

## **IBS – INTERNATIONAL BUSINESS SCHOOL**

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

These Regulations apply to students of the Master’s (MSc, MBA) degree programmes delivered in co-operation with the University of Buckingham, and form part of the student requirement system.

#### **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) The check-in period is the period during which the student declares his/her intention to activate his/her student status for the next semester by submitting an online declaration and uploading the payment evidence. The check-in period lasts 10 days and ends 1 week before the module sign-up period.
- (3) The module sign-up period shall mean the period when the student indicates the modules that he/she wishes to complete in the upcoming semester in the Neptun system. The sign-up period starts 12 days prior to the commencement of the coursework period and finishes 7 days prior to the commencement of the coursework period. For new students and small cohorts, sign-ups are administered by the Centre for Student Services.
- (4) During the coursework period the student participates in classes and performs educational tasks.
- (5) The exam period is that part of the semester which is used for taking exams and retake exams. The schedule for the examinations, the time and method of exam registrations and withdrawal of exam registrations, as well as the expected date of publication of the examination results, must be published 3 weeks before the end of the coursework period.
- (6) A contact hour means the time used for the acquisition and assessment of the knowledge of the material during the coursework period via activities led or directed by the tutors.

- (7) 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 preceding 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.

## **2. A §**

### **ENROLMENT AND CHECK-IN OBLIGATION OF THE STUDENT**

- (1) Students shall enrol/register by the deadline set forth in advance annually by IBS and apply for the required modules by using the electronic educational 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.
- (2) The enrolment/registration shall be valid for the respective semester and it is contingent on the payment of the due tuition fee. Students shall have the right to withdraw their application, in which case the semester shall be considered passive. The Tuition Fee Regulations shall govern the tuition fee payments of semesters turned passive.
- (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) In a passive semester, students shall not be permitted to participate in classes or assessments or to receive grades.
- (5) Students shall be informed during the week following the sign-up period if due to insufficient numbers of applicants any of the modules requested by the students will not be launched. Students are allowed to participate only in the courses that appear in their timetable in the Neptun system, and the tutors are only allowed to admit students to the classes, whose names appear in the list of participants in the Neptun system.
- (6) 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.
- (7) 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, and forms part of the student's educational contract, even if not physically attached.

## 2.B §

### REGISTRATION OF THE STUDENTS' MODULE SIGN-UPS AND GRADES

- (1) The grades (coursework, examination, and module-final marks) and the modules the students are signed up to are recorded in the Neptun system. Mid-semester assessment results are recorded in the Moodle system.
- (2) All employees of IBS 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 and the head of the Centre for Academic Services
“Administrator of the dean” (not authorized to register, but authorized to view the data)	Administrative employees of IBS authorized to introspect
“Instructor” (authorized to register the grades of the student groups instructed only by the given instructor, and to view the list of students)	Instructors of IBS
“Student” (authorized only to register and modify the course registration and the application for exams)	Students of IBS

- (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 Centre for Student Services
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 module registration data may be modified if there is reason to do so
  - 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 appeals 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 Centre for Student Services registers the number of credits acquired in the given semester in the Neptun system.

## **2.C § THE RECORD SHEET**

- (1) Pursuant to Article 41 of Government Decree 87/2015 (IV. 9.), IBS does not keep a copy book of student data, but records student data in the central database on the student's record sheet.
- (2) The student will be notified by email 3 days prior to the beginning of the semester about the modules he/she has enrolled in, including cancellations.
- (3) There are no oral examinations at IBS unless the student is permitted to do so in accordance with the "Supplementary Regulations on the conditions for ensuring equal opportunities for students with disabilities or chronic illnesses to pursue their studies". Oral assessments (presentations) only exist as coursework assignments, on which the student receives detailed feedback and evaluation.

- (4) In the case of written examinations, the student receives a detailed and reasoned evaluation of his/her work in Moodle. The assessment of written examinations, which form part of the practical grade, is due within 3 weeks, and the assessment of examination papers within 1 week of the examination board meeting.
- (5) In the Neptun system, the student has access to the data content of his/her record sheet in printable form. IBS will provide free validation of the printed record sheet data once every six months at the student's request.

