

## **IBS – INTERNATIONAL BUSINESS SCHOOL**

### **STUDY AND EXAMINATION REGULATIONS FOR THE RESEARCH PROGRAMMES DELIVERED IN CO-OPERATION WITH THE UNIVERSITY OF BUCKINGHAM**

These Regulations apply to students of the research programmes delivered in co-operation with the University of Buckingham, in a phase-in system, from the 2016-2017 academic year onwards.

The University of Buckingham (UoB) is a foreign institution of higher education with permission to operate in Hungary according to § 76 of the Act on National Higher Education (ANHE), registered by the Educational Authority by Resolution No. FF/905-7/2012.

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, by flexible schedules.
- (2) During the programme, the student participates in consultations at pre-arranged times.

##### **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. 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/check-in 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 check-in 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 semester of a student, who fails to meet its obligations set forth by Article (1)-(2) shall be automatically considered as a passive semester.
- (4) 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 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,
  - the Research Guide as approved by the University of Buckingham.together with the amendments set forth by the articles below.
- (2) The standard and maximum length of the research programmes are determined by the Research Guide. The student legal relationship ends on the last day of the month following the month when the degree is awarded.
- (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 the Research Guide. 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) Research Guide (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) Tuition Fee Regulations (informs about the tuition fees and other fees);
  - d) 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.
- (3) Students may request information and advice from the employees of IBS dealing with the given issue.

## **II.**

### **PROVISIONS RELATED TO ASSESSMENT**

#### **6. §**

#### **ASSESSMENT**

- (1) The student's academic performance is normally assessed on a scale from 0 to 100:

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

- (2) The student's academic performance is assessed by the persons and boards of the University of Buckingham as specified in the Research Guide.

**7. §**  
**EXAMS**

- (1) Detailed rules and organisation of the exams are described in the Research Guide.

**III.**  
**PROVISIONS RELATED TO DISSERTATION AND DEGREE**

**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 Research Guide 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 successful completion of educational obligations the student receives an English language degree indicating the type of the programme and qualification issued by UoB.
- (2) The conditions of receiving a degree and the methods of calculating the degree qualification are detailed in the Research Guide.

**IV.**  
**LEGAL AID FOR EDUCATIONAL MATTERS**

**10. §**  
**IMPARTIALITY, LEGAL AID**

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

- Hungarian Act on National Higher Education,
- furthermore the provisions of this Study Examinational 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 Regulations and the related Contract of Education, 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,
  - furthermore the provisions set forth by the Research Guide
- shall prevail.

These Regulations were adopted by the Senate of the College 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**