

INTERNATIONAL BUSINESS SCHOOL
ADMISSION REGULATIONS
consolidated with amendments of 28 October 2024

This Policy applies to students applying for or admitted to the 2024/2025 academic year and subsequent academic years.

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1. Introduction

- 1.1. Applicants with Hungarian citizenship must apply for the academic programmes included in the central admission procedure on felvi.hu. Foreign nationals may apply for these programmes through the institutional procedure. Applications for programmes not included in the central admission procedure and for the university foundation programme may also be submitted via the institutional procedure, regardless of nationality.

2. Rules governing the admission procedure in the central Hungarian admission system

- 2.1. Hungarian citizens must apply for all programmes included in the central admission procedure on felvi.hu. Candidates are encouraged to submit their application simultaneously within the institution's own online system.
- 2.2. The admission requirements for each programme are available on the IBS website. The scoring method is published in the central higher education admission system (felvi.hu).
- 2.3. Applications for admission may be submitted electronically on the felvi.hu website by the deadline for applications set by the legislation in force. The entire procedure is governed by the legislation in force.
- 2.4. IBS will notify the applicant of the result of the admission procedure in accordance with the provisions of the law, and, in the event of an appeal, will proceed in accordance with the provisions of the law.

3. Rules governing the admission procedure under institutional responsibility

- 3.1. Applications for academic programmes not included in the central admission procedure can be submitted through an institutional procedure, regardless of the applicant's nationality.
- 3.2. The admission requirements for each programme are available on the institution's website.
- 3.3. Pursuant to Section 2/d of Article 80.§ of Act CCIV of 2011 on National Higher Education (hereinafter: ANHE), foreign citizens may pursue foundation programmes in student status. Hungarian citizens may participate in the foundation programme without establishing a student status.
- 3.4. Applicants can apply for admission via the IBS online platform. The annexes to the application for admission must also be uploaded via the IBS online platform and are as follows:
 - a copy of the qualifications, degrees, certificates used in the admission procedure; in the case of non-Hungarian or non-English language documents, a certified translation into Hungarian or English,
 - a copy of the document (identity card, passport) suitable for establishing the applicant's nationality,
 - other documents required for admission.
- 3.5. If the application form or its annexes are incomplete, the Centre for Marketing and Admissions will prompt the applicant to complete the application. If the applicant fails to remedy the deficiencies, he/she will not be considered in the admission procedure and will be informed of the legal consequences.
- 3.6. The applicant is responsible for the authenticity of the data or copies of documents submitted during the application process. The originals of the documents uploaded electronically must be presented by the admitted student at the time of enrolment and their authenticity will be verified by the Centre for Student Services. In the event of providing false or incomplete information, the Rector may overturn the admission decision immediately or retroactively.
- 3.7. The institution, as a contracting party acting as a private party under the rules of civil law on the basis of the principle of freedom of contract (Civil Code - Act V of 2013, § 6:59 (1) and (2)), reserves the right to take into account all available information concerning the applicant when making the admission decision, including in particular information pertaining to the applicant's previous performance or conduct within the institution.
- 3.8. IBS will notify the applicant of the result of the admission procedure in accordance with the provisions of the relevant legislation and will act in accordance with the provisions of the legislation in the event of a legal remedy.

4. Language requirements

- 4.1. Where the language of instruction is English, applicants must have a suitable level of English to start their programmes. The language levels required for each programme and the list of language examinations that can be taken to certify them are published on the IBS website.

5. Admission with credit transfer

- 5.1. Simultaneously with the admission procedure, the applicant may request the institution to accept prior knowledge or credits previously acquired at another institution. The institution provides information on the relevant recognition procedure as required for each programme on its website.

6. Final provisions

- 6.1. The Rector may deviate from the provisions of these Regulations in cases of special merit and within the limits of mandatory legal provisions.
- 6.2. In matters not regulated by these Regulations, the provisions of the ANHE on admission and enrolment (Articles 39-41/H) and Government Decree 423/2012 (XII. 29.) on the admission procedure for higher education shall apply; the provisions of Articles 41/H and 57-58 of the ANHE shall apply to the legal remedies.

The present Regulations were adopted by the Senate by Resolution No. 13/2024 of 28 October 2024, in accordance with the current Rules of Organisation and Operation of International Business School.

Budapest, 28 October 2024

Dr. Márton Rác
rector