### **3. §**

#### **ESTABLISHMENT AND TERMINATION OF THE STUDENT LEGAL RELATIONSHIP**

- (1) Students may become admitted to IBS by admission through the entrance exam procedure, through transfer from other national or international higher education institutions pursuant to 4. §.
- (2) Students are in a student legal relationship with IBS. 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 International University Foundation programme (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 IBS or the deletion from the list of students.
- (3) The student legal relationship is suspended during the passive term. 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.
- (4) 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 IBS; IBS 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 IBS. In this case the already paid in amount shall not be claimed back and cannot be transferred to the next semester.
- (5) 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.
- (6) IBS shall not prescribe minimum amounts of credits or a (cumulated) weighted academic average for individual educational periods, but shall dismiss the student

if it fails to obtain the total amount of credits required by the programme curriculum (i.e. complete the programme) within 3 years of commencement of its studies. If the student is re-admitted to the same programme after the termination of his/her status, the above periods will start counting again.

- (7) The student legal relationship is terminated 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 fairness upon request of the student, the Rector may decide not to terminate the student's legal relationship.
- (8) IBS 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 IBS).

#### **4. §**

##### **TRANSFER FROM ANOTHER INSTITUTION**

- (1) Students of other higher education institutions may request to be transferred to continue their studies at IBS. Upon such transfers the general rules of credit transfer (§5) and the relevant sections of the Tuition Fee Regulations apply.

#### **5. §**

##### **SIMULTANEOUS AND GUEST STUDIES**

- (1) IBS students, if admitted to more than one academic programme, may simultaneously pursue studies at various programmes of IBS and in other higher education institutions. Only one of the University of Buckingham programmes can be taken at a time. Studies in other institutions are not subject to the permission of IBS, but the participation in parallel education in other institutions must be reported in writing to the Centre for Student Services by the student (studentadmin@ibs-b.hu).
- (2) Students studying in other higher education institutions may be admitted to any programme of IBS for simultaneous studies.
- (3) The Head 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 the review 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 in multiple programmes.
- (5) Students of other higher education institutions shall only participate at IBS's lessons and shall have the right to take exam with respect to the given module, if they are lawfully enrolled, checked in and signed up for the given module.
- (6) Students of IBS 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 IBS. Approval of credit recognition is the privilege of The University of Buckingham based on the proposal of the Credit Transfer Committee of IBS. The total number of the credit points acknowledged by IBS shall not exceed one third of the total credit point number prescribed as conditions of the final examination.

## **6. §**

### **STUDY ABROAD, STUDENT MOBILITY**

- (1) Students shall have the right to pursue studies at other higher education institutions during the semester designated for such purposes in the curriculum, at one of the Erasmus partner institutions of IBS 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) Participation in mobility programmes shall not exempt the student from its enrolment/check-in obligations.
- (3) In the case of student mobility as well as in all credit transfer procedures, the educational results certified by another institution (programme) shall be accepted and registered in the student data system according to the rules of the academic programme on which the credits are recognised. In the case of credit transfers, "exemption" shall be recorded as the grade on the student's record sheet.

## **7. §**

### **ARRANGEMENTS FOR INFORMING STUDENTS (INSTITUTIONAL BROCHURE)**

- (1) Written information

Information materials shall be made available to the students at the following sources in English and Hungarian language:

- IBS's Moodle system
- website ([www.ibs-b.hu](http://www.ibs-b.hu))

IBS informs the students by the information pages above about the following:

- general characteristics and regulations 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 IBS
- student union

IBS informs the students by the „**Student Handbook**” related to the specific 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
- prerequisite requirements related to the certain modules
- classes of the modules (lecture, seminar)

IBS informs the students by the **module descriptions and module pages** (available in the Moodle system) related to the specific modules about the following:

- the name of the module leader
- aim and 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

IBS 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**.

IBS 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 website ([www.ibs-b.hu](http://www.ibs-b.hu)).



IBS 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.

