

## **IBS – INTERNATIONAL BUSINESS SCHOOL**

### **STUDY AND EXAMINATION REGULATIONS FOR THE BACHELOR’S AND MASTER’S PROGRAMMES DELIVERED IN CO- OPERATION WITH THE UNIVERSITY OF BUCKINGHAM**

Framed in a uniform structure together with the regulations  
effective from 25 June 2025

These Regulations apply to students of the Bachelor’s and Master’s degree programmes delivered in co-operation with the University of Buckingham, and form part of the student requirement system.

#### **I. EDUCATIONAL PROVISIONS**

##### **1. § SCHEDULE OF EDUCATION**

- (1) The educational programmes of IBS are performed in a semester structure. A semester at IBS 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 evidence. The check-in period lasts 10 days and ends 1 week before the module sign-up period.
- (3) The module sign-up period shall mean the period when the student indicates the modules that he/she wishes to complete in the upcoming 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 classes and performs educational 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 and retake assessments. 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 defined by the Rector. The schedule shall be made available to the students latest 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.

## **2. A §**

### **ENROLMENT, CHECK-IN AND REPORTING OBLIGATION OF THE STUDENT**

- (1) Students shall enrol/register by the deadline set forth in advance annually by IBS and apply for the required modules by using the electronic educational 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 2 weeks 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) are considered by 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. The period of continuous suspension of student status may not exