

IBS – INTERNATIONAL BUSINESS SCHOOL

REGULATION ON APPEALS AGAINST ASSESSMENT DECISIONS MADE BY THE EXAMINER / BOARD OF EXAMINERS, AND ON APPLICATIONS SUBMITTED IN SOCIAL MATTERS for Bachelor and Masters educational programmes in co-operation with the University of Buckingham

These Regulations apply to students of the curricula of the degree programmes delivered in co-operation with the University of Buckingham.

1.§

The option to appeal against assessment decisions

(1) According to the regulations of this Regulation of the IBS International Business School, the College provides an option for its students to appeal against the assessment decisions made by the examiners and the board of examiners.

(2) In IBS International Business School, appeals against the decisions made by the examiners and the board of examiners shall only be proposed and conducted on basis of the causes and in the events specified in this Regulation.

Marks awarded according to the regulations of the University of Buckingham can only be modified according to the appeals procedures and by the approval of the University of Buckingham (cf. Student Handbook).

In non-academic matters falling into the competence of the Higher Education Act of Hungary the general provisions of the educational and examinational rules and regulations on legal aid for educational matters shall apply.

2.§

Possible grounds for appeal

- (1) Students shall have the right to raise objections to the result of the examination assignment made by the examiner(s) and the board of examiners in the following cases:

A procedure may be initiated against the decision in connection with the academic assessment if the decision was not based on the requirements accepted and previously published by the College, if the decision is in contradiction with the content of the Organizational and Operational Regulations of the College, or if the regulations on the arrangement of the examination were violated, especially if...

- it can be clearly ascertained that during the addition of partial scores a calculation mistake was made,
- during the marking, the any of the sub-tasks (questions) were omitted by the marker.

With respect to the coursework marks, students shall have the right to raise objections in the following cases:

- if the coursework mark – based on the mid-term partial grades – was not calculated in accordance with the module description
- if any mid-term partial grades were omitted when the coursework mark was calculated.

- (2) No appeals are possible regarding the classification of the degree.

3.§

The appeals procedure

(1) Students shall have the right to appeal against the questionable grade within 15 days following the end of the academic semester; furthermore objections against the data in connection with the course registration shall be raised within 5 days following the end of the course registration period, by sending a request to the request@ibs-b.hu e-mail address.

(2) The reason for the appeal shall be indicated and shall be attached as the appendix of the appeal, or the student shall present the evidence supporting the appeal.

(3) The Centre for Student Services shall forward the appeal to the Head of the Academic Services without delay.

(4) Appeals are judged by a three-member body appointed from the members of the Committee of Education, Exam and Social matters. The members of the acting body shall be appointed by the Head of Academic Services from the members of the committee. The chairman of the acting body on behalf of the committee shall not be a student of the College.

The members of the Committee are: the Head of Student Services, the Head of Academic Services, the Head of Finances and 3 student representatives.

(5) The appointed body shall make decisions on basis of the content of the application, the governing rules and regulations of the College applicable to the given programme, furthermore the report of the chief external examiner, and the student concerned shall also be heard if necessary.

(6) Minutes shall be taken on the meeting of the appointed body recording the list of participants, the decision appealed, the appeal, and any documents taken into consideration; the remarks made during the hearing of the student, the decision and the explanation of the decision.

(7) During the decision making of the appointed body each member has one vote; the Committee shall adopt its decisions by simple majority. In case of a tie vote, the Chairman of the Committee shall have the deciding vote.

(8) The appointed body shall be obliged to adopt its decision within 8 days after the receipt of the appeal. The decision shall be sent by post to the address given by the student in writing. The minutes and the decision put in writing together with all documents of the case shall be forwarded to the Centre for Student Services for filing and archiving.

(9) Until the decision on the appeal is made, the original grade or decision shall be valid. If according to the decision the grade or the decision must be changed, then the Chairman of the appointed body shall be obliged to initiate that the Centre for Academic Services makes the necessary modifications in line with the decision.

4.§

Social matters, appeals

The appointed body shall also proceed in the administration of the social matters/appeals.

The judgment of an application for exemption or preference referring to the family and social background of the students shall be considered as social matters.

Regarding the content, the order of procedures and the method of decision making of the appointed body the content of the previous section shall be governing.

5.§

Final clauses

(1) In matters not regulated by this Regulation, the Organizational and Operational Rules and Regulations of the IBS International Business School furthermore the Appendix Regulations shall be governing.

(2) This Regulation shall enter into force in accordance with the decision of the Senate of the IBS International Business School on the date of signature.

Budapest, 15th April 2021.

Dr. László Láng
Rector
President of the Senate