(2) Oral information services

Students may 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. §**

### **ANNOUNCEMENT, SIGN-UPS AND CREDIT VALUES OF MODULES**

- (1) The Centre for Student Services publishes in the Moodle system during the academic term of the previous semester the elective courses to be offered in the following semester, their instructors and the maximum number of applicants, as well as the ranking criteria in case of oversubscription. Unless otherwise stated, the ranking will be done in the order of enrolment. Registration for elective courses is possible in Moodle.
- (2) The student shall be signed up to his or her compulsory and elective courses according to the student's prior choices by the Centre for Student Services.
- (3) The credit value of each module is determined by the curriculum. Within a curriculum, the same number of credits shall be awarded to all students of a given degree programme for the same module, identified by its code number and title, irrespective of the category in which the module was taken (compulsory, elective or free option), the semester in which the module was taken, the number of hours in the semester in which the module was taught, or the module group in which the module was taught in the semester in question.
- (4) If a student has not been able to obtain the credits for a module taken in a given semester, he/she may retake the module in a later semester or be admitted to the examination on the basis of his/her previously obtained coursework grade.

## **9. §**

### **MODULE REQUIREMENTS**

- (1) 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 specifications. 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.)

- (2) Module requirements shall be applied to disabled students by taking into consideration the supplementary regulations of these Rules and Regulations (see "Supplementary Regulations on the conditions for equal opportunities for students with disabilities or chronic illnesses").

## **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

### **10. §**

- (1) Academic achievement is assessed on a scale from 0 to 100. The evaluation is equivalent to the Hungarian 5-level system as follows:

above 70%	excellent (5)
64-69%	good (4)
57-63%	satisfactory (3)
50-56%	pass (2)
0-49%	fail (1)

- (2) If the evaluation of the student performance takes place on a three-level scale, then 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.
- (3) The assessment of the performance with regards to the particular modules may take place in the following ways:
- a) Coursework mark
  - b) Semester-final examination
  - c) The weighted average of the coursework mark and the exam mark at the end of the semester pursuant to the weighting set forth by the module description.

Based on the coursework mark and/or examination mark (at least 45%) in accordance with the weighing ratio defined by the module specification 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% (pass) is required for passing a module.

- a) A coursework mark is prescribed by the module requirements if the practical application of the module, the evaluation of the application is possible and necessary in terms of the educational aims. The requirements of a coursework mark and its calculation method are defined by the module specification. For the coursework mark mid-term assessments may be prescribed (tests, home assignments, presentations etc.). Retake of unsuccessful or non-attempted assessments shall be performed in accordance with the rules and regulations set forth by the module specification.

- b) Students shall meet the requirements of a module assessed by only a coursework mark by the 15<sup>th</sup> day of the month following the end of the coursework period at the latest.
- c) The exam is the comprehensive assessment of the skills acquired in a module.
- (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. Mid-semester assessment marks are recorded in the Moodle system.
- (6) The coursework marks are recorded and calculated 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 need not be met, if student has already acquired that knowledge at the level prescribed by the European Qualifications Framework and it is able to duly certify it. The Head 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 acquisition of the knowledge and skills of a module, credits shall only be given on one occasion.
- (8) IBS 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 3 years within the commencement of the 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, or to provide any other type of concession for the given student.

## 7. §

### EXAMS AND EXAM PERIOD

- (1) Detailed rules of the exams and the examination schedule shall be announced by IBS prior to the commencement of the exam period.
- (2) Exams are administered by the appointed tutors.

- (3) Exams are assessed by the appointed tutors; all coursework and exam marks shall be approved and finalised 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, but they may photograph them.
- (5) The detailed rules for examinations and examinations, including the rules for retaking failed or passed examinations and mid-semester assessments, are set out in the Student Handbook, chapters 4.2.8 and 4.3.4-13.
- (6) Detailed rules of appeals against assessment decisions are available in Section 4.3.8 of the Student Handbook and the Appeals regulations of IBS.

**12. §  
CLOSING THE SEMESTER**

- (1) Paper-based exam sheets, minutes 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. For papers submitted and assessed electronically, assessment and feedback must be completed by the stated deadline in Moodle.
- (2) Within 30 days following the end of the examination period, the students' educational average and credit index with respect to the given semester shall be calculated, which shall be recorded in the central database (Neptun).
- (3) The weighted academic 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, DISSERTATION,  
FINAL EXAMINATION AND AWARD CERTIFICATE**

**13. §**

**FINAL CERTIFICATE (ABSOLUTORIUM)**

- (1) The final certificate (absolutorium) certifies the successful completion of the examinations prescribed in the curriculum and the fulfilment of other study requirements (criteria requirements), with the exception of the dissertation; and the acquisition of the credits prescribed in the qualification requirements, with the exception of the credits assigned to the thesis (diploma thesis); and shall attest,

without any grading or assessment, that the student has fulfilled all the study and examination obligations prescribed in the curriculum. This can only be established if the student has completed no less than the total number of credits prescribed by the curriculum minus the credits points allocated for the dissertation, and has completed all the compulsory and the required number of elective modules prescribed in the curriculum.

