

IBS – INTERNATIONAL BUSINESS SCHOOL

STUDY AND EXAMINATION RULES AND REGULATIONS FOR THE MASTER PROGRAMMES IN CO-OPERATION WITH THE UNIVERSITY OF BUCKINGHAM DELIVERED IN HUNGARY AND AUSTRIA

These Regulations apply to students of the 2013-2014 and later curricula of Master's degree programmes delivered in co-operation with the University of Buckingham, in a phase-in system.

The University of Buckingham (UoB) is a foreign institution of higher education with permission to operate in Hungary according to § 106 Section (7) of the Act on National Higher Education (ANHE), registered by the Educational Authority by Resolution No. FF/905-7/2012; and also registered in Austria by registration No. BMWF-52.290/0060-I/6/2012. The resolutions include registration of the Master's programmes concerned by these Regulations.

In forming these Regulations and in the delivery of the Programmes, International Business School (henceforth: College) acts as a fully empowered representative and delivery institution of UoB, in line with the general co-operation agreement formed between UoB and the College, according to § 78 Section (3) of the ANHE.

I.

EDUCATIONAL PROVISIONS

1. §

SCHEDULE OF EDUCATION

- (1) The educational programmes of IBS are performed in a semester structure. A semester at IBS consists of a coursework period and an exam period (where applicable).
- (2) During the coursework period 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 examinations.
- (3) During the coursework period the contact lesson means the time necessary for the attainment of the curriculum and revisions 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 at least 3 weeks prior to the end of the coursework period.

2. §

ENROLMENT AND CHECK-IN OBLIGATION OF THE STUDENT

- (1) The legal declarations related to the student legal relationship are issued by IBS, as a fully authorised representative of UoB. The student shall enrol by the deadline set forth in advance annually by IBS and apply for the required modules. The Centre for Marketing and Admissions informs the first year students about the enrolment in a letter, and the Centre for Student Services notifies the already enrolled students about the method and time of check-in by e-mail at least 2 weeks prior to the check-in deadline. The Centre for Student Services may organise the check-in process using the online systems of the College.
- (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 passive. 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 academic obligations. In special cases subject to acknowledgment the active semester may be requested to be considered passive. The Tuition Fee Regulations shall govern the tuition fee payments of the active and passive semesters.
- (3) The students shall be informed latest 1 week prior to the commencement of the semester 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 semester.
- (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 electronically.

3. §

ESTABLISHMENT AND TERMINATION OF THE STUDENT LEGAL RELATIONSHIP, TRANSFER FROM ANOTHER INSTITUTION

- (1) In respect that the education of the master programmes affected by these Rules and Regulations takes place in Hungary and Austria 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 National Act on Higher Education,
 - the IBS's Organizational and Operational Rules and Regulations,
 - stipulations of the Educational and Examinational Rules and Regulations of IBS for Master's degree programmes,
 - Regulations governing IBS's examination decision supervision opportunity,
 - furthermore the provisions set forth by the Student Handbooks for UoB Master's degree programmestogether 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 following 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) 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. §
RULES OF THE INFORMATION PROVISION SYSTEM TO THE STUDENTS
(EDUCATIONAL INFORMATION)

(1) Pursuant to ANHE 43. §. Article (1) 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) Intranet
- 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 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 may 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 de-register the student from a module, if it is not launched or if the enrolment to the subject was illegitimate.

(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 semester through the Moodle system.

(3) The module requirements shall be applied to disabled 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 semester – and the acquired skills.
- (3) Based on the course work mark and/or examination mark (at least 35%) 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. A final mark of at least 50% is required for passing a module.
- (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 Centre for Student Services 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) Detailed rules of appeals against assessment decisions are available in Section 4.3.8 of the Student Handbook.

III.

PROVISIONS RELATED TO DISSERTATION AND PROJECT WORK

8. §

DISSERTATION

- (1) Students shall elaborate a dissertation 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 an English language degree indicating the type of the programme and qualification issued by UoB.
- (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 Austria 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 Master's degree programmes with the appropriate interpretation 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 Act on National Higher Education,
- IBS's Organizational and Operational Rules and Regulations,
- stipulations of the Study and Examination Rules and Regulations of IBS for Master's degree programmes,
- Regulations governing IBS's examination decision supervision opportunity,
- content of the tuition fee and admission regulations for the UoB Master's degree programmes related to these Rules and Regulations as approved by the Senate of IBS
- furthermore the provisions set forth by the Student Handbooks for UoB Master's degree programmes shall prevail.

These Regulations were adopted by the Senate of the College in virtue of the resolution No. 6/2016 at the session held on 12th December 2016.

Budapest, 12th December 2016

Dr. László Láng
Rector
President of the Senate