IBS – INTERNATIONAL BUSINESS SCHOOL

STUDY AND EXAMINATION REGULATIONS
FOR THE DEGREE PROGRAMMES LISTED IN THE INVENTORY OF HUNGARIAN HIGHER EDUCATION QUALIFICATIONS AND FOR PARTIAL TRAININGS (LEADING TO MICROCREDENTIALS)

in uniform structure, integrating changes effective from date of approval

These Regulations apply to students of degree programmes listed in the inventory of Hungarian higher education qualifications and form part of the student requirement system.

I.

EDUCATIONAL PROVISIONS

1. §

SCHEDULE OF EDUCATION

(1) The educational programmes of the College are performed in a semester structure. A semester means such duration, which consists of a coursework period (14 weeks) and an exam period.

(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 certificate. The check-in period lasts 10 days and ends at least 1 week before the module sign-up period.

(3) The sign-up period shall mean the period when the student indicates the modules requested in the next semester in the Neptun system. The sign-up period starts 1 week after the end of the check-in period. For first semester students, sign-ups are administered by the Centre for Student Services.

(4) During the coursework period, the student participates in taught sessions and performs academic tasks. After the seventh week of the semester, a week without classes must be designated to midterm exams (midterm week). The last week of the semester (week 14) is also a week without classes, which is used for reviewing the material before the exam period and for end-of-semester assessments (revision week).

(5) The exam period is that part of the semester which is used for taking 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 approved by the Rector. The schedule shall be made available to the students 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.

(8) Students are obliged to attend the work-placement prescribed in the curriculum of the chosen academic programme. They are required to report on their placement activities as determined by the College. The order of reporting and assessment as required by the programme is specified in the relevant module specification.

2. A §

ENROLMENT, CHECK-IN AND REPORTING OBLIGATIONS OF THE STUDENT

(1) Students shall enrol / check in by the deadline set forth in advance annually by the College and apply for the modules they wish to study via the electronic administration 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 10 days prior to the check-in deadline.

(2) Enrolment / check-in is only possible with respect to a specific year of a specific version of the curriculum of an academic programme. In circumstances of normal progression, the student remains in the original year and cohort of the specific curriculum version throughout his/her studies. In the case of return from passive semester(s), transfer from another institution, or if the student falls behind significantly in the credit accumulation, the Head of the Centre for Student Services (re)-associates the student to a specific year of a specific version of the curriculum that the student can be reasonably expected to complete, and shall inform the student accordingly at check-in. Appeals against the decision of the Head of the Centre for Student Services (concerning student-year-curriculum association) can be submitted to the Rector.

(3) The “expected completion date” of the academic programme (indicated on certificates issued by the College) shall be the closing date of the specific year of the specific curriculum that the student is associated to in the given semester.

(4) 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. A student may request

a passive semester directly after enrolment too. The Tuition Fee Regulations shall govern the tuition fee payments of semesters turned passive.

(5) The semester of a student, who fails to meet its check-in obligations set forth by Article (1) above or checks in but fails to sign up to any modules, shall be automatically considered as a passive semester.

(6) In a passive semester, as well as in a semester before the end of which the student's legal status on the given programme has been terminated, Students shall not be permitted to participate in classes or acquire grades.

(7) Students shall be informed during the week following the sign-up period if due to the insufficient number of applicants any of the modules requested by the students will not be launched. Accordingly, student shall be able to modify its schedule – by the end of the week following the sign-up period, but only to an extent of replacing or eliminating the non-launched module. Students shall have the right to commence their studies only with respect to the modules, which were added to their schedule during the sign-up period by taking into consideration the prescribed rules (e.g. prohibition of clashes, existence of pre-requisites). Students are allowed to participate only in 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.

(8) Student shall report immediately all changes in the student's personal data registered in the Neptun system. Student shall be held liable for all disadvantages possibly arising from failure to do so.

(9) By the enrolment, student shall acknowledge the provisions set forth by the College's prevailing Study and Examination Regulations, and the stipulations of the regulations related to the students published by the College. 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 COURSE SIGN-UPS AND GRADES

(1) The grades (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 MyIBS system.

(2) All employees of the College have access to the Neptun system by the following authorizations:

Type of authorization	People
"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 Education and Research
"Administrator of the dean" (not authorized to register, but authorized to view the data)	Administrative employees of the College authorized to view data
"Tutor" (authorized to view the lists of students)	Tutors of the College
"Student" (authorized only to register and modify course registrations and applications for exams)	Students of the College

(3) The following persons are authorized to register or modify the students' course registrations and grades in the Neptun system:

Type of data	May be registered by	May be amended by
Course registration	the Student during the course registration	the Student during the course registration, then the Centre for Student Services
Marks	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 applied for the exam without meeting the required preconditions
   c) Marks may be modified, if during an appeals procedure, or based on a report by the tutor it has been unequivocally established that the entry was incorrect
   d) The end-term data may only be modified to correct erroneous calculation results.

