



**RULES OF ORGANISATION AND OPERATION  
INTERNATIONAL BUSINESS SCHOOL**

These rules and regulations were adopted by resolution No. 7/2023 of the Senate on  
18 September 2023

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## 1. General Regulations

Name of the school:

a) In Hungarian: IBS Nemzetközi Üzleti Főiskola

b) In English: International Business School

Short name of the school: IBS

Official seat of the School: 1031 Budapest, Záhony u. 7.

Official campus of the School: 1031 Budapest, Záhony u. 7.

International Business School (hereinafter referred to as: School) is a non-governmental higher education institute operating in the territory of Hungary, a legal entity with a self-government.

The School performs its activities pursuant to Act No. 204 (2011) on national higher education (hereinafter referred to as HE Act), Act No. 175 (2011) on the Freedom of Association, Non-profit Status and the Operation and Support of Civil Organizations (hereinafter referred to as Civil Act), and the Deed of Foundation issued by its founder, PRO IBS Educational Service and School Maintaining LLC (1031 Budapest Záhony u. 7.), updated in accordance with the HE Act currently in effect.

Pursuant to Section 94(5) of the HE Act, the Maintainer defines the legal status of International Business School as a public benefit organisation in the Deed of Foundation in effect since 6 April 2020.

Pursuant to Section 78(3) of the HE Act, the School maintains a collaborative partnership with The University of Buckingham with a view to delivering joint programmes.

## 2. Maintainer management, organizational structure, management body

The organizational units operating at the School perform educational, research, management, financial, IT, marketing, and quality assurance-related tasks.

In accordance with the laws and the present Rules and Regulations, the Maintainer, the faculty and staff interest groups, and the student union bodies jointly participate in the decision-making process necessary to accomplish the School's tasks.

### 2.1 Maintainer management

The Maintainer manages, and ensures the operation of, the School

- in accordance with the HE Act. and other relevant laws and regulations,
- without infringing the School's autonomy,

- subject to the regulations and goals set down in the Deed of Foundation,
- with professionalism and business/financial rationality,
- with a view to providing a safe, financeable, and prudent management/operation.

The Maintainer carries out its tasks as regulated in Sections 8 and 73 of the HE Act. Section 75 of the HE Act provides for a legal remedy in case of any unlawful maintenance measure.

In view of the dispositive regulation in Section 14(4) of the HE Act, the organizational and operational rules and regulations of the School do not establish a separate body, an Economic Council for the preparation of the Maintainer's decisions and the supervision of the implementation of the strategic decisions with economic relevance.

## 2.2 Senate

The Senate is the highest strategic decision-making body of the School in educational matters, which defines the institution's fundamental educational and research tasks, their professional and organizational terms and conditions and their development directions and supervises the execution of the strategic decisions.

### Composition of the Senate

On basis of the permissive provision of Section 94(2) of the HE Act, the composition of the Senate differs from the composition prescribed by Section 12(7) of the HE Act.

- a) Ex-Officio Member and President: Rector
- b) Permanent (Non-Voting) Member: Founding Rector
- c) Further Ex-Officio Members:
  - Pro-Rector(s)
  - Chair of the Learning and Teaching Committee
  - Secretary General
- d) Elected Members:
  - four persons elected by the faculty (instructors and researchers);
  - one person, representing the staff of the School, who is employed in a non-teaching and non-researcher role;
  - two elected student representatives delegated by the management of the Student Union.

A member of the Senate, except for the representatives of the Student Union, can only be a person who is employed by the School as an instructor or a researcher or in another position.

Members of the Senate shall exercise their voting rights solely in person. Members of the Senate who are subject to the conflict-of-interest clause of Section 38 of the Civil Act cannot vote in the given question.

The representative of the Maintainer and the minute-taker of the Senate, the School's Legal Adviser are permanent non-voting invitees of the Senate.

Elected faculty members serve on the Senate for four years from the date of their election and are eligible for re-election for a further four years. The term of office of student members shall be as laid down in the Charter of the Student Union.

Members of the Senate shall declare any conflict of interest pursuant to Section 37(2) b) of the Civil Act at the same time as they obtain their mandate based on the present Rules and shall declare their positions held in other public benefit organisations.

Furthermore, a person who is the chair or a member of the Supervisory Board as defined in the School's Deed of Foundation, or their relatives, shall not be a member of the Senate.

If for any reason the term of office of a member of the Senate elected by the faculty and staff is terminated, the full-time faculty of the School may elect a new member to fill the vacancy for the remainder of the term. In the event of the premature termination of the term of office of a student member elected to the Senate, the student body concerned shall elect a new member for the remainder of the term. The non-election shall not affect the functioning and powers of the Senate.

#### Election of members of the Senate

The date for the election of the members of the Senate shall be fixed by the Rector within 60 days of the expiry of their term of office.

