
 - a. In case of a delay of less than 1 week, the result of the assignment must be reduced by 15 percentage points.
 - b. In case of a delay longer than 1 week, the assignment must be awarded 0%, which counts towards the coursework mark.

Group assignments cannot be submitted late, except if the assessor awards individual grades, and if the reasons for late submission can be identified student by student.

3. Assignments must be uploaded to Moodle, where the time and date of the submission shall be recorded.
4. The student must write his/her home assignment in accordance with the regulations on plagiarism and appropriate referencing; in closed-session written assessments and exams student must comply with the regulations in § 11. Students who break these regulations commit an academic offence, which the tutor must report to the Academic Conduct Officer. The Academic Conduct Officer enters the offence into the database of academic offences, and depending on the number of the student's previous offences – in total since the commencement of studies at IBS – imposes one of the following sanctions:

	Home Assignments	Examinations
First occasion	Student is allowed to resubmit the assignment for a maximum mark of 40%.	Student is allowed to resit the exam for a maximum mark of 40% at the next opportunity.
Second occasion	The assignment is awarded a result of 0%; no resubmission is possible. The 0% result must be included in the calculation of the coursework mark.	Student is allowed to resit the exam for a maximum mark of 40% but the student is banned from the next opportunity.
Third and further occasions	A 0% coursework mark is awarded in the module concerned.	Student is allowed to resit the exam for a maximum mark of 40% but the student is banned from the next opportunity.

If the student's total number of academic offences (in home assignments or at closed-session tests) exceeds four, in addition to the sanction according to the table above, a special procedural fee shall be charged according to the Tuition Fee Regulations.

The Academic Conduct Officer shall inform the student and the Student Centre of his/her decisions in writing.