(5) The courses registered for the current term may be checked by the student in the Neptun system. 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 Appeals Regulations.

(6) Against the grades entered in the Neptun system, the student may file a complaint in the events specified in 12§ Article (5) below, furthermore in the Exam Complaints Regulations and by observing the specified deadlines. The investigation of complaints and the adjustment of data shall take place in compliance with the Appeals Regulations.

(7) When each semester is closed, the Centre for Student Servicesregisters 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 normally no oral examinations at the College, unless the student is allowed 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) may be included in the assessment scheme of a module.

(4) In the case of written examinations, the student receives detailed and reasoned evaluation and feedback on their work in MyIBS. The assessment of written examinations is normally due within 3 weeks of submission.

(5) In the Neptun system, the student has access to the data content of his/her record sheet in printable form. The College will provide free verification of the printed record sheet once a semester at the student's request.

3. §

ESTABLISHMENT AND TERMINATION OF THE STUDENT LEGAL RELATIONSHIP

(1) Students may become admitted to the College 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 the College. 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 day of dismissal, announcement of disqualification from the College 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 be terminated at the initiative of the student in the following cases:

- if the student announces the termination of their student status, on the day of the announcement
- if, during the first semester of their course, the student is authorised, at their own request, to defer to a subsequent semester of the same programme, on the date of approval of the request
- if the student has transferred to another higher education institution, on the date of transfer.

(5) At bachelor level, the College 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 accumulate on bachelor's programmes, at least 30 credits within the first 2 academic years, on master's programmes at least 15 credits within the first 3 semesters, or fails to obtain the total amount of credits required by the programme curriculum (i.e. complete the programme) within 7 years (BSc) / 3 years (Master's) of commencement of its studies. In specialised postgraduate courses and partial (microcredential) trainings there is no minimum number of credits required for a specific period, but the maximum period of study is 3 years. If the student is re-admitted to the same programme after the termination of his/her status, the above periods will start counting again.

(6) The student legal relationship is terminated if the student fails to meet its obligations related to the progress of studies set forth by these Rules and Regulations, and if the student's student legal relationship is suspended for more than the maximum period. 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.

(7) The College 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 the College).

4. §

TRANSFER FROM ANOTHER INSTITUTION

(1) Students of other higher education institutions may request to be transferred to continue their studies at the College.
(2) Transfer is only possible between programs leading to the same level of qualification, provided that the student has earned at least 30 credits at their previous institution.
(3) Upon such transfers the general rules of credit transfer (5-6 §) 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 the College and in other higher education institutions. Studies in other institutions are not subject to the permission of the College, 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 the College for simultaneous studies.

(3) The Head of the Centre for Education and Research 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 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 the College'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 the College 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 the College. The College's Credit Transfer Committee shall decide about the acknowledgement. Upon rejection 8 days within the publication of the resolution student shall have the right to request review of the decision from the Rector. The total number of the credit points acknowledged by the College shall not exceed two thirds of the total credit point number prescribed as conditions of the final examination.

6. §

STUDY ABROAD, STUDENT MOBILITY

(1) The student may take the modules related to his/her studies, including elective subjects, in another course of the higher education institution with which he/she is a student, as well as in another higher education institution as a visiting student. Credits obtained at another higher education institution may be recognized under the credit transfer rules or, in the case of Erasmus students, by the College's special rules for Erasmus students (Annex 2)).

(2) The participation at partial educational programmes shall not exempt the student from its 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 credit value in the programme on which the credits are recognised. The module result in the case of an acknowledged module from another Hungarian educational institute shall be acknowledged by the grade acquired at the other institution, which shall be converted to the College %-based system in accordance with 10.§ Article (1)/b. In the case of modules from foreign institutions, instead of the grade, "exemption" shall be recorded.

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 MyIBS system
- website (www.ibs-b.hu)

The College informs the students by the information pages of MyIBS about the following:

- general characteristics and regulations of the institution;
- schedule of the academic year;
- timetable of classes
- access to educational and career counselling;
- curricula and the language of teching;
- the degrees and qualifications attainable in the programme;
- pre-study obligations related to the individual modules;
- compulsory and optional modules, their contact hour number, code, credit value;
- enrolment and registration procedures;
- 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;

The College informs the students by the **module descriptions and module pages** (available in the MyIBS system) related to the certain modules about the following:

- the name of the module leader;
- aim and trade-related content of the module;
- program of the module, knowledge, skills and competency to be attained;
- module leader and seminar leaders;
- rules and regulations with respect to participation at the courses;
- number, characteristics, timing, supplementation and correction of the assessments (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;

The College 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.**

The College 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 web site (www.ibs-b.hu).