The Rector shall propose the persons to be delegated by the faculty and staff.

On the basis of the Rector's proposal, the persons on the list of nominees shall be required to make a declaration of acceptance. In the event of rejection of the nomination, the list of nominees shall be supplemented as appropriate.

The list of candidates includes 8 candidates for the seats of members of the Senate elected by the teaching staff (4 persons) and 3 candidates for the seats of representatives of other staff (1 person). The list of candidates shall be published by the Secretary General on the internal electronic mail system, together with the date and place of the vote and a ballot paper.

Those entitled to vote may cast their votes on the day of the vote at the place designated by the Secretary General by completing the ballot (the list of candidates)

sent to them by electronic mail (by placing a + or x next to the name of the candidate corresponding to the number of Senate seats). Staff members holding teaching posts shall vote for 4 of the 8 candidates on the list, and staff members holding other posts shall vote for 1 of the 3 candidates on the list.

If a voter makes a new nomination (by adding a new candidate to the list of candidates and simultaneously deleting a candidate from the original list), the vote cast for the candidate shall be valid only if the nomination is subsequently confirmed and accepted by the candidate. Accordingly, all employees of the School have the right to vote, and thus the right to nominate, provided that only persons employed by the School may be nominated

Membership of the Senate shall be awarded to the four plus one person receiving the highest number of votes in the ballot. The vote is valid if at least 50 percent of those eligible to vote participate.

Voting shall be by secret ballot, and the voter shall place the ballot paper, which he or she has filled in and placed in an envelope (either in advance or in a polling booth provided on the premises), in the duly sealed ballot box at the polling station, together with the signature on the attendance sheet. The ballot box shall be opened by a panel of three members (the Rector's designated representative, the Secretary General and the Legal Adviser), who shall simultaneously record the minutes, count the votes, and announce the result of the ballot by electronic mail.

### Powers of the Senate

The detailed list of the Senate's powers is as stipulated in Section 12(2)-(5) of the HE Act, which the School accepts with the addition that the provisions of Act No. 175 (2011) on the Right of Association, the Public Benefit Status and the Operation and Support of Non-Governmental Organisations (Civil Act), the Senate, as the supreme decision-making body, shall also adopt the annual report (its annex on public benefit, pursuant to Section 37(2) d) of the Civil Act).

The statutory list of Senate competences applies to the School with the amendment that the Senate does not exercise its competences under Section 12(3)(d), (ec), (ed), (f), (g), and (hc), in view of the statutory discretion given in Section 94(2) of the HE Act.

The Senate may establish standing or ad hoc committees and elect their members and officers in order to facilitate its own functioning and to perform and prepare specific tasks, or on the basis of a mandatory provision of law. The detailed rules governing the functioning and procedure of the committees shall be laid down in the rules of procedure of the committees, which shall be drawn up by the committees themselves and submitted to the Senate for approval.

The Senate shall monitor the implementation of its decisions through its committees or members.

The Senate may request that the heads of the School's organizational units report on matters determined by the Senate. Any member of the Senate may initiate a request, specifying the subject matter. The Senate shall decide on the proposal by a simple majority.

### Operation of the Senate

The Senate exercises its powers at its meetings. The Senate shall meet as necessary, but at least twice per academic year (Section 96(6) a) of the HE Act).

The meeting shall be convened by the President of the Senate with the agenda proposed in advance. The agenda shall be sent to those concerned via the School's internal mailing system and/or, if necessary, by post. The meeting may also discuss an item that has been approved by the members of the Senate on the motion of a member of the Senate.

The School shall inform the public of the order of business of Senate meetings by posting the notice of Senate meetings (including the time and place of the meeting) on the notice board at the School's seat on the 8th day prior to the meeting.

An extraordinary meeting of the Senate shall be convened within 15 days if requested in writing by one third of the members of the Senate or by the Maintainer, stating the item to be placed on the agenda.

The President may invite to the meeting or to the discussion of specific items on the agenda, with the right to take the floor, a person who is not a member or a permanent invitee of the Senate.

The members of the Senate and those invited shall be notified eight days before the ordinary meeting and three days before the extraordinary meeting, with the proposals and preparatory documents being sent.

The Senate shall have a quorum when at least 60% of its members are present. In the absence of a quorum, the meeting shall be reconvened within eight days. A reconvened meeting with an unchanged agenda shall constitute a quorum if more than one third of the members of the Senate are present.

The Senate adopts the proposed motion if more than half of the Senate members present vote in favour of it, unless a higher proportion of votes is required by law. In the event of a tie, the President of the Senate shall have a casting vote. If, because of abstentions or for any other reason, there is no majority as aforesaid, the Senate shall not take a decision. In such cases, the Senate shall decide what action to take.

The adoption of the School's Rules of Organisation and Operation shall require the affirmative vote of more than half of all the members of the Senate.

