

RECTOR'S DECREE NO. 5/2021

ON IBS – INTERNATIONAL BUSINESS SCHOOL'S

**GENERAL RULES OF STUDY FOR THE
DOCTORAL PROGRAMMES DELIVERED IN CO-OPERATION WITH THE
UNIVERSITY OF BUCKINGHAM**

This Decree applies to students of the doctoral programmes delivered in co-operation with the University of Buckingham.

I.

EDUCATIONAL PROVISIONS

1. §

SCHEDULE OF EDUCATION

- (1) The educational programmes of IBS are performed in a semester structure, by flexible schedules.
- (2) During the programme, the student participates in consultations and workshops at pre-arranged times at the frequency determined in the *IBS Research Degrees Guide*.

2. §

ENROLMENT AND CHECK-IN OBLIGATION OF THE STUDENT

- (1) The legal declarations related to the student legal relationship are issued by IBS, as a fully authorised representative of UoB. The student shall enrol by the deadline set forth in advance annually by IBS. The Centre for Marketing and Admissions informs new students about the enrolment in a letter, and the Centre for Student Services notifies the already enrolled students about the method and time of check-in by e-mail at least 2 weeks prior to the check-in deadline.
- (2) The enrolment/check-in shall be valid for the respective semester and the payment of the due tuition fee is a requirement. The Rector's Decree on Tuition Fees shall govern the tuition fee payments of the active and passive semesters.
- (3) A student who fails to meet its obligations set forth by Article (1)-(2) or requests suspension of studies may be granted a passive semester by the Research Officer in with the regulations of the *IBS Research Degrees Guide*.
- (4) Student shall report immediately all changes made to the student's data registered in the Neptun system. The student shall be held liable for all disadvantages possibly arising from the failure to do so.

- (5) By the enrolment, the student shall acknowledge the provisions set forth by this Rector's Decree and the stipulations of all regulations related to the students published by IBS. The prevailing text of these regulations is available for all students electronically.

3. §

ESTABLISHMENT AND TERMINATION OF THE STUDENT LEGAL RELATIONSHIP, TRANSFER FROM ANOTHER INSTITUTION

- (1) In respect that the delivery of the doctoral programmes takes place in Hungary and is performed by IBS as an exclusively cooperating and executing higher education institution, the establishment, suspension and termination of the student legal relationship shall be governed by the respective interpretations of the
- Hungarian Act on National Higher Education,
 - IBS's Organizational and Operational Rules and Regulations,
 - the IBS Research Guide Degrees as approved by the University of Buckingham.
- together with the amendments set forth by the articles below.
- (2) The standard and maximum length of the doctoral programmes are determined by the IBS Research Degrees Guide. The student legal relationship ends on the last day of the month following the month when the degree is awarded.
- (3) The student's legal relationship is also terminated if the Student fails to meet his/her obligations related to the progress of studies set forth by the IBS Research Degrees Guide. The student shall be notified in writing at least on one occasion about meeting the obligation and the legal consequences of the negligence before the termination of the legal relationship.
- (4) The student legal relationship is also terminated in the cases defined by the Rector's Decree on tuition fees.
- (5) 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. §
ARRANGEMENTS FOR INFORMING STUDENTS
(INSTITUTIONAL BROCHURE)

- (1) Pursuant to ANHE 43. §. Article (1) the prescribed information materials shall be made available to the students at the following sources in English and Hungarian language:
 - a) Moodle virtual learning environment
 - b) IBS Research Degrees Guide (information about the degrees and special qualifications, which can be obtained during the various programmes; language of education; curriculum and general characteristics of the modules, rules of appeal);
 - c) Rector's Decree on Tuition Fees (information about the tuition fees and other fees);
 - d) International Student Guide (information relevant for foreign students).
- (2) The information materials in (1) above can be accessed through the Moodle system of IBS.
- (3) Students may request oral information and advice from the employees of IBS dealing with the given issue.

II.
PROVISIONS RELATED TO ASSESSMENT

5. §
ASSESSMENT

- (1) The student's academic performance is assessed on the assessment scales and by the persons and boards of the University of Buckingham as specified in the IBS Research Degrees Guide.

6. §
EXAMS

- (1) Detailed rules and organisation of the exams are described in the IBS Research Degrees Guide.

III.
PROVISIONS RELATED TO DOCTORAL THESIS AND DEGREE

7. §
DOCTORAL THESIS

- (1) Students shall elaborate a doctoral thesis during their studies. This is a complex and individual task, which requires the synthesis of the acquired knowledge and its creative application by the observation of the content, and format requirements of professional academic writing.
- (2) The content and format requirements of the doctoral thesis, the method and consequences of the judgement shall be published in the IBS Research Degrees Guide at the beginning of the programme.

- (3) The doctoral thesis shall be assessed only if the Student has no financial or administrative debts to IBS.

8. §
DEGREE

- (1) Based on successful completion of educational obligations the student shall receive a doctoral degree in English language issued by The University of Buckingham.
- (2) The conditions of receiving a degree are detailed in the IBS Research Degrees Guide.

IV.
LEGAL REMEDY IN EDUCATIONAL MATTERS

9. §
FAIRNESS, LEGAL REMEDY

As the education of the doctoral programmes affected by this Rector's Decree takes place in Hungary and it is performed by IBS as an exclusive executing higher education institution, for the judgement of fairness matters and for student legal remedy procedures the respective interpretations of the

- Hungarian Act on National Higher Education,
- the IBS Research Degrees Guide,
- furthermore, the provisions of this Rector's Decree shall prevail.

V.
FINAL AND TRANSITIONAL CLAUSES

10. §

With respect to the provisions not regulated by this Rector's Decree, Hungarian law and legal authority and the respective interpretations of the

- Hungarian Act on National Higher Education,
- IBS's Organizational and Operational Rules and Regulations including its annexes,
- furthermore, the provisions set forth by the IBS Research Degrees Guide shall prevail.

Budapest, 13 October 2021.

Dr. László Láng
Rector