The College informs the students about modules open for registration in a specific semester, their prerequisite requirements and the detailed rules of the registration in the **Guidelines for Registration**. This document is published on MyIBS 7 days before the registrations open in Neptun.

2. Oral information services

Students shall 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 the list modules to be offered in the following semester, their instructors, the maximum number of applicants, and the ranking criteria in case of oversubscription, in the Neptun system 1 week before the beginning of the sign-up period. Unless otherwise specified, the ranking will be done in the order of sign-up.

(2) The number of students admitted to a given group may be limited by the nature of the module, the capacity of the classrooms, the number of teaching aids available and other objective reasons. For courses in teach-out phase the College will launch a regular weekly seminar group of repeat subjects if at least 6 students are enrolled. For smaller repeater groups, the College provides at least four consultations per semester.

(3) When registering for modules and classes in the Neptun system students shall indicate their preferences for the modules, the tutors and the dates. When signing up, the student is obliged to take into consideration the module prerequisites and other rules stated in writing in the course of registration before the beginning of the registration period. It is not possible to apply for groups that are already full (date, tutor, selected module). The College may, upon written notice to the student, change / modify the student's pre-established timetable, or cancel the registration

- if the student has disregarded any of the announced rules of the registration (e.g. time conflicts, prerequisites),
- if the student has signed up for a module not included in their curriculum and not offered to the students of the given programme,
- if the student has signed up for a module reserved for a student group of another programme,
- if a given module or group of students does not start due to a lack of sufficient student headcount, or
- when it is necessary for the purpose of optimizing the number of students in each group, or for other technical reasons.

In the event of a necessary change to the student's timetable, the Centre for Student Services shall make the smallest possible alterations to the student's original intentions, in the following order, in order of strength:

1. general restrictions on registration to modules (e.g. test writing lanes, collision prohibition, etc.)
2. the student to retain his or her original modules
3. if the optional module can not be retained for any reason (e.g. in the case of a terminating group, there is no alternative time that can be included in the student's timetable without any collision), the student may replace the originally chosen option with another module of the same category
4. the student may retain his / her chosen tutors
5. not to create an empty time zone for the student

(4) If a student is unable to earn the credits for a module taken in a given semester, the student may retake the module in a subsequent semester.

(5) The credit value of each module is determined by the curriculum applicable to the particular programme. One credit represents an average of thirty hours of study. Within the same curriculum for the same module, identified by its code number and title, each student on a given programme must be credited with the same credit number, regardless of the category (compulsory, compulsory option or general education option), in which semester the student registered for the module, number of contact hours in the semester and in which module group it was published in the given semester.

(6) In the case of curricula which include language subjects as a criterion requirement, credits for language modules may not be awarded at any title, nor may language modules be chosen as free options.

9. §

MODULE REQUIREMENTS

(1) The module requirements are included in the module specifications.

(2) Module requirements shall be prepared by the Centre for Education and Research and approved by the Head of the CER.

(3) Module requirements must be communicated to students in MyIBS.

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

II.

PROVISIONS RELATED TO ASSESSMENT

10. §

(1) Student work is assessed on a scale from 0 to 100.

a. The evaluation on bachelor programmes is equivalent to the Hungarian 5 level system as follows:

above 70%	excellent (5)
60-69%	good (4)
50-59%	satisfactory (3)
40-49%	pass (2)
0-39%	fail (1)

b. The evaluation on master programmes 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)

c. Credits from other Hungarian higher education institutions are recognized according to the following table:

	bachelor’s level	master’s level
excellent (5)	75%	75%
good (4)	65%	67%
satisfactory (3)	55%	60%
pass (2)	45%	53%

(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.

The evaluation of the performance is expressed in the final mark.

The final mark is an overall assessment of the student's performance in the module, which is determined at the end of the semester in accordance with the weighting specified in the module description. To pass the module, students must obtain a final mark of at least satisfactory (40% in bachelor's programs, 50% in master's programs). If the assessment of

a given subject includes an exam, the exam result must be at least 35% (45% in master's programs).
The conditions for obtaining the final mark and the method of calculation are specified in the module description. Unsuccessful or missed assessments may be reattempted in accordance with the module description. In the case of module retakes, the final mark recorded in the Neptun system may only be maximum 40% in bachelor's programs and 50% in master's programs, regardless of the actual result. The same rule applies to all repeated attempts at the College, including mid-term assessments and theses.