- (2) The final certificate shall be issued by the Centre for Student Services within twenty days of the date of completion, with a unique serial number assigned in the central database. The student shall be notified of the issue of the final certificate; at the request of the student, the Centre for Student Services shall issue a certificate free of charge on one occasion.

#### **14. § 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 dissertation is a compulsory module, assessed with an exam grade, whose requirements are defined by the module specifications and the dissertation handbook.
- (3) 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.
- (4) The elaboration of the dissertation is supported by a consultant.
- (5) The student elaborates the topic suggested by the student and approved by the consultant.
- (6) The dissertation is judged by an expert appointed by the Centre for Academic Services. The quality of the assessments is supervised by a tutor appointed by the Centre for Academic Services.
- (7) If the topic of the student's dissertation necessitates this, the Centre for Academic Services may appoint further assessors.
- (8) The dissertation result shall be considered unsatisfactory, if
  - a) the assessor awards an unsatisfactory grade
  - b) a further assessor involved in the decision based on Article (7) awards an unsatisfactory grade
  - c) any of the assessors indicates the suspicion of plagiarism, and it is proved after an investigation – including an interview with the student – carried

out by the person appointed by the Centre for Academic Services (Academic Conduct Officer). Pursuant to the general rules and regulations the student shall have the right to appeal to the Rector against the first-level decision. (21. §)

- (9) If the result of the dissertation is unsatisfactory, a new dissertation shall be written and the earliest opportunity to take the final examination shall be in the following final examination period.
- (10) The dissertation shall be assessed only if the Student has no financial or administrative debts to IBS.

### **15. § FINAL EXAMINATION**

- (1) Final examination is a final assessment necessary for obtaining the degree qualification. At the final examination the candidate must be able to demonstrate that he/she has acquired and is able to apply the learning outcomes of his/her academic programme and.
- (2) The final examination consists of a dissertation defence in written form. All students who meet the requirements for the final examination, i.e. a have acquired a final certificate and have an accepted dissertation, shall be centrally registered to the final examination by the Centre for Student Services.
- (3) The final examination period is indicated in the timetable for the academic year. The final examination may be taken (or, if necessary, retaken) according to the relevant academic requirements either in the examination period directly following the obtainment of the final certificate (within the period of student status), or later (after the termination of student status) in any subsequent final examination period, taking into account the 7-year time limit set out in § 3 (6).

### **16. § FINAL EXAMINATION COMMITTEE**

- (1) The final examination shall be taken before the Final Examination Committee.
- (2) The chair and members of the Final Examination Committee are appointed by the Head of the Centre for Academic Services.
- (3) The Final Examination Committee has at least two members besides the chair. 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 IBS, or shall be the tutor of a different programme of IBS.

- (4) The preparedness of the candidate is assessed by the members of the Committee, then in a closed session – upon debate, by voting – the final grade is awarded. In the case of equality of votes the vote of the Chair shall prevail.
- (5) Minutes shall be taken during the final examination.

#### **17. §**

##### **FINAL EXAMINATION RESULT**

- (1) The result of the final examination shall be calculated in accordance with the calculation method defined in the dissertation handbook of the given programme.
- (2) The results of the final examination are finalised by the examination board and must be communicated to students within 1 week of the board meeting.

#### **18. §**

##### **AWARD CERTIFICATES**

- (1) Upon successful completion of all academic requirements, the University of Buckingham shall issue the student with an award certificate in English indicating the level, name, qualification, and classification of the degree. At the same time, IBS shall issue an award with identical content in Hungarian and English.
- (2) The conditions for the award and the method of calculating the degree classification are set out in the Student Handbook.

