

**IBS – INTERNATIONAL BUSINESS SCHOOL**  
**STUDY AND EXAMINATION REGULATIONS FOR BACHELOR’S DEGREE PROGRAMMES**  
**IN CO-OPERATION WITH THE UNIVERSITY OF BUCKINGHAM**

Framed in a uniform structure together with the regulations  
effective from 14<sup>th</sup> November 2017

These Regulations apply to students of the 2013-2016 and later curricula of bachelor 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 Bachelor’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 the College are performed in a semester structure. A semester means such duration at the College, which consists of a coursework period and an exam period, depending on the programme.
- (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. The exam period is part of the semester, which is used for taking exams and necessary corrective exams or re-examinations.
- (4) 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.

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.

## **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 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) Enrolment/Registration 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 Centre for Student Services 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 Centre for Student Services (concerning student-curriculum association) can be submitted to the Rector.
- (3) The enrolment/registration 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 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 allowed 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 electronically.

**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:

<b>Type of authorization</b>	<b>People</b>
“System administrator” (authorized to register and modify any institutional data)	System administrator, Head of Centre for Student Services
“Faculty administrator” (authorized to register and modify the courses, the learning outcomes, the data of students and instructors)	staff members of the Centre for Student Services
“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:

<b>Type of data</b>	<b>May be registered by</b>	<b>May be amended by</b>
Course registration	the Student during the course registration	the Student during the course registration, then the Centre for Student Services
Application for examination	the Student during the application period	the Student during the application period, then the Student Center
Coursework mark	Centre for Student Services	Centre for Student Services
Exam mark	Centre for Student Services	Centre for Student Services
End-term data	Centre for Student Services	Centre for Student Services

- (4) The Centre for Student Services may register or modify data in the following cases:
- a) The course registration data may be modified in the events specified in detail in section 8 subsection (3)

- b) 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)
  - c) 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
  - d) The exam mark may only be modified, if during the supervision procedure it was established that an entry was incorrect
  - e) 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 AND TERMINATION OF THE STUDENT LEGAL RELATIONSHIP**

- (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 University of Buckingham, but wishes to continue its studies at a programme with Hungarian accreditation as well, pursuant to the provisions of the cooperation agreement entered into by IBS – International Business School together with University of Buckingham, the student is automatically admitted, who pursuant to Article (4) of § 51 of the ANHE becomes entitled to obtain the diploma issued within the frame of the Hungarian higher education system with the condition of fulfilling the additional academic requirements prescribed by the relevant curriculum. With respect to academic progression, the regulations of the University of Buckingham apply to these students as well.
- (3) Students are in a student legal relationship with the College. The student legal relationship is established for the programmes of the IBS- International Business School, furthermore in the case of foreign students based on ANHE § 80 Article (2) Section (d) 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 active educational period, or on the 15 July following the last active educational period. The legal relationship also finishes 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 term (postponement of studies), furthermore after the obtainment of the university leaving certificate up to the date of taking the final examination. Students shall comply with the requirements of the respective programme, effective at the time of taking the final examination.

- (5) 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.
- (6) 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.
- (7) 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.
- (8) The College shall not prescribe minimum amounts of credits for individual educational periods but shall dismiss the student if it fails to accumulate at least 30 credits within 2 years of commencement of its studies, or fails to obtain the total amount of credits required by the programme curriculum (i.e. complete the programme) within 7 years of commencement of its studies.
- (9) 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.
- (10) 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 2<sup>nd</sup> 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 Centre for Student Services. Appeals against the decision of the Head of the Centre for Student Services may be submitted to the Rector.

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 Centre for Student Services 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 Centre for Academic Services 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 1/3 of the total credit point number prescribed as conditions of the final examination.

## **6. §**

### **PARTIAL EDUCATION**

- (1) Students shall have the right to pursue studies at other higher education institutions during the semester made available for such purposes in the curriculum, at one of the Erasmus partner institutions of the College or in the frame of any other institutional exchange programmes. The credits acquired at other higher education institutions shall be accepted according to the given curriculum.
- (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 Centre for Academic Services. 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 or partial education programmes, i.e. in all credit transfer procedures the educational obligation delivered and acknowledged by another institution (programme) shall be accepted and registered in the information system according to the rules of the given academic programme. 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 §22 of the Government Decree No. 79/2006 and Section (1) of § 43 of the Act on National Higher Education, the 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](http://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](http://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 Centre for Student Services in order to support the elaboration of the individual curriculums and with regards to the rules and regulations.

## 8. §

### THE MODULES

- (1) Students have the right to choose their modules according to the relevant rules. The College shall have the right to delete a module from the modules chosen by the student if the module is withdrawn or if the registration for the module was against the relevant rules.
- (2) The general module requirements and the rules of assessment are contained in the relevant Student Handbook; the module-specific rules and requirements are contained in the module descriptions.