(3) Compliance with the Absence Regulations (Annex 1) is a prerequisite for obtaining at least a pass final mark.

(4) The grades (assessment grades, examination grades) shall be registered in the MyIBS system by the tutors and module leaders. Verified and approved final marks are transferred centrally into the Neptun system.

(5) 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 Education and Research shall decide about the request of the student, which shall be submitted to the 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.

(6) The College 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 – regardless of any passive semesters –
- on bachelor's programmes, at least 30 credits within the first 2 academic years,
- on master's programmes at least 15 credits within the first 3 semesters
, or the credits prescribed by the educational requirements within 7 years from the commencement of the studies at bachelor's level, and within 3 years at master's level. The above period may be extended by 1 year, if the student suspends its studies in order to participate in the International University Foundation Programme. During the above period students shall have a maximum of 6, in the case of the International University Foundation Programme maximum 8 passive semesters, but the period of continuous suspension of student status may not exceed two semesters, unless the student receives baby allowance, childcare allowance or – in view of their exemption from military service – a special pay, in which case their student status may be suspended for a continuous period of four semesters.. In specialised postgraduate courses and partial (microcredential) trainings there is no minimum number of credits required for a specific period, but the maximum period of study is 3 years. 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) 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. 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 any other concession may be granted to the given student.

(8) Where group work is as an element of the overall assessment, it is every group member's responsibility to ensure that the group assignment is completed to the desired standard and on time. Unless otherwise specified in the assignment brief, the tutor will award equal marks to all members for the group work component, except if presented with written evidence prior to the submission date of the assignment that a student has not been an active member of the group. Where the written evidence is conclusive that a student has not made an adequate contribution to the group assignment, the tutor will reduce the group work marks awarded to the student concerned. In cases where the evidence is conclusive that a student has not made any contribution to the group assignment, the student will be awarded a mark of zero for the group work component in question.

(9) If a student is re-admitted to the college after dismissal, an unlimited number of credits previously obtained at the college may be recognized under the credit transfer procedure, but it must be checked whether there is an at least 75% content match of learning outcomes between the previously completed modules and the modules of the given curriculum. Where this is not the case, due to the obsolescence of the knowledge, the credits previously acquired can no longer be recognized and the subject has to be repeated.

(10) If the student achieves I-III place in a national or international academic competition (TDK, OTDK), he/she may be exempted from the competition with a grade of 80% in the module matching the topic of the competition, or in the Dissertation module. Exemption for I-III place in an institutional academic competition is possible with a 70% mark. The Head of the Centre for Education and Research decides on the exemption.

11. §

EXAMS AND EXAM PERIOD

(1) To take the examinations or retake exams, one exam day per module per exam period must be provided so that the examinations of the compulsory modules and compulsory options in the recommended curriculum of a given course do not coincide. The College only warrants that the exams of the compulsory modules and options of the recommended syllabus for a given grade of a given programme will not coincide. This will not apply to exams repeated from previous semesters.

(2) Exceptionally, the Rector may permit the student to take the exam in a manner different from that described in the module specification. If the student is authorized to take an oral

examination in a module for which the module specification requires a written examination, the oral examination shall be taken before the committee designated by the Head of Centre for Education and Research and the Rector. The oral examination may be recorded.

(3) Students eligible to sit examinations shall be registered for examinations by the Centre for Student Services. Students who have no financial or administrative debt to the College will be eligible to sit the exam. Students may re-attempt failed exams at the announced examination dates for the given module.

(4) Outside the examination period, the student may take a resit examination only on a fairness basis, subject to the Rector's approval, no later than the beginning of the next semester's teaching period.

(5) The Head of the Centre for Student Services shall publish the examination procedure before the beginning of the examination period. Students must comply with the examination rules, and invigilators must enforce compliance with the rules.

Rules for attending exams held on campus:

a) Students are required to identify themselves with a photo ID at exams. Anyone whose identity cannot be verified will be asked to leave the exam room.
b) Students must follow the instructions given by examiners and invigilators.
c) Students must take a seat in accordance with the instructions of the invigilator. The examination material must not be made visible to other students during the exam.
d) Students arriving late are allowed to enter during the first 15 minutes after the commencement of the exam, and during this time no one must leave the room. Late students do not receive any extra time.
e) It is forbidden to place clothes and bags in between the benches, but examinees can keep their valuables close.
f) Only the exam booklet, papers handed out by the invigilators, stationery necessary for the exam and personal ID documents can be placed on the desk.
g) Students must not have any unauthorised materials on their person. The invigilators have the right to confiscate any suspicious objects and confiscate or request to turn off any electrical appliances.
h) No electrical appliances suitable for voice transmission can be placed in the ear of the Student or anywhere near the Student. Students must make it possible for invigilators to check the observation of this rule, which may involve taking off caps/hats or disclosing the student’s ears.
i) It is strictly forbidden to communicate with the other examinees or with anyone else in written, spoken or electronic form during the entire duration of the exam.
j) Eating and smoking are forbidden. Consumption of a maximum ½ litre bottle of non-alcoholic drink is allowed at the Student’s own responsibility.

