

**IBS – INTERNATIONAL BUSINESS SCHOOL  
ADMISSION REGULATIONS FOR PROGRAMMES OF  
THE UNIVERSITY OF BUCKINGHAM**

**Framed in a uniform structure together with the regulations  
effective from 9<sup>th</sup> May 2018**

These Regulations apply to students of the 2018-2019 and later curricula of bachelor degree programmes delivered in co-operation with the University of Buckingham, in a phase-in system.

**I. BACHELOR (BSc) PROGRAMMES**

**Conditions of application**

- (1) Students shall have the right to apply for undergraduate education programmes by demonstrating a General Certificate of Education, or certificate proving equivalent secondary education qualification, furthermore by a certificate proving university or college degree qualification. (Certificates to be obtained in the year of application must be presented before the end of the admission process)
- (2) In the case of a General Certificate of Education obtained at a foreign educational institute, it is the duty of the College to decide whether the certificate is acceptable for further educational purposes.
- (3) The requirement of admission to the College is the successful participation in the admission procedure. The quota of students to be admitted to the first year of the College is defined by the College.

**Admission application and procedure**

- (1) The applicant shall fill in the online application form of the College. Annexes of the registration form must be uploaded online or brought to the Centre for Marketing and Admissions. The annexes are the following:
  - Copy of the deeds defined by §1., in case of deeds not in Hungarian or English, the certified Hungarian or English translation of the deed;
  - any document permitting identification and citizenship (identity card, passport or other)
  - a passport photo
- (2) If the application form or its annexes are incomplete, the Centre for Marketing and Admissions shall call the applicant to supply the missing data. If the applicant fails to do so, it shall not be allowed to take part in the admission procedure, and the applicant shall be informed about its legal consequences.

- (3) Applicant shall warrant the validity of the data submitted on the application forms. In the case of false data provision the Rector shall have the right to annul the admission decision.
- (4) When taking a decision on approving or refusing admission, based on the principle of voluntary contractual partnership, the College as a private contractual party – in line with Civil Law (Sections (1) and (2) of § 6:59 of Act V of 2013) – reserves the right to consider any information pertaining to the suitability of the applicant, including but not limited to the applicant's prior performance and general behaviour within the institution.

### **Admission requirements**

- (1) The requirement of admission to the academic programmes operated as the strategic partner of the University of Buckingham is the acceptance of a certificate of secondary education or equivalent accepted by the University of Buckingham.

### **Language requirements**

- (1) Sufficient knowledge of English or Hungarian is a prerequisite of starting the BSc programme. The common first year of the programmes can be completed in English or Hungarian; however, from the second year the programmes are only taught in English, therefore the prerequisite of starting the second year is sufficient knowledge English.
- (2) Applicants shall take part in a diagnostic written and oral English language test to determine their level. Students with the following qualifications are exempt from the diagnostic test:
  - IELTS 6.0 (with partial scores also at least 6.0), or
  - TOEFL 550 (computerised version 213, iBT version 80) or higher;

## **II. MASTER'S (MSc) PROGRAMMES**

### **Conditions of application**

- (1) Application to the MSc in International Management and MSc in Human Resource Management programmes is possible if the applicant is in possession of a degree certificate of at least BA/BSc (or College) level of at least second class honours. Application to the MSc in Financial Management and MSc in Marketing Management programmes is possible if the applicant is in possession of a degree certificate in the area of the specialisation of at least BA/BSc (or College) level, or a degree certificate of at least BA/BSc (or College) level plus documented relevant work experience. Applicants applying in their year of graduation may present their degrees until enrolment to the programme.
- (2) Under exceptional circumstances, the University of Buckingham may accept students without a higher education certificate; in this case the Head of Marketing and Admissions shall examine the existence of supplementary conditions (e.g. sufficient professional experience) and decide on the admission of the student.

### **Admission application and procedure**

- (1) The MSc applicant shall fill in the online application form of the College found on the homepage of the College.
- (2) The applicant shall upload the following documents:
  - a copy of the (BA/Bsc/College or higher) degree certificate (if the document is not in English or Hungarian, then a certified translation); if MSc in Marketing Management of MSc in Financial Management is chosen, then documentation of work experience is required
  - a document permitting the verification of identity and citizenship (identity card, passport or other)
  - a passport photo
- (3) In the case of missing data or attachments the Centre for Marketing and Admissions shall remind the applicant to provide the missing data or attachments. If the applicant does not provide them, it cannot participate in the application process, and the applicant must be reminded of the legal consequences of this.
- (4) Applicant shall warrant the validity of the data provided to the College. In the case of providing false data the Rector has the right to annul the admission decision.
- (5) When taking a decision on approving or refusing admission, based on the principle of voluntary contractual partnership, the College as a private contractual party – in line with Civil Law (Sections (1) and (2) of § 6:59 of Act V of 2013) – reserves the right to consider any information pertaining to the suitability of the applicant, including but not limited to the applicant's prior performance and general behaviour within the institution.

### **Language requirements**

- (1) The language of education on the Master's programmes is exclusively English.
- (2) Applicants shall take part in a diagnostic written English language test and an orientation interview at an agreed time.
- (3) Students with the following qualifications are exempt from the diagnostic test:
  - IELTS 6.5, or
  - TOEFL computerised version 232, iBT version 90
  - Bachelor level degree obtained at International Business School

### **Rector's discretion**

Under exceptional circumstances the Rector may deviate from these regulations, within the limitations of the obligatory legal requirements.

### **Final clauses**

These Regulations were adopted by the Senate as part of the Organisational and Operational Regulations of International Business School in virtue of the resolution No. 3/2018 at the session held on 9<sup>th</sup> May 2018.

Budapest, 9<sup>th</sup> June 2018.

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