

**IBS – INTERNATIONAL BUSINESS SCHOOL
ADMISSION REGULATIONS FOR THE DUAL-DEGREE JOINT PROGRAMMES
OF THE UNIVERSITY OF BUCKINGHAM
AND THE INTERNATIONAL BUSINESS SCHOOL**

**Framed in a uniform structure together with the regulations
effective from 15 April 2021**

These Regulations apply to applicants for the degree programmes delivered in co-operation with the University of Buckingham, starting in the 2021-2022 academic year and later.

A. 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 IBS to decide whether the certificate is acceptable for further educational purposes.
- (3) The requirement of admission to IBS is the successful participation in the admission procedure. The quota of students to be admitted to the first year of the BSc programme is defined by IBS.

Admission application and procedure

- (1) The applicant shall fill in the online application form of IBS. 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 documents 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)
- (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 or incomplete 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, IBS 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 is a prerequisite of starting the BSc programme in English. The common first year of the programmes, which has the same curriculum across all BSc programmes, can also be completed in Hungarian; however, from the second year the programmes are only taught in English, therefore students who completed the first year in Hungarian and wish to progress to the second year must prove sufficient language competence in English at the end of the first year.

- (2) BSc applicants are required to pass IBS’ own English Language Placement Test that consists of a 100-minute test and an oral part with a listening task. If the applicant has a certificate of...

- International English Language Testing System (IELTS, General) with a minimum overall score of 6.0 points,
- Test of English as a Foreign Language (TOEFL) with a minimum score of 72 in the iBT version,
- Cambridge Certificate with a minimum score of 169 (B2 First, B2 Business Vantage),
- International GCSE English as a Second Language with a score of C or higher on extended curriculum,
- London University GCE O level Syllabus, minimum B in English Language,
- Pearson Test of English Academic (PTE Academic) with a minimum score of 50,
- a B2 level English language certificate,
- LCCI certificate with a minimum score of 60,
- Duolingo English Test with a minimum score of 95
- Hungarian high-level English language baccalaureate exam with a minimum result of 60%,
- previous studies in English,

or if the applicant is a native speaker of English (based on passport citizenship),

the applicant is not required to take the test.

- (3) IBS provides compulsory English language education as part of the curriculum to all students whose level of English as proven by external or internal test results does not reach a level equivalent to IELTS 6.5. To determine whether the applicant is entitled to this provision, applicants who have met the admission requirement detailed in (2) above

but have not proven a level equivalent to IELTS 6.5 shall also be required to take a diagnostic language test.

B. MASTER’S (MSc) PROGRAMMES

Conditions of application

Programme	Conditions
<p><u>Category 1. Generalist Programmes</u> MSc in Strategic International Management MSc in Strategic Human Resource Management MSc in International Development Economics MA in International Relations and Diplomacy MSc in IT for Business Data Analytics</p>	<ul style="list-style-type: none"> • A degree certificate in any field of at least BA/BSc level of at least second-class honours
<p><u>Category 2. Specialist Programmes</u> MSc in Strategic Finance MSc in Strategic Marketing</p>	<ul style="list-style-type: none"> • A degree certificate in the area of the specialisation of at least BA/BSc level of at least second-class honours, <i>or</i> • A degree certificate in any field of at least BA/BSc level of at least second-class honours plus documented relevant work experience of at least 1 year
<p><u>Category 3. Post-Experience Programmes</u> MBA in Strategic Data-Driven Management</p>	<ul style="list-style-type: none"> • A degree certificate in any field of at least BA/BSc level plus documented work experience of 3-5 years. At least one module completed in mathematics or finance.

- (1) Students shall have the right to apply for postgraduate education programmes by demonstrating at minimum a degree certificate of BA/BSc level or equivalent of at least second-class honours. (Certificates to be obtained in the year of application must be presented before the end of the admission process.) This is validated by the Centre for Marketing and Admissions.
- (2) For programmes in Category 2 (“Specialist Programmes”), normally a degree certificate of BA/BSc level or equivalent of at least second-class honours is required in the area of specialization, which is validated by the Credit Transfer Committee.
 - (a) Degree certificates that identify the same discipline as the programme as a major, minor, or specialization are automatically accepted as being within the area of specialization. For the MSc in Strategic Finance programme, these include first-cycle degrees in Business Administration and/or Management, Finance, Accounting, and Financial Management. For the MSc in Strategic Marketing programme, these include first-cycle degrees in Business Administration and/or Management, Marketing, Marketing Management, Marketing Communication, Product and/or Brand Management, etc.

- (b) In cases when the degree certificate does not identify the same discipline, a minimum of three modules (for applicants from outside the EHEA) or 10 ECTS (for applicants from the EHEA) need to have been completed within the area of specialization. For the MSc in Strategic Finance programme, modules that are in corporate finance, financial management, cost accounting, management accounting, financial economics, macroeconomics, money and capital markets, investments, banking, financial policy, taxation, business valuation, business strategy, etc. are accepted. For the MSc in Strategic Marketing programme, modules in market analysis, marketing research, marketing decision support systems, consumer behaviour, sales, supply chain management, product or brand management, marketing or corporate communication, public relations, marketing of services, marketing strategy, marketing controlling, intercultural or international marketing, business strategy, etc. are accepted.
- (3) For programmes in Category 2 (“Specialist Programmes”), the Credit Transfer Committee may accept relevant work experience in lieu of a certificate in the area of specialization (although this does not override the requirement in (1) above). Relevant work experience is defined as employer-certified experience in a position where the knowledge areas identified in (2b) above are central to employment in the given position.
- (a) Positions where the title references the knowledge areas identified in (2b) above (e.g., Junior Supply Chain Manager) are accepted as relevant work experience automatically.
- (b) Positions where the title does not reference the knowledge areas identified in (2b), the Credit Transfer Committee decides based on the job description for the given position.
- (4) For the MBA in Strategic Data-Driven Management programme, completion of at least one module or 3 ECTS in mathematics (algebra, number theory, calculus, geometry, stochastic processes, discrete mathematics, operation research, etc.), statistics (mathematical and applied statistics, linear algebra and calculus, probability theory, data analysis, research methodology, etc.) or finance (corporate finance, financial management, cost accounting, management accounting, financial economics, macroeconomics, money and capital markets, investments, banking, financial policy, taxation, business valuation, business strategy, etc.) is required, which is validated by the Credit Transfer Committee.