k) Mobile phones or any other electronic devices must be switched off (not jut muted) and placed out of sight. Such a device must not be on the desk, on the seat or in any other place visible, even temporarily, to the candidate, even when switched off. If the exam invigilators find a mobile phone or other electronic device on the student's person, they will take it away and make a note of the incident. The student will receive the device back when he/she leaves the examination hall.
l) Where calculators are permitted, only non-programmable calculators can be used. Calculators built into mobile phones or any other device are not allowed.
m) Students may call the invigilator by raising their hand.
n) If the Student has finished the exam, they can leave the exam hall with the permission of the chief invigilator.
o) In the case of paper-based examinations, everything (including drafts) must be written in the examination booklet; no other paper can be used.
p) It is strictly forbidden to remove any exam-related documents (examination booklet, exam sheet etc.) from the exam hall.
q) Pen (not pencil) must be used for writing in the examination booklet.
r) If the Student leaves the exam hall for any reason, they will not be allowed to return. If a student has a health problem that prevents them from sitting the exam, they must notify IBS by email (request@ibs-b.hu) before the exam, and the case will be handled in accordance with the provisions for students with special needs.

Rules for online written examinations

a) It is the student's responsibility to have a reliable internet connection.
b) In the case of remotely proctored online tests, it is the student's responsibility to complete the trial test available on MyIBS on their own computer in good time so that any technical errors can be corrected with the help of itsupport@ibs-b.hu. IBS will generally only consider requests citing technical difficulties related to proctoring if the student has completed the trial test in good time before the start of the test.
c) The uploading of files and solutions should not be left until the last minute.
d) Students must use their own clocks to check the deadline for completing time-limited tasks.
e) Students must log in to the M365 system (including Word, Excel, and PowerPoint) with their own IBS account when completing, saving, and submitting exam assignments.

(6) Upon suspicion of cheating or infringement of the examination rules in any other way, the chief invigilator will fill in a form called “Report of Suspected Misconduct” to which the student has the right to add a written comment on the spot. The student has the right to continue the exam in every case, except if they disturb the work of others. The Report will be forwarded to the Centre for Student Services, which notifies the Academic Conduct Officer, who will investigate the case within 3 working days.
If a written document taken from the student is available, a written opinion should be sought from a module instructor as to whether it was suitable for cheating the exam. Based on the

available notes, student comments and other proofs the Academic Conduct Officer has the right to decide whether a personal meeting with the student is necessary.
The Academic Conduct Officer, based on the inspection of the case and the behaviour of the student in relation to the case, and depending on the seriousness and characteristics of the case…

- if it ascertains the infringement of any of the examination rules (see in (5)), it must enter the offence into the Database of Academic Offences, and, in view of the given student's previous offences, impose the appropriate sanction;
- if based on the available notes and documents it ascertains that the student not only violated the examinational rules, but during the exam the student performed a shameful or disrespectful behaviour (as well), it will initiate disciplinary action according to the Student disciplinary rules and regulations;
- if it considers that the suspicion is unjustified, it must acquit the student from the suspicion of cheating.

The Centre for Student Services must promptly notify the student about the decision. Students have the right to appeal against the Academic Conduct Officer's decision to the Rector (see 21 §).

(7) The provisions of Article (5) above and the procedure of Article (6) shall also apply in the case of mid-semester assessments.

(8) Irrespective of the procedure set forth in (6), disciplinary proceedings shall be instituted if a student attempts to take an examination or other assessment on behalf of another student or knowing about someone else taking or attempting to fulfil the assessment pretending to be him/her.

12. §

ADMINISTRATIVE TASKS OF THE EXAMINATIONS, CLOSING THE SEMESTER

(1) Exams are administered by the appointed tutors. At face-to-face written exams, invigilation is carried out by the staff of the College, as organized by the Centre for Education and Research.

(2) The result of the examination shall be registered in the MyIBS system in all cases, even if the examination is unsuccessful.

(3) Exams are assessed by the appointed tutors; final marks shall be approved by the Examination Committee consisting of internal and external examiners.
The Examination Committee is entitled to modify final marks even after they have been registered and published in the MyIBS system; they become effective and are recorded in the Neptun system only upon the decision of the Examination Committee.

