International Business School (IBS)

Supplementary regulation to the Study and Examination Regulations

on the conditions ensuring equal rights to students with disabilities or chronic long-term medical conditions in progressing with their studies

in uniform structure, integrating changes effective from date of approval

In line with Section 11 (1), Section 35 (2), Section 43 (1), the explanatory regulations of Section 108 as well as those of Section 49 (8) of Act No. 204 of 2011 on National Higher Education and Sections 62-64 in its decree of implementation (Government Decree No. 87/2015 of 9 November), in case of students with disabilities or long-term medical conditions the Study and Examination Regulations of the School shall be applied with the benefits and modifications set forth in this regulation.

The present regulation covers the provision of benefits/support for students with special educational needs, especially for those with

- mobility, disorders
- hearing, sight, or speech and language impairment;
- students with psychological development disorders (including but not limited to, dyslexia, dysgraphia, dysorthography, dyscalculia, ADHD)
- those with autism or autism spectrum disorder,
- those with mental health or psycho-social conditions (including but not limited to, anxiety, depression, eating disorders, bipolar affective disorder, schizophrenia, obsessive compulsive disorder)
- and those with chronic long-term medical conditions (including but not limited to, chronic fatigue syndrome, epilepsy, diabetes, cancers, HIV, AIDS, Parkinson's disease, auto-immune diseases);

listing the tasks of the coordinator appointed to support students; and the list of accessibility tools available.

This present regulation states here the organisation's commitment to on-going training and support for all of its staff to ensure that they are equipped with the skills, awareness and sensitivity required to work with students with special educational needs and those with chronic long-term medical conditions.

The regulation furthermore defines the institution's participation in the mentorship programme, as prescribed by the Act No. 204 of 2011 and Government Decree No. 87/2015, with regard to students with disabilities and multiple disabilities.

Section 1

Scope of this supplementary regulation, procedure

Students with disabilities or a chronic long-term illness shall present an expert testimony on the type, the extent, and the temporary or permanent character of their disability (Section 63 (1)-(3), Government Decree No. 87/2015).

If the student's (applicant's) disability and/or special educational needs already existed during their secondary studies and if subsequently they received allowances during their school years

or at matriculation, the expert testimony required may be substituted with those issued by the county's (Budapest's) pedagogical expert institutions or their member institutions acting as county-level or national expert committees (or from among their legal predecessors, the learning ability testing expert and rehabilitation committees as well as the national expert and rehabilitation committees).

If the student's (applicant's) disability and/or special educational needs did not exist during their secondary studies and subsequently they received no allowances either during their school years or at matriculation, the disability shall be certified by the expert testimony issued by the rehabilitation expert body or its legal predecessors.

Requests for assistance, exemption, and/or allowances shall be submitted to request@ibs-b.hu in Hungarian or English with the necessary certificates and expert testimonies attached. In the case of certificates whose original language in not Hungarian or English, a certified or non-certified translation to Hungarian or English must be provided. First, the Head of the Centre for Academic Services and, in case of an appeal, the Rector (Study and Examination Regulations Sections 20-21) shall have the right to approve/disapprove the requests, taking into account the coordinator's opinion. Requests shall be processed by the Centre for Student Services, which shall ensure that the documentation required for arriving at a decision regarding the case at hand is forwarded to the person or body responsible within three working days.

The coordinator maintains contact with students with disabilities, participates in the process for approving/disapproving their requests, offers assistance in using the accessibility tools provided during their studies and examinations, and makes recommendations for the procurement of necessary accessibility tools.

Section 2
General allowances

The student shall have the right to make sound recordings of the seminars, but the recording may only be used for their own studies. The fact that recording shall take place must be presented in advance in writing.

Upon request of the student, based on the decision of the Head of the Centre for Academic Services a personal assistant may be provided.

In the case of major time-constrained written assignments, including written examinations, the student may be provided with a 25% extension of the permitted completion time.

In the case of oral assessments, including oral examinations, the student may be provided with a 30% extension of the normal preparation time.

In line with Section 1 of the present regulation, based on the expert testimony the student may request:

- exemption from the educational obligations,
- partial or full exemption from taking examinations, or fulfilling the educational obligations pertaining to these in another mode or format,
- extensions for home assignments

- access to the necessary aids (especially computer, typewriter, spelling dictionary, monolingual dictionary, thesaurus, tables, calculator, configuration, mechanical and manipulative tools) during examinations or other types of assessment,
- Leniency, within reason, in regards to attendance requirements,
- That teachers or IBS staff members may or may not be notified of disabilities or chronic long-term conditions.
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Students with multiple disabilities may be permitted to receive any of the allowances mentioned in Sections 3-10, based on the individual needs of the student.

No exemption from the requirements pertaining to language examinations, including their level or any part of these, may be granted to applicants for doctoral programmes, MPhil or DPhil students. Former students with disabilities who have passed the final examination and their student status has expired but do not possess the language certificate required for the qualification are entitled to exemption from the requirements pertaining to language examinations or any part or level of these.

Section 3
Allowances specific to students with speech and language impairment

Students with speech and language impairment (Section 62 (1) 5, Government Decree No. 87/2015) may take written examination with regards to any module instead of any oral exam that may exceptionally and occasionally be required by the School. If the student requests to take advantage of the possibility to take the oral examination, they shall be given a longer preparation time than the preparation time defined for students without disabilities. Upon the request of the student, the institution shall permit the student to take a written examination instead of the oral examination.

Upon request of the student, upon consulting with the Disabilities Services Coordinator (DSC), the Head of the Centre for Academic Services and the Head of the Centre for Student Services shall decide whether the student is to be exempted from passing the oral part of the language examination prescribed as a prerequisite for obtaining the qualification.