The Senate shall decide on personnel matters by secret ballot.

The Senate shall meet in public. The public may be restricted (closed session, secret ballot) only by a vote of more than 50% of the Senate members present and only if the public meeting would infringe

- the right to privacy,
- trade secrets in connection with the business activities of the institution, or
- legitimate interests in intellectual property.

Meetings of the Senate shall be chaired by the Rector or, at the request of the Rector, by the Founding Rector present. At meetings of the Senate, the President shall provide information on decisions taken on matters of major importance to the School and on measures to implement the decisions of the Senate.

The members of the Senate and permanent invitees with the right of deliberation may put questions to the Rector of the School and to the heads of the invited teaching and administrative units on any matter within their remit. The questioner must receive an oral answer at the meeting or a written answer within eight days thereafter. The written answer shall be sent simultaneously to the members of the Senate.

The minutes of the meeting and the extracts from the minutes containing the resolutions and decisions of the Senate shall be drawn up by the School's Legal Adviser and signed by the President of the Senate and the Secretary General.

The decisions of the Senate shall be communicated to the parties concerned through the School's internal mailing system and, if necessary, by post.

The School shall keep a (chronological) register of the proposals, minutes and decisions of the Senate meetings, which shall show the content, date, scope and the number of votes for and against the decisions of the Senate. The contents of the records of the Senate meetings are public and can be inspected by anyone - by prior arrangement – at the School's Secretary General or the Legal Office (Section 37(3) of the Civil Act).

In exceptional, urgent, and necessary cases, the Senate may take decisions outside the Senate meeting. In this case, the Secretary General shall send the draft decision, the draft resolution and the related proposal to all Senate members via electronic mail in such a way and with such content that the question/proposal/proposal can be decided by the Senate members by means of a yes/no abstention type of response.

The result of the resolution outside the Senate meeting can be aggregated on the basis of the electronic reply message of the Senate members, taking into account the deadline for reply given in the request. The absence of a reply from a member of the Senate shall be deemed an abstention from voting, unless the documents referred to in the following paragraph are signed in person by the member with a different content.



The decision taken outside the meeting and the votes/responses to it shall be signed by the members of the Senate in person at the General Secretary's office on a separate printed document, in addition to their electronic reply messages.

The rules on the filing and storage of documents (minutes, resolutions) relating to Senate meetings shall apply mutatis mutandis to the filing and storage of decisions taken outside the meeting.

The Secretary General shall be responsible for the administrative tasks (preparation and conduct) relating to the operation of the Senate.

The Rector shall send the current Rules of Organisation and Operation, as amended by the Senate, to the Education Office (HE Act, Section 96(7)).

### 2.3 Permanent Bodies of the School, Supervisory Board

2.3.1 The standing committees of the School listed in this subsection (2.3.1.) shall be elected by the Senate for a term of 4 years - pursuant to Sections 12(5), 42(3), 49(5) and 55(5) of the HE Act.

A diagram illustrating the committee structure is attached as Annex 5 to the present Rules of Organization and Operation.

Committee members may be elected successively.

#### Student Disciplinary Committee

The Committee exercises disciplinary powers in the first instance in student disciplinary matters (with 1/3 student participation) in accordance with the relevant provisions of the Disciplinary Regulations annexed to the present Regulations. Disciplinary proceedings may be initiated by the Rector or the Head of Student Services.

#### Ethics and Equal Opportunities Committee

Three members of the four-member committee are elected by the Senate from among the teaching and other staff of the School. The fourth member is the President of the Student Union. The Chairperson of the Committee shall be elected by the members from among themselves.

The Committee shall be responsible for promoting the requirements and expectations of the Code of Ethics, enforcing the requirement of equal treatment at the School and monitoring the proportional representation of men and women in accordance with and with due regard to the provisions of Section 4(g) of Act No. 125 (2003). The Committee is also responsible for providing guidance on specific ethical issues when requested to do so.

2.3.2. The chair and members of the School's committees listed in this subsection (2.3.2.) shall be appointed by the Rector for a term of four years and may be recalled by them. The Academic Area Leaders, who are also members of the Learning and Teaching Committee, are appointed by the Rector on the proposal of the Head of Academic Services.

#### Learning and Teaching Committee

The Learning and Teaching Committee is a proposal-making, decision-preparing, and opinion-forming body for tasks related to teaching and scientific research at the School. The Committee is responsible for discussing and giving its opinion on proposals for the methodological development of teaching, the introduction of new programmes and modules, the approval of requests for changes to programme and module specifications, and the adoption of annual programme monitoring reports. In the case of Hungarian-language programmes, the Committee approves the grades and decides on the degree classifications after the end-of-semester meeting of the Examination Committee.

The committee is made up of the Academic Area Leaders and the Head of Academic Services.