(4) There is no appeal against the result of the assessments , however, but the student has the right to view the corrected written exam paper at the time announced by the Centre for Student Services and raise a concern in line with the Appeals regulations. In the case of paper-based assessments, marked exam papers cannot be taken away but they may be photographed by the student.

The student may only object to the result of the examination if
- it is obvious that there is a mathematical error in the addition of the points of the subtasks
- during the evaluation (part of) an examination task (question) was not assessed by the marker.

Students shall have the right to raise objections against the questionable grade within 15 following the end of the academic semester by sending a request to the request@ibs-b.hu e-mail address.

Proceedings may also be instituted against an assessment decision if the decision is not based on requirements previously approved and published by the College, if it is in conflict with the College's Organizational and Operational Rules and Regulations, or if the assessment was not organised in line with the relevant provisions.
(For details, please refer to the „Regulations on Appeals against Assessment Decisions").

(5) Exam sheets, reports, graded papers and other paper-based examination materials shall be submitted to the Centre for Student Services as soon as possible after the examinations, but not later than the deadline specified for this purpose in the exam calendar. For papers submitted and assessed electronically, assessment and feedback must be completed by the stated deadline in MyIBS.

(6) Within 30 days of the examination period, the student's semester average and credit index shall be calculated and recorded in the central database (Neptun).

(7) The indicator used to measure student progress and performance is the weighted average results = Σ (number of credits multiplied by the final mark) divided by Σ credits.

III.

PROVISIONS RELATED TO THE FINAL CERTIFICATE, DISSERTATION, FINAL EXAMINATION, DEGREE CERTIFICATE AND MICROCREDENTIAL CERTIFICATE

13. §

FINAL CERTIFICATE (ABSOLUTORIUM) (FOR DEGREE PROGRAMMES)

(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.

(2) This can only be established if the student has completed no less than the total number of credits prescribed by the curriculum minus the credit points allocated for the dissertation and has completed all the compulsory and the required number of elective modules prescribed in the curriculum.

(3) 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 the last academic year of their studies. This is a complex, individual task that requires the synthesis and creative application of the acquired knowledge in compliance with the relevant content and form requirements.

(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 student shall elaborate a topic proposed by the student, subject to approval by the consultant.

(4) The Centre for Education and Research 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.

(5) The elaboration of the dissertation is supported by a consultant.

(6) The dissertation is judged by two experts appointed by the Centre for Education and Research. The quality of the assessments is supervised by a tutor appointed by the Centre for Education and Research.

(7) If the topic of the student's dissertation necessitates this, the Centre for Education and Research 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 Education and Research (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.

(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.

15. §

FINAL EXAMINATION (FOR DEGREE PROGRAMMES)

(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 oral or 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 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 examination period, taking into account the 7-year / 3-year time limit set out in § 3 (5).

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 Education and Research.

(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 the College, or shall be the tutor of a different programme of the College.

(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 examination board meeting.

18/A. §

DEGREE CERTIFICATE

(1) Based on a successful final examination the student receives and degree certificate in Hungarian and English language indicating the type of the programme, the qualification, its classification, the specializations completed, and furthermore a diploma supplement is issued including a detailed description of the programme and a transcript of the grades obtained during the programme, in Hungarian and English language. Upon request, at the expense of the student the degree certificate can be issued in another language. The degree certificate is signed by the Rector.

(2) The diploma supplement shall be certified by the Head of the Centre for Student Services.

(3) The diploma supplement is issued by the IBS in electronic or printed form. The diploma supplement shall also be issued in printed form if requested by the person obtaining the diploma supplement.

(4) The degree certificate shall be issued and handed over to the student 30 days within the successful final examination.

(5) Successful completion of the studies is a criterion for obtaining the degree, without respect to the academic average result.

(6) The degree average necessary for determining the degree classification is calculated as follows:

- in bachelor programmes: the credit-weighted average of all non-first-year modules,
- in master's programmes and postgraduate programmes: the credit-weighted average of all modules.