Section 4
Allowances specific to students with mobility impairment

When defining the practice areas, the tutor affected may consider the needs of the student with mobility impairment and may ensure an obstacle-free environment and accessibility.

Upon the request of the student, if deemed necessary, in accordance with the provisions set forth by Section 62 (3) of Government Decree No. 87/2015, the responsible person within the educational unit may exempt the student with mobility impairment from satisfying the practical requirements, or replace those with a different task.

Upon the request of the student, the institution shall enable them to

- take a written examination instead of an oral examination,
- take an oral examination instead of a written examination,
- utilise special educational appliances/tutorial aids,
- extend preparation time,

- use a personal assistant (if justified),
- be exempt from certain (geometry, including construction) tasks; this, however, does not exempt the student from being able to present the rules in speech.

The Centre for Student Services shall cater for the provision of any special equipment.

Section 5
Allowances specific to students with hearing impairment

Upon request of the student, in accordance with the provisions set forth by Section 62 (3) of Government Decree No. 87/2015, the institution may prescribe that the student take an oral instead of a written examination.

In case of an oral examination, if the student gives a notice of four working days, the Centre for Student Services may provide a sign-language interpreter and/or the necessary tutorial aids (monolingual dictionary, calculator, presentation aids).

If due to their disability, the student is unable to meet the oral requirements of the accredited Type “C” language examination, they may receive a partial exemption with regard to the Type “A” (oral) language examination.

The examiner(s) may present the oral examination questions to the student, and the examiner may also provide visual presentation and appropriate tutorial aids. The student shall be given longer than the regular preparation time.

Section 6
Allowances specific to students with sight impairment

Upon request of the student, in accordance with the provisions set forth by Section 62 (3) of Government Decree No. 87/2015, the institution may prescribe that the student take an oral instead of a written examination.

In case of a written examination, if the student gives a notice of four working days, the Centre for Student Services may provide the necessary tutorial aids.

If due to their disability, the student is unable to meet the oral requirements of the accredited Type “C” language examination, they may receive a partial exemption with regard to the Type “B” (written) language examination.

Upon request of the student, at the same time defining the replacement requirements, the responsible person of the institution may exempt the student from completing practical requirements and geometry, including construction, tasks and may allow that these are replaced by an additional non-practical requirement. (N.B. This does not exempt the student from being able to present the rules in speech.)

Besides the provision of technical aids at examinations, a personal assistant may be used if deemed necessary.

The student shall be given longer than the regular preparation time.

Section 7
Allowances specific to students with dyslexia and dysgraphia

Upon the request of the student, if it is justified, the institution shall enable them to

- take an oral examination instead of a written examination,
- utilise special educational appliances/tutorial aids (typewriter or computer, spelling and monolingual dictionaries), in case of written examinations.

In case of a written examination, if the student gives a notice of four working days, the Centre for Student Services may provide the typewriter, spelling and monolingual dictionaries.

If due to their disability, the student is unable to meet the oral requirements of the accredited Type "C" language examination, they may receive a partial exemption with regard to the Type "B" (written) language examination.

If due to their disability, the student is unable to meet the oral requirements of the accredited Type "C" language examination, they may receive a partial exemption with regard to the Type "A" (oral) language examination.

The student shall be given longer than the regular preparation time.

Section 8
Allowances specific to students with dyscalculia

A student suffering from dyscalculia may receive exemption from calculation tasks; for these students, the use of all those tutorial aid is allowed which were used by the student during their studies (tables, calculators, configuration, mechanical and manipulative tools). Furthermore, the student shall be given longer than the regular preparation time.

Section 9
Allowances specific to students with attention deficit hyperactivity disorder (ADHD)

In accordance with the provisions set forth by Section 62 (6) c) and d) of Government Decree No. 87/2015, the institution may permit the student to take an oral examination instead of a written one, or vice versa. The student shall be given longer than the regular preparation time.

Furthermore, during oral examining a student suffering from ADHD, depending on the specific nature of their disability, may request that they receive the questions in writing, that the questions are repeated, that complex questions are broken down into parts, that expectations and questions are clarified.

Section 10
Allowances specific to students with autism or autism spectrum disorder

For students with autism or autism spectrum disorder, the institution may modify the form of assessments in order to meet their specific needs. The institution may permit the student to take an oral examination instead of a written one, or vice versa. The student shall be given longer than the regular preparation time.

Autism or autism spectrum disorder students may receive exemption from the requirements pertaining to language examinations or any part or level of these.

Section 11
Allowances specific to students with mental health or psycho-social conditions

In the case of a student with a mental health or psycho-social condition, the institution may modify the form of assessments in order to meet their specific needs. The institution may permit the student to take an oral examination instead of a written one, or vice versa. The student shall be given longer than the regular preparation time. There is the possibility that the situation develops into a ***"Fitness to Study"*** matter where the student is simply not healthy enough to continue studying and or needs some time off or a passive semester to recover.

Section 12
Allowances specific to students with chronic long-term illnesses

With any student with a chronic long-term illness impacting on their studies, the institution may modify the form of assessments in order to meet their specific needs. The institution may permit the student to take an oral examination instead of a written one, or vice versa. The student shall be given longer than the regular preparation time. There is the possibility that the situation develops into a ***"Fitness to Study"*** matter where the student is simply not healthy enough to continue studying and or needs some time off or a passive semester to recover.

This supplementary regulation was adopted in virtue of the resolution passed at the session of the Senate on 11 November 2026; it shall constitute the annex and inseparable part of the effective Study and Examination Regulations.

Budapest, 11 November 2026

László Láng
President