#### Committee for Academic and Social Affairs

The Committee for Academic and Social Affairs exercises powers in the first instance in cases of complaints related to academic (measures, decisions, and/or omissions) and social matters.

Academic matters comprise those that fall within the remit of the regulation on appealing against the decisions taken by individual examiners and/or committees.

Social matters are those in which students apply for exemptions or benefits on the grounds of family or other financial circumstances.

The members of the Committee are the Head of Student Services, the Head of Academic Services, the Chief Financial Officer, and three students delegated by the Student Union. The Committee is chaired by the Head of Student Services.

#### Credit Transfer Committee

The Credit Transfer Committee is a body of three members, which exercises all the powers of agreement, opinion and decision which are granted to it by the HE Act and the Study and Examinations Regulations of the School.

The members of the Credit Transfer Committee are the Head of Quality Assurance and Enhancement, the Head of Academic Services, and the Head of Student Services.

#### Programme committees

The purpose of programme committees, which are set up for each programme, is to regularly review the content of the programme and to make specific proposals for

changes to improve it. The review is based on the reports of the module leaders and on comments on the intended learning outcomes, content and quality of teaching and evaluation as well as on feedback from students and faculty. The committee also takes into account drop-out rates, graduate outcomes results, and feedback from alumni. The Committee discusses and approves the annual programme monitoring report based on the above and the comments of the external examiners.

The committees are composed of the Programme Director (Chair), the Head of Academic Services, the Academic Area Leader, and the Module Leaders of the modules taught in the programme, and student representatives studying on the programme.

### Examination Boards

The examination boards are responsible for reviewing the marks obtained by the students and, where appropriate, modifying them. They are also responsible for approving the report drawn up by the Academic Conduct Officer. The examination boards meet every six months, and their conclusions are discussed by the Programme Committees.

The members of the examination boards are the representatives of the degree-awarding partner institution (if any), the external examiners, the Pro-Rectors, the Head of Academic Services, the Head of Quality Assurance and Enhancement, the Academic Conduct Officer, the minute-taker, and the Module Leaders.

### 2.3.3. Supervisory Board

In view of the fact that the School is registered as a public benefit institution and its annual income exceeds HUF 50 million, a Supervisory Board (hereinafter: SB) operates in the institution (Civil Act, Section 40).

The members of the SB shall be appointed by the Maintainer for a term of 4 years, and the members shall accept the mandate by means of a separate declaration, at the same time declaring the existence of any conflict of interest (Civil Act, Section 38(3)). Members may be reappointed.

The SB elects its own Chair and lays down its own rules of procedure, the basic rules governing the establishment, powers and operation of the Board being laid down in the School's Deed of Foundation in effect at the time.

The members of the Supervisory Board may be recalled by the Maintainer at any time without justification, in which case a new member must be appointed within 60 days.

The operation of the Supervisory Board shall be governed by the provisions of Section 41 of the Civil Act.

## 2.4 Rector

The Rector shall be the legal representative of the School; he/she shall lead and represent the School and shall act in this capacity in all matters not assigned by law or by the rules of organisation and operation to another person or body. The Rector shall perform his/her duties in accordance with the law, the regulations of the School and the regulations of the Maintainer.

The person of the Rector-designate shall be submitted by the Maintainer together with his/her proposal to the Prime Minister for appointment as Rector from among the professors of the School (pursuant to Sections 64(2) c) and 73(3) e) of the HE Act).

The Rector of the School shall be appointed by the Prime Minister on the basis of the recommendation and the proposal of the Maintainer, provided that the relevant statutory conditions are met. In view of the decision of the Maintainer in the School's Deed of Foundation that the Maintainer defines the School as a public benefit organisation, the rules on conflicts of interest contained in Sections 38 and 39 of the Civil Code shall apply to the Rector in view of his/her higher management position. Similarly to the other members of the Senate, his/her declaration on the subject shall be obtained.

With regard to the Rector, the employment powers are exercised by the Maintainer. The Rector's term of office shall be five years, which may be extended several times, subject to the Senate's right to give its opinion (Section 37(5) of the HE Act). The Prime Minister's rules governing the appointment of the Rector shall apply to the extension(s).

With regard to the person of the Rector, in accordance with the dispositive provisions of Section 94(2) of the HE Act, the School

- does not apply the statutory provision of the age limitation of 65 years (Section 37(6) of the HE Act);
- does not apply the statutory provision on the maximum 5-year term of management mandate (Section 37(3) of the HE Act);
- does not apply the statutory provision on the one-time extendability of the management mandate (Section 37(3) and 37(4) of the HE Act);
- does not apply the statutory provision on the public tendering of the management mandate (Section 37(3) through (5) of the HE Act).

