

# International Business School

## Religious Belief and Practice: Code of Practice to Support Students and Staff

### 1. Introduction

- 1.1 International Business School (IBS) is a secular higher education institution that prides itself on its long-standing commitment to equalities and diversity. IBS has no religious affiliations and does not endorse any particular religious faith or belief.

### 2. Policy Context

- 2.1 IBS is a diverse institution with students and staff from several countries around the world, many of whom share religious, spiritual and other beliefs. As such IBS is committed to enabling and sustaining an inclusive community, where all individuals with an array of beliefs, can learn, study, integrate and thrive.
- 2.2 IBS recognises that personal beliefs can be and are an important source of wellbeing and comfort in this process and in several ways promotes the rights of all individuals to express and celebrate their religious beliefs.
- 2.3 The aim and intention of this policy is to declare both the recognition of diverse beliefs and practices within the student and staff body and also articulate the contextual responsibilities of IBS as a Higher Education Institution. This policy sits within a wider framework of policies, stemming from IBS's Diversity and Inclusion Policy.

### 3. Policy Statement

- 3.1 Throughout all of its practices, IBS strives to foster an environment where openness is celebrated, freedom of thought is encouraged, cross-cultural values are engaged with critically and respect is given at all times. IBS recognises that staff and students will seek external expression of their beliefs, however, IBS will not under any circumstances tolerate the coercion, bullying and discrimination of one individual (or group) at the expense of another individual (or group) in regards to any religious, spiritual or non-religious belief. Such discrimination will be considered a breach of the contract of education
- 3.2 The legal instruments that relate to religion are:
- Fundamental Law of Hungary (25.04.2011), Sections (1)-(2) of Article VII
  - Act CCVI of 2011 of Hungary on the Freedom of Conscience and Religion and the Rights of Churches, Religious Groups and Communities

### 4. Definition of Religious Belief

- 4.1 For the purpose of this code of practice, religious or other belief is defined as any religion, religious belief or philosophical belief that has a clear belief system or profound belief that affects the way of life or view of the world of the believer.

### 5. Dress and Symbols

- 5.1 IBS does not have a formal dress code and therefore we welcome the external expression of the cultural diversity of our students who so wish to wear religious dress and religious symbols. Such dress and symbols are to be tolerated and recognised by all. However, the wearing of slogans and symbols which may be considered offensive will be considered a breach of the contract of education.

- 5.2 In rare cases, religious clothing may be in conflict with health, safety and security rules. In all such cases, the latter take precedence.

## 6. Academic Calendar

- 6.1 The creating of the academic calendar is made in the spirit of diversity and inclusivity. There are however several considerations and restraints which have to be accommodated when creating the academic calendar. Firstly, the public holidays in this country; and secondly, the limited resources of IBS and our students, which require us to deliver effective teaching programmes in as time efficient way as possible.

## 7. Teaching and Timetabling

- 7.1 At IBS, a normal teaching day runs from 8am – 9pm Monday to Friday and as with the Academic Calendar, both the teaching and the timetabling of classes is designed to ensure that the teaching and learning requirements are delivered efficiently within the available time and space. Therefore, the timetable cannot accommodate the incredibly broad diversity of religious observance requirements of all our students. ***Classes may and will be scheduled on days of religious observance.***
- 7.2 IBS understands that students may on certain occasions be absent in order to celebrate or partake in events of religious observance and encourages students to keep in mind their generous absence quota for these absences. IBS will not normally support student requests for extended leave for religious observance events. As with all absences it is the student's responsibility to catch up on any work missed and, the duty of teachers to support students through the provision of all study materials.

## 8. Examinations

- 8.1 With examinations, the need to ensure security and equality of treatment is paramount, followed by the restrictions of scheduling a large number of examinations within a time-constrained period. Therefore, the examination timetable unfortunately cannot accommodate the incredibly broad diversity of religious observance requirements of all our students. ***Examinations may and will be scheduled on days of religious observance.***
- 8.2 IBS understands that students may on certain occasions be unable to attend an examination in order to celebrate or partake in events of religious observance. In cases such as these, the students should submit a Request. If accepted, the student may be allowed to sit the examination at the next available opportunity for a full mark – but this opportunity may only be available in the next examination period.
- 8.3 During all examinations, students are required to bring identification. Invigilators have the right to ask students to remove hair or clothing (caps) to ensure that there are no sound transmission devices in or around the student's ears. Nevertheless, in the case of obviously religious clothing invigilators will act as tactfully as possible, requiring students to reveal their features to an invigilator of the same gender in private if necessary.

## 9 Home Assignment Deadlines

- 9.1 Home assignment deadlines will not normally be extended to allow for the observance of religious events. It is expected that students will plan their work schedule accordingly.

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This Code was adopted by the Senate in virtue of the resolution No. 3/2018 at the session held on 9<sup>th</sup> May 2018.