The classification of the degree is determined based on the degree average according to the following table:

Degree average	In bachelor programmes		In master's programmes	
	Classification of the degree in Hungarian	English translation of the degree classification	Classification of the degree in Hungarian	English translation of the degree classification
from 70%	jeles	excellent	kitűnő	distinction
60-69%	jó	good	jól megfelelt	merit
50-59%	közepes	satisfactory	megfelelt	pass
40-49%	elégséges	pass	-	-

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

18/B. §

THE MICROCREDENTIAL CERTIFICATE

(FOR PARTIAL TRAININGS)

(1) Upon successful completion of the modules and credits required for the microcredential certificate by a student enrolled on a partial training programme, a microcredential certificate shall be issued in both Hungarian and English, which – in addition to the details of the institution and the student – shall include the following information regarding the programme:

- the title of the programme leading to the microcredential certificate,
- the learning outcomes achieved through the programme leading to the microcredential certificate,
- the number of credits required to achieve the learning outcomes, and the grades obtained
- the HuQF and EQF levels of the microcredential certificate,
- the method of assessment,
- the method of participation in the programme leading to the microcredential certificate,
- the method of quality assurance for the programme leading to the microcredential certificate.

(2) The microcredential certificate may be issued in another language at the student's request and expense. The microcredential certificate shall be signed by the Rector.

(3) The microcredential certificate must be issued within thirty days of the fulfilment of the academic requirements.

IV.

COMMITTEES, PERSONS PROCEEDING IN EDUCATIONAL MATTERS

19. §

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 an special fairness request through the Centre for Student Services (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.

The resolution on special fairness shall provide for the conditions of the duties of the student.

20. §

LEGAL REMEDY

(1) Requests for educational and examinational matters shall be submitted in writing to the request@ibs-b.hu e-mail address. The Centre for Student Services shall ensure the forwarding of the request within 3 workdays to the organisation or person entitled to make a decision.

(2) Furthermore, students shall have the general right – except 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 extraordinary complexity of the case or under other justified circumstances, the Rector may designate in advance an employee of the College 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 the College.

(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 the College’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.

(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 the College, which stipulate rights and obligations with respect to the students.

(12) No appeal lies for legal aid in those cases, when the College 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

21. §

(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) These Study and Examination Regulations are a single text version incorporating previous regulatory changes that include the changes and new provisions that came into effect by virtue of the Senate's resolution No. 4/2026 at its session held on 11 November 2026.

Budapest 11 November 2026

László Láng
President

Appendix 1

Regulations on registering student attendance and the conditions of proof of absence

The rules contained in this Appendix are mandatory for full-time students; recommended for correspondence programmes

1. Education at IBS is usually conducted in the form of seminars. Attendance at seminars is mandatory for students.

2. The general rule for absenteeism at seminars is that in Bachelor and Master's programmes 25%, in specialised postgraduate programmes and partial training (microcredential) programmes 50% of the classes may be missed.

3. Fulfilling the presence requirement is certified by a "signature" recorded in the Neptun system. As a general rule, in the event that the absence allowance is exceeded, no signature may be given. If the student has met the academic requirements of the module but has not obtained a signature due to exceeding the absence limit, a final mark of "technically fail" must be recorded in the Neptun system, which is 39% in undergraduate programs and 49% in master's programs.

4. In no case may instructors deal with medical certificates. The absence framework is intended to provide a timeframe for possible illness-related omissions without certification, and to exempt tutors from the responsibility of considering certificates. Students who, due to their long-term illness or other unexpected circumstances exceed the maximum absences laid down in these Regulations not by their own fault can submit a request with supporting documents to request@ibs-b.hu up to a maximum of 3 days after recovery in case of illness, and within 10 days upon cessation of special circumstances. A student with a child under the age of 14 must be allowed an unlimited number of absences if he/she requests this for the purpose of caring for the child.

5. Tutors in the case of a mid-term test or presentation shall normally provide a late-attempt date for students who did not show up at the first session; however, a maximum of 40% (50% in case of masters programmes) can be awarded for mid-term assessment taken at a late-attempt session, except if the student can prove that s/he missed the first session due to circumstances beyond his/her control. The student may submit an application for fairness to address such circumstances to request@ibs-b.hu within a maximum of 3 days after cure in the event of illness, or within 10 days of cessation of the emergency, and submit relevant documents to the Centre for Student Services. The instructor is not required to provide a third date, so whoever has been absent on both occasions will not receive a mark for the given assignment, which, depending on the requirements of the module, may result in the module having to be repeated.

6. Tutors register attendance / absence data in MyIBS in a way that is verifiable to the student. Any student arriving late or leaving early (without regard to how late or early they arrive or leave) may be recorded as absent. Teachers may (but they are not required to) keep a special record of late arrivals, but it is up to them where they draw the line between late arrival and absence.

7. Students disrupting the order in class may be sent out of the classroom, with the penalty of an absence recorded, and in such cases the student must leave immediately, without debate. Students whose attention is distracted by the inappropriate use of a mobile device during a lesson may be judged as showing disruptive behaviour with respect to the work of the group. If the student disagrees with the tutor's decision, s/he can file a complaint via email addressed to request@ibs-b.hu, but the student is not allowed to enter a verbal or written dispute with the teacher at any place or time.