The detailed description of the duties and powers of the Rector is set out in Section 13 of the HE Act. The Rector may appoint a deputy or deputies on a case-by-case basis or for a specific range of matters, or delegate certain of his/her powers to another employee of the School. The Rector may also exercise his/her right of control of legality through a member of staff entrusted with internal audit.

In the performance of his/her duties and in the exercise of his/her powers, the Rector shall have the general power to give instructions and to take measures, except for

those which he/she has delegated. He/she may not, however, give instructions to the Senate, the interest groups of the School, or the Student Union.

The Rector appoints the Pro-Rector(s), the Secretary General of the School, the Heads of the Centres, the Chief Officers listed in Section 2.8, and the Internal Auditor for a term of four years. The appointments may be renewed several times. In making the appointments and in renewing them, the Rector shall take into account the opinion of the Senate, which shall be obtained by a decision, on the persons concerned. The Rector shall designate the person who shall transmit to the Higher Education Information System the electronic data transmission required by law in a certified manner.

In cases appealed under the law or the School's regulations, the Rector has the power of appeal, unless otherwise provided by law or the School's regulations.

The Rector shall be responsible for the preparation of the School's annual accounts and its annexes, in the form and content prescribed by the Accounting Act, and that of the annual budget in the form and content prescribed in Annex 6, and for its full and timely preparation for approval by the Maintainer.

In preparing and approving the annual accounts of the institution, the Rector shall

- a) ensure that the annual accounts of the institution are drawn up in the required form and content. In this context, they shall make a separate declaration on any free-of-charge transfers of assets to the institution, including details thereof, if the total book value of these transfers exceeds HUF 10 million for the year in question.
- b) in preparation for the approval of the annual accounts, they shall send/transmit them to the representative of the Maintainer in such a way that the Maintainer's approval can be obtained within the statutory time limit.

In preparing and approving the budget of the institution for the upcoming academic year, the Rector shall be responsible for the preparation of the draft annual budget for approval:

- a) ensuring that the draft annual budget of the School is prepared in the content and form set out in Annex 6. In this context, they shall make a separate declaration on the free transfer of assets affecting the assets of the institution, including details thereof, if the total book value of the free transfer of assets for the academic year concerned exceeds HUF 10 million.
- b) sending the draft budget for preliminary consultation to the representative of the Maintainer and directly to the members of the Maintainer currently registered in the company register by 12 June of the year concerned at the latest.
- c) ensuring that the preliminary consultation can be carried out as quickly as possible; cooperating directly with the representative of the Maintainer and any other persons or experts appointed by the Maintainer and providing the information, data and additional documentation required for the successful conduct of the preliminary consultation in full and without delay;

- d) ensuring that any recommendations or changes requested by the representative of the Maintainer during the preliminary consultation are incorporated into the draft annual budget;
- e) sending/transmitting the updated draft budget based on the consultations to the representative of the Maintainer for approval by the General Assembly of the Maintainer no later than 24 June of the year concerned.

## 2.5 Founding Rector

The Senate of the IBS International Business School established the title of Founding Rector at its meeting on 3 November 2011 and bestowed the title on Dr István Tamás, the founder and first Rector of the institution.

The Founding Rector is the honorary head of the institution, is invited to Senate meetings and meetings of the governing body, and, if so invited, presides over Senate meetings and other traditional and/or official events, and represents the institution at public and other celebrations, events, cultural and educational events.

## 2.6 Management Board

The Management Board is the operational management body of the School, which also ensures the regular and efficient exchange of information and communication between the managers and the departments. The Management Board acts on matters relating to the day-to-day running of the School and on matters delegated/delegated to it by the Senate.

The members of the Management Board with voting rights are: the Rector (Chair), the Heads of the organizational units (Centres) and other designated heads of the departments, and persons appointed as additional members by the Rector. The minimum number of members of the Executive Board shall be 5.

The agenda of the Management Board shall be set by the Rector. The Management Board shall decide by simple majority on substantive matters concerning the operational management, regulation of the School' s activities, external relations and financial management. In the event of a tie, the Rector shall have the casting vote.

## 2.7 Secretary General

The Secretary-General

- a) as the Secretary of the Senate, participates in the preparation of Senate meetings, organises and supervises the implementation of administrative decisions, ensures that the relevant organizational units, managers, employees and students are informed of the decisions and resolutions of the Senate;
- b) is the main organiser of the election of Senate members, coordinates institutional support for the periodic elections to the Student Union;

- c) liaises with the ministerial and other bodies/authorities responsible for the public supervision and coordination of education, with partner institutions in Hungary, and with professional bodies in higher education;
- d) carries out the duties of the Data Protection Officer, as mandated by the Rector.