Module requirements shall be published to the students in the Moodle system 1 week prior to the commencement of the coursework period at the latest. (Detailed rules of these are available in Section 4.2.3 of the Student Handbook.)

- (4) 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

Detailed rules of these are available in Section 4.3.1 – 4.3.5 and 4.2.7 of the Student Handbook

## 9. §

- (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. Semester-final examination
3. The 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 and/or examination grade (at least 35%), 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 final mark of at least 40% is required to pass a 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 15<sup>th</sup> 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) The evaluation of the student performance takes place on a three-level scale, and 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) Detailed rules on the required in-class presence of students are available in Section 4.2.6 of the Student Handbook.

(5) The grades (coursework mark, examination grade) shall be registered in the Neptun system;

- (6) 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 Centre for Student Services.
- (7) 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 Centre for Academic Services shall decide about the request of the student, which shall be submitted to the [request@ibs-b.hu](mailto:request@ibs-b.hu) e-mail address. For the acquirement of a given knowledge, credit shall only be given on one occasion.
- (8) 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 fails to obtain the credits prescribed by the educational requirements 7 years within the commencement of the 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.
- (9) 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](mailto: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.

## **10. §**

### **EXAMS AND EXAM PERIOD**

- (1) The detailed rules of examinations and the examination schedule shall be published by the College prior to the commencement of the examination period.
- (2) Exams are carried out by the appointed tutors.
- (3) Exams are assessed by the appointed tutors; all coursework and exam marks shall be approved by the Examination Committee consisting of internal and external examiners.
- (4) Students shall have the right to view their marked exam scripts in the presence of a tutor at a pre-announced time. Students shall not take any exam scripts with them.

- (5) Detailed rules of exams and assessment are available in Sections 4.2.8 and 4.3.4-13 of the Student Handbook.
- (6) Detailed rules of appeals against assessment decisions are available in Section 4.3.8 of the Student Handbook.

## 11. §

### CLOSING THE SEMESTER

- (1) Exam sheets, protocols and evaluated tests and other examination materials shall be submitted to the Centre for Student Services within the shortest period of time after the exam, but latest by the deadline set forth by the examination calendar.
- (2) 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.
- (3) The **weighted educational** average=  $\Sigma$  (credit delivered by the student multiplied by the final grade) and this result divided by  $\Sigma$  credit, is used for the measurement of the student's educational progress and performance.

## III.

### PROVISIONS RELATED TO THE FINAL CERTIFICATE, FINAL EXAMINATION AND DEGREE CERTIFICATE

## 12. §

- (1) Upon successful completion of the academic requirements, the University of Buckingham shall issue a degree certificate in English, indicating the name of the programme and the qualification.
- (2) The conditions of obtaining the degree certificate and the calculation of the degree qualification are available in the Student Handbook.

**The chapters below (§ 13-19) apply students who obtain the degree of International Business School in addition to the degree of UoB.**

### **13. §**

#### **FINAL CERTIFICATE (ABSOLUTORIUM)**

- (1) The final certificate (absolutorium) 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 Centre for Student Services 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 Centre for Academic Services announces dissertation subject recommendations. The student shall elaborate the recommended – or its own, but approved by the Centre for Academic Services – subject.

- (4) The Centre for Academic Services 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 Centre for Academic Services.



- (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 Centre for Academic Services 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 Centre for Academic Services – 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 Centre for Academic Services 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 period, 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 Centre for Academic Services.
- (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 Centre for Academic Services shall have the right to sign the diploma. The diploma annex shall be certified by the Leader of the Centre for Academic Services. 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 programmes providing a foreign degree only the rating of the diploma shall take place according to regulations of the foreign institution (Student Handbook).
- (6) 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 Centre for Student Services instead of the chairman of the Final Examination Committee.
- (7) 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 Centre for Student Services ([request@ibs-b.hu](mailto: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](mailto:request@ibs-b.hu) e-mail address. The Centre for Student Services 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 (ANHE 58.§ (3)).

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) In issues not regulated in these Regulations and the Contract of Education, Hungarian law and legal authority are effective, especially
  - the Act on National Higher Education
  - the Organisational and Operational Rules and Regulations of International Business School
  - The Regulation on the option to request supervision against the decisions made by the instructor / board of examiners
  - The Study and Examination Regulations and the Admission Regulations relevant for the bachelor's programmes of the University of Buckingham approved by the Senate of the College.

These Study and Examination Regulations were adopted by the Senate in virtue of the resolution No. 2/2017 at the session held on 14<sup>th</sup> November 2017.

Budapest, 14<sup>th</sup> November 2017.

**Dr. László Láng**  
**Rector**  
**President of the Senate**