Appendix 2

Rules of Erasmus module recognition

The rules in this appendix are only applicable to full-time students (bachelor and master).

a) The outgoing student must send back the certified Learning Agreement to the Centre for Student Services not later than 6 days after the closure of the registration period at the host institution.

b) The Learning Agreement will be approved by the Credit Transfer Committee of IBS detailing which modules taken at the host institution are accepted as substitutes (equivalents) of IBS modules, and their credit values. For curricula with a mobility window, the modules in the semester of the mobility window can be replaced by any module in the subject area without detailed comparison of the syllabi. Free options can be replaced by any module without regard to the subject area. A condition of final acceptance is receipt of a Transcript of Records from the host institution confirming successful completion of the modules. A further condition of final acceptance is that the modules accepted must carry ECTS credit values awarded by the receiving institution, indicated on the Transcript of Records.

c) The student concerned shall be informed immediately, in writing by the Centre for Student Services about the relevant decision.

d) If, at the host institution, for reasons beyond the student's control, the outgoing student is unable to register for a module which is compulsory for the given semester in his/her standard curriculum at IBS, the student will be provided an opportunity to sign up for these modules at IBS. In this case the procedure to follow is this:

- The student indicates in writing to the Centre for Student Services the module which he/she was not able to register for at the host institution. The Centre for Student Services collects and forwards to the Student the assignments required for the given module(s), and the examination topics.

- Provided that the student has acquired a coursework mark for the given module(s), he/she will be given an extraordinary opportunity to take a documented oral exam before a Panel of Examiners commissioned by the Centre for Education and Research at a time announced in advance that allows sufficient time for preparation, but not later than the end of the 6th teaching week of the following semester. If the student fails to request such an extraordinary examination opportunity in due course, fails the examination, or does not appear at the time agreed, no further extraordinary opportunities will be provided, and the student can only attempt the given assessment at the regular written end-of-semester examination times.

e) If the outgoing student is unable to enroll in the partner institution in a module that is a prerequisite for a compulsory module at IBS in the following semester, he/she will be licensed to enroll in that module without additional procedure, with the permission of the Centre for Student Services with the obligation that, in parallel or when the curriculum allows, he/she must obtain valid credit from the prerequisite module.

Appendix 3

Rules of written assignments

1. The „assessment" chapter of the module description, or the information available on the MyIBS module page shall specify the deadline for the submission of home assignments. The provision can be in absolute form (with a specific date), but the deadline can also be set in relative form, meaning a given week in the teaching period of the semester or one of its days.

2. The student is obliged to submit his/her home assignment to the evaluating instructor by the specified deadline. Upon failure to meet this deadline, students must submit their assignments by the late-attempt deadline in which case its result can be maximum 40% on bachelor programmes and 50% on master's programmes.

   Group home assignments cannot be submitted late unless the tutor assesses individual performance in the teamwork and if the reason for the late submission is clearly identifiable to the student.

3. The student submits his/her paper by uploading it to the MyIBS system, where the time of the upload is recorded.

4. The student is required to complete his/her home assignment in compliance with the general rules prohibiting plagiarism and mandatory source referencing, and in the case of written tests and exams follow the specifications detailed in 11.§. The student who violates these rules commits an academic misconduct reported by the assessing tutor to the Academic Conduct Officer (ACO). The ACO will enter the case into the academic misconduct database and, depending on the number of times the student concerned has committed an academic misconduct, will be subject to one of the following sanctions:

Occasion of offence	**Academic sanction**	**Financial sanction**	**Resubmission/resit**	**Note**
Occasion 1	Mark 0 for the assignment/exam	-	In a later semester	ACO may decide that the material deemed to have been plagiarized be disregarded by the tutor who should award a grade based on the remaining work. Academic counselling is provided by the tutor. First offences submitted concurrently prior to the first ACO decision will normally be considered multiple first-occasion offences.
Occasion 2	Mark 0 for the assignment/exam	-	In a later semester	The student is offered advice on academic conduct by the Academic Conduct Officer
Occasion 3	Mark 0 for the entire module	-	In a later semester	
Occasions 4+	Mark 0 for the entire module	O4: 100 EUR O5: 200 EUR O6: 400 EUR O7: 800 EUR	In a later semester	The ACO may propose expulsion of the student, depending on the nature and circumstances of the offence.

If the student's total number of academic offences (in home assignments or at closed-session tests) exceeds four, in addition to the sanction according to the table above, a special procedural fee shall be charged according to the Tuition Fee Regulations.

The Academic Conduct Officer must inform the student and the Centre for Student Services of his/her decisions in writing.