## 2.8 Chief officers

### 2.8.1 Chief IT Officer

The Chief IT Officer, in collaboration with the heads of the centres, is responsible for the coordination of administrative, educational and examination processes at the institutional level and for the procurement of the necessary equipment. He/she manages and supervises the activities of the unit which operates the School's computer system (IT Support Unit) and the unified study system as administrator. He/she exercises the rights of the immediate superior over the staff of the IT Support Unit.

### 2.8.2 Chief Financial Officer

- a) The Chief Financial Officer organises and coordinates the preparation of the School's revenue plan and expenditure estimates, establishes and operates a controlling and management information system for budget implementation, and prepares liquidity forecasts to ensure the School's solvency, both immediate and future;
- b) ensures the organisation of the School's accounting system, the up-to-date management of cash flow and the preparation of the annual budget and accounts in the required form and within the required time limits according to Annex 6;
- c) ensures that the School's financial assets are used properly, economically and expediently, safeguards and increases the School's assets, and ensures that the School's economic and financial obligations are met and its claims are enforced;
- d) ensures the implementation of tax, financial and accounting legislation, other legislation relating to financial management, School regulations and management instructions, the observance of the provisions of such legislation, the initiation of the necessary measures to implement such legislation and the monitoring of such implementation;
- e) ensures the management and operation of the School's central archives and repository, in accordance with the provisions of specific regulations;
- f) monitors the proper use of the material and material conditions provided by the School for the operation of the Student Union;
- g) supervises payroll accounting;
- h) directs and co-ordinates the School's facility management and teaching support functions,

- i) liaises with Graphisoft Park staff.

### 2.8.3 Chief Administration Officer

- a) performs human resource management tasks; coordinates labour and personnel records; ensures compliance with labour legislation and relevant internal regulations;
- b) supervises the activities of the Secretary General;
- c) supervises the operation of the Legal Office, which represents the School in legal matters.

### 2.8.4 Chief Communication Officer

- a) develops branding initiatives and manages IBS's brand and reputation;
- b) develops and drives institutional communications strategy, and executes programs to deliver communications objectives throughout the organization;
- c) develops internal communication;
- d) develops and manages external media relations and maximizes media opportunities;
- e) serves as the media spokesperson for IBS and manages the Management Board's public communications;
- f) in a coordinative capacity, oversees the design and production of print materials, website management, and social media content creation and management;
- g) analyzes the communications and PR practices in the British, EU, and Hungarian HE landscapes with a view to identifying and adapting best practices;
- h) serves as counsel and advisor to institutional events organized by other organizational units of IBS.

## 2.9 Centres

The Heads of the Centres direct the operation of the Centres, exercise the rights of immediate superiors over the staff of the Centres, may give instructions to staff in the context of their employment, may make proposals to the Rector concerning the staff, their employment and remuneration, and contribute to the work of the Management Board, reporting regularly to the Management Board on the implementation and results of the tasks falling within their competence.



### 2.9.1. Centre for Academic Services

The basic tasks of ensuring the quality of education, providing professional and methodological guidance, and coordinating scientific activities are carried out by the Centre for Academic Services. In addition, the Centre organises and coordinates the activities of the teaching staff and carries out all practical organisational and development activities related to teaching and research.

The Centre for Academic Services

- a) supervises the educational activities of the School, including the supervision of the individual programmes and academic areas; as the direct superior of the Programme Directors and the Academic Area Leaders, it exercises managerial authority, gives them instructions and makes proposals to the Rector concerning their persons, employment and remuneration;
- b) is responsible for the development and delivery of quality educational programmes to students, continuously improving the quality of existing programmes; and may propose the introduction of new programmes, taking into account market trends;
- c) monitors the research activities of the School, both by assisting in the establishment and operation of research teams supported financially and organisationally by the institution and by supervising the implementation of individual research plans. The Centre shall continuously assess and inform the relevant academics of relevant external cooperation and funding opportunities, and provide financial and technical assistance for the production of publications; it shall verify their performance, manage their contracts and invoices.
- d) initiates and manages the continuous improvement of the quality and content of the School's educational programmes and monitors their compliance with accreditation and validation requirements, in cooperation with the Centre for Quality Assurance and Enhancement and with partner institutions at home and abroad;
- e) supervises the operation of the library, proposes the necessary improvements, exercises professional supervisory powers as the direct superior of the Head of the Library and its staff, gives instructions to them and makes proposals to the Rector concerning their personnel, employment and remuneration. The Library's operating rules shall be laid down in specific regulations;
- f) assists in the administration of students' academic affairs, as provided for in the regulations of the School; and
- g) cooperates with the Student Union in order to improve the quality of the School's programmes.

### 2.9.2 Centre for Student Services

The Centre for Student Services organises, administers, services and monitors the educational and examination activities of the School; provides information and services to the students of the School on their academic and other matters; keeps records of their data and academic results; and carries out student counselling.