Admission application and procedure

- (1) The MSc applicant shall fill in the online application form of IBS found on the homepage of IBS.
- (2) The applicant shall upload the following documents:
- a copy of the (minimum BA/BSc/bachelor or equivalent) degree certificate (if the document is not in English or in Hungarian, then along with a certified translation);

- a transcript/diploma supplement if seeking admission to MSc in Strategic Marketing or MSc in Strategic Finance and the BA/BSc/bachelor (or equivalent or higher) degree certificate does not identify the same discipline (see 2b above) or if seeking admission to MBA in Strategic Data-Driven Management;
 - documentation of relevant work experience if seeking admission to the MBA in Strategic Data-Driven Management programme and if applying based on a degree certificate that is not in the area of specialization plus work experience (see 3 above).
 - a document permitting the verification of identity and citizenship (identity card, passport or other).
- (3) In the case of missing data or attachments the Centre for Marketing and Admissions shall call 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 IBS. In the case of providing false or incomplete 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, IBS 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.
- (4) MSc applicants are required to pass IBS’ own English Language Placement Test that consists of a 100-minute test and an oral part with a listening task. If the applicant has a certificate of...
- International English Language Testing System (IELTS, General) with a minimum overall score of 6.5 points,
 - Test of English as a Foreign Language (TOEFL) with a minimum score of 79 in the iBT version,
 - Cambridge Certificate with a minimum score of 176 (C1 Advanced, C2 Proficiency),
 - Pearson Test of English Academic (PTE Academic) with a minimum score of 58,
 - a C1 level English language certificate,
 - LCCI certificate with a minimum score of 60,
 - Duolingo English Test with a minimum score of 105
 - previous studies in English,

or if the applicant is a native speaker of English (based on passport citizenship),

the applicant is not required to take the test.

PROGRAMMES LEADING TO HUNGARIAN DEGREES

HUNGARIAN BACHELOR PROGRAMMES

Conditions for application

(1) For application to undergraduate programmes, a certificate of secondary education or equivalent is prerequisite. Certificates obtained in the year of application may be submitted by the deadline specified by law.

The application procedure

(1) The application for admission may be submitted electronically on the felvi.hu website until the application deadline specified by applicable legislation. The entire procedure is governed by the applicable law.

(2) Admission scores at IBS are calculated in accordance with the legislation in force regulating the admission procedure for the given academic year, which is published by IBS in the Higher Education Admission Information Book annually.

(3) In the case of a foreign certificate of secondary education, the admission points on which the calculations are based shall be established by the Education Office on the basis of the presented documents.

(4) The fact of admission - on the basis of the established admission points - shall be decided by the national finalization of the point limits, taking into account the application order specified by the applicant with respect to the selected higher education institutions.

(5) IBS shall notify the applicant of the result of the application procedure in accordance with the provisions of the law and shall act in accordance with the provisions of the law in the event of a request for legal remedy.

Language requirements for admission

There are no foreign language requirements for entry to the Hungarian Bachelor programmes.

HUNGARIAN MASTER'S PROGRAMMES

The condition for applying for a Hungarian master's degree programme is a bachelor's degree and language certificate as defined by "educational and outcome requirements". Certificates obtained in the year of application may be submitted by the deadline specified by law.

The application procedure

(1) The application for admission may be submitted electronically on the felvi.hu website until the application deadline specified by applicable legislation. The entire procedure is governed by the applicable law.

(2) Admission scores at IBS are calculated in accordance with the legislation in force regulating the admission procedure for the given academic year, which is published by IBS in the Higher Education Admission Information Book annually.

(3) The fact of admission - on the basis of the established admission points - shall be decided by the national finalization of the point limits, taking into account the application order specified by the applicant with respect to the selected higher education institutions.

(4) IBS shall notify the applicant of the result of the application procedure in accordance with the provisions of the law and shall act in accordance with the provisions of the law in the event of a request for legal remedy.

Language requirements for admission

Language requirements are specified in the “educational and outcome requirements”.

OTHER PROGRAMMES

(1) Other programme: International University Foundation Programme

(2) Applicants to the International University Foundation Programme must fill in the IBS’s own application form on the institution’s website.

(3) There is no entrance examination for the International University Foundation Programme. Students who are admitted and wish to continue their education on a BSc or MSc programme must meet the relevant admission requirements.

Rector’s discretion

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

Final clauses

In matters not regulated in this document, the sections pertaining to admissions of Act CCIV of 2011 on National Higher Education apply (39-41 / H). For legal remedy, §§ 57-58 of the same Act apply.

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. 1/2021 at the session held on 15th April 2021.

Budapest, 15th April 2021

Dr. László Láng
Rector
President of the Senate