#### **19. §**

##### **THE AWARD CERTIFICATE ISSUED BY IBS**

- (1) Based on a successful final examination the student shall receive an award certificate in English and Hungarian language indicating the type of the programme, the qualification, the classification and the specializations completed, and furthermore a diploma supplement giving a detailed description of the programme and the grades obtained in Hungarian and English language. Upon request, at the expense of the student the award certificate can be issued in further languages. The award certificate is signed by the Rector. The diploma supplement shall be certified by the Head of the Centre for Student Services.
- (2) Students shall meet the language examination requirement as a condition for the award by obtaining their award certificate pursuant to Paragraph (6) of Article 14 of Government Decree No.137/2008 (16 May).
- (3) The award shall be issued and handed over to the student who completed a successful final examination within 30 days following the approval of the award by the examination board.

- (4) Successful completion of the studies is a criterion for obtaining the award, without respect to the educational average result.
- (5) The classification of the award shall be calculated according to regulations of the foreign institution (Student Handbook). The classification of the Hungarian diploma shall be determined based on the foreign evaluation system, in the following way:

Degree average	Classification of the Hungarian degree in Hungarian	English translation of the Hungarian degree classification
from 70%	kitűnő	distinction
60-69%	jól megfelelt	merit
50-59%	megfelelt	pass

- (6) No appeal is possible with regards to the classification of the award. Students shall have the right to request the correction of an incorrectly issued award certificate or diploma supplement 30 days within receipt. The corrected award certificate can be signed by the Head of the Centre for Student Services.

#### **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 a 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 assessment of the student's academic performance.
- (3) The resolution on special fairness shall provide for the conditions of the duties of the student.

##### **21. §**

##### **LEGAL REMEDY**

- (1) 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 request within 3 days to the organisational unit or person entitled to make a decision.

- (2) Furthermore students shall have the general right – except the academic assessments – to raise objections against the decision, provision or negligence of the institution (hereinafter referred to as: decision) by requesting review 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.
- (3) 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.
- (4) In case of extreme complexity of the case or under other justified circumstances, the Rector may designate in advance an employee of IBS to prepare the case, obtain documents, etc.
- (5) During the procedure, as a result of the inspection the Rector shall have the right to issue the following second-level decisions:
  - a) it rejects the request
  - b) it requests the negligent party to make a decision
  - c) it amends the first instance decision
  - d) it overrules the first instance decision, and request the body or person proceeding at the first instance to perform a new proceeding and to issue a new resolution.
- (6) The decision shall be in writing and it shall be justified. During the procedure, the decision must draw attention to the possibility of appeal and the student must be heard in person at least once during the procedure. If the student fails to appear before the Rector despite due notice, the personal hearing may be waived, or the student shall be given the opportunity to submit written comments upon request.
- (7) The applicable provisions of Act CL of 2016 on the General Administrative Procedure shall apply to the clarification of the facts, the calculation of deadlines, the certification, the form and content of the decision and its communication.
- (8) The student may apply for judicial review of the institution's second-level decision within 30 days of its notification, on the grounds of infringement of the law or of the provisions governing the student's status. The provisions of Act I of 2017 on the Code of Administrative Procedure shall apply to the judicial procedure. The court may reverse the decision. The court shall decide the case out of turn.
- (9) The resolution issued at second instance becomes legally binding at the time of notification. The absolute resolution is executable, except the student requested judicial review. Student shall notify the institution about the submission of the complaint by submitting one copy of the complaint to IBS.

- (10) 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 IBS'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)).
- (11) 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 IBS, which stipulate rights and obligations with respect to the students.
- (12) No appeal lies for legal aid in those cases, when IBS 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) The Rector is authorised to issue a resolution on the interpretation of these Study and Examination Regulations. The resolution must be agreed with the Student Union before being issued. If the Student Union does not agree with the resolution, the resolution may only be issued after discussion and vote at a Senate meeting.
- (2) In issues not regulated in these Regulations and the Contract of Education, Hungarian law and legal authority are effective, especially
  - the law in force on higher education and its implementing regulations
  - the Organisational and Operational Rules and Regulations of the International Business School
  - The Regulations on academic appeals
  - The Admission Regulations and Tuition Fee Regulations relevant for the master's programmes of the University of Buckingham, approved by the Senate of IBS.
  - The relevant Student Handbooks of The University of Buckingham

These Regulations were adopted by the Senate of IBS by virtue of its resolution No. 2/2021 at the session held on 13 October 2021.

Budapest, 13 October 2021

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