## The Centre for Student Services

- a) in cooperation with the Centre for Academic Services and the Centre for Quality Assurance and Enhancement, it contributes to national and international accreditation and validation procedures, the planning of the annual teaching calendar, the allocation of teachers, the preparation of the School's timetable and examination schedule, the preparation and administration of examinations and the organisation of final examinations;
- b) informs students about matters concerning them, is available to them during office hours and online, manages their enrolment and registration, maintains and updates their personal records, registers their credits and academic results in the Neptun system, manages their student card and student loan, prepares and monitors their course enrolment, manages their applications, monitors their work placements and their progress in the thesis;
- c) produces headcount data and statistical reports;
- d) keeps track of the lessons delivered, maintains the class registers and assists in the verification of the teaching records;
- e) organises applications for Erasmus students, organises the School's international and exchange (mobility) contacts;
- f) issues degrees and diploma supplements;
- g) administers the language examinations that can be taken at the School.
- h) operates the student counselling service for personal and academic matters and assists international students with special issues.
- i) supervises student clubs and operates the student mentoring scheme.

### 2.9.3 Centre for Marketing and Admissions

The Centre carries out the marketing activities of the School and coordinates the recruitment process. In this capacity

- a) recruits new students, both nationally and internationally;
- b) prepares and carries out the organisational and administrative tasks related to recruitment, on the basis of the recruitment policy, up until the enrolment of new students;
- c) with the coordination of the Chief Communication Officer, designs and produces publications to be published by the School,
- d) with the coordination of the Chief Communication Officer, continuously updates the School's website;
- e) assists international applicants in all matters not related to education or educational administration;

- f) organises events within and outside the School, and represents the School at educational exhibitions in Hungary and abroad.

#### 2.9.4 Centre for Quality Assurance and Enhancement

The Centre for Quality Assurance and Enhancement does not carry out any operative activities, this neutrality being used to measure, monitor, control and propose the optimisation and improvement of the tasks and processes of the operative partner centres. On the basis of an annual work plan agreed with the Rector, the Centre shall, in this capacity

- a) coordinates quality enhancement and assurance activities at institutional level and ensures that they are fully documented;
- b) manages and develops the content of the quality handbook in force at any given time and submits proposals for its amendment;
- c) plans, measures and monitors quality enhancement at institutional level, proposes the interconnection of institutional databases and the development of dashboards, and thus the establishment of a data-driven management culture at institutional level;
- d) has the power of initiative for quality enhancement and contributes to the dissemination of a quality culture at institutional level;
- e) maintains the School's credit transfer database;
- f) collects and disseminates the latest national and international quality standards and solutions;
- g) coordinates institutional tasks in national and international accreditations and validations;
- h) liaises with national and international quality organisations;
- i) coordinates student career tracking on the basis of the alumni's voluntary data submission;
- j) coordinates annual risk assessments.

#### 2.9.5 Business Network Centre

The Centre is responsible for building and maintaining the School's relationships with external business organisations, with the aim of ensuring that the School's programmes follow market needs as closely as possible and that the School helps its graduates to find a career in their profession.

The Business Network Centre

- a) builds and maintains relationships with corporate partners, mapping and monitoring corporate needs. In this context, it regularly recommends the School's services to

potential and existing partners, collects feedback from them and feeds it back to other organizational units of the School through the appropriate channels;

- b) establishes and maintains strategic partnerships with partners deemed worthy. The strategic partner programme will be detailed, communicated to partners, actively involved in events and feedback collected;
- c) develops and operates the IBS Talent Network platform in cooperation with the IT Department. It develops and monitors the implementation of the structure, data structure and presentation of the website. It informs both students and corporate partners about the platform;
- d) oversees the implementation of the School's UpSkill skills development programme;
- e) operates the School's career services, providing one-to-one counselling and group courses, as well as an online Job Fair service, and support for internships;
- f) expands the network of companies through alumni relations and promotes meaningful involvement of companies in the work of the School.

## 2.10 Internal Auditor

The Internal Auditor carries out comprehensive and ad hoc audits in consultation with the Rector. In doing so, he/she examines the legality and efficiency of the School's organizational units and their compliance with internal regulations. It prepares an annual and/or ad hoc report on the results of the audits and reports to the Rector.

## 3. Rules for faculty

The fundamental teaching tasks of the School are carried out by the School's professors, senior lecturers, lecturers, teaching assistants, graduate teaching assistants, and guest lecturers, as well as by tutors and distinguished tutors - hereinafter collectively referred to as "faculty".

The School shall lay down in specific regulations the requirements for recruitment, promotion and continuing eligibility, in accordance with the requirements of the legislation in force. The School sets the employment age limit for faculty at 80 (eighty) years, within its authority granted by Section 31(4) of the HE Act.

The duties and job descriptions of the faculty and the compulsory teaching time are laid down in the detailed rules of the instructions issued by the Rector, in addition to the provisions of the HE Act.

The Rector shall send his/her proposal for the award of the title of School professor to the Maintainer of the School for the purpose of forwarding it to the Minister, who shall forward it to those entitled to award the title (Sections 27(3) and 29(3) of the HE Act).

With regard to the persons of the School professors to be appointed/recommended, and in the case of the senior lecturers to be appointed, the School does not apply the statutory requirement of tendering for a position to be held for more than one year, in accordance with the (dispositive) provision allowing for different regulation in Section 94(2) of the HE Act.

#### **4. Rules for students**

The School sets out its requirements for students in separate regulations, in accordance with the requirements of the legislation in force.

The terms and conditions of the student status, the reciprocal rights and obligations of the School and the student shall be governed by the provisions of the contract of education signed at the time of enrolment, in addition to the applicable legislation and the provisions of these regulations.

In addition to the general regulations governing the rights, obligations and activities of students, students must refrain from any expression which is offensive to members of the institutional community, which causes offence or fear, which is likely to disrupt the teaching and learning work of the institution or which is incompatible with the values of the School (anti-humanist, racist, etc.). The School considers these manifestations to be a particular violation of its interests and, in view of this, is entitled to terminate the contract of education unilaterally, without notice and with immediate effect, in serious cases.

The School shall carry out its tasks in cooperation with the student communities. The Student Union is part of the School's local government. The Student Union is composed of all students enrolled at the School, regardless of the form of education they are pursuing.

The Student Union establishes its own statutes and submits them to the Senate for approval within the statutory deadline. It elects a Student Representative from among its students and is represented through this body in the exercise of the powers delegated to it by law.

The material and material conditions for the operation of the Student Union during the academic year are provided by the School within the School's budget. The lawful and proper use of the material and material resources provided is checked annually by the Chief Financial Officer.

The Student Union decides on all matters concerning students that are legally or statutorily assigned to the representation of the student communities, in particular, it exercises the right of consent in the case of the study and examination regulations, the tuition fee regulations, and the regulations related to student feedback through participation in the Senate, as defined in these regulations.

## **5. Rules of publicity**

In the course of the School's operations, the legally prescribed and restricted data management and use is applied, the organisational units concerned and the persons designated for Higher Education Information System data transfer are subject to the provisions of the Article V and Annex 3 of the HE Act, in accordance with the instructions for use set out therein.

The relevant organisational units of the School are obliged to handle, identify, store and destroy documents generated in the course of their operations in accordance with Act No. 66 (1995) on Public Records and the document management regulations established within the legal framework.

The forms, duration and conditions of the processing of documents concerning student status at the School are laid down in separate regulations.

The School makes its annual report publicly accessible (Civil Act, Section 37(3) d);)

The annual accounts published in the course of the performance of the public benefit activity are public and may be inspected by any person.

The documents/regulations relating to the operation of the IBS International Business School as a public benefit organisation and the use of its services may be inspected by prior arrangement with the Chief Financial Officer.

## **6. Entry into force**

The current text of the IBS International Business School's Rules of Organisation and Operation shall enter into force on the day of its adoption.

No other internal regulations of the School may contain provisions contrary to these Rules.

The current version of the School's Rules of Organisation and Operation was adopted by the Senate of the IBS International Business School by Resolution No. 7/2023.

Budapest, 18 September 2023

Dr László Láng

Rector,  
President of the Senate

## **7. Annexes**

The following regulations are annexed to and form an inseparable part of the IBS International Business School's Rules of Organisation and Operation, as set out in Annex 2 to the HE Act:

Annex No. 1: Rules and regulations relating to employment:

- 1.1. Rules on tutor's employment, progression requirements and assessment
- 1.2. Tutors' job descriptions
- 1.3. Student feedback regulation

Annex No.2: Rules and regulations relating to students:

- 2.1. Admission Rules and Regulations
- 2.2. Study and Exam Regulations
- 2.3. Provisions for Disabled Students
- 2.4. Tuition Fee Regulations
- 2.4.1-2. Tuition Fee and Benefits Regulations 1-2.
- 2.5. Student Disciplinary Regulations
- 2.6. Compensation Regulations
- 2.7. Rules on the Possibility of Reviewing Examiner / Examination Committee Decisions
- 2.8. Student Accident Prevention Policy

Annex No. 3: Institutional Quality Assurance Regulations

Annex No. 4: Organigram

Annex No. 5: Committee Structure

Annex No. 6: The Formal Framework for the School's Annual Budget

Endorsement:

On 19 September 2023, the School's Legal Adviser has submitted the present amended and consolidated Rules of Organisation and Operation to the representative of the Maintainer organisation for approval in accordance with Section 73(3) ca) of the HE Act, and the Maintainer approves the Regulations with the above detailed content.

Budapest, 19 September 2023

PRO IBS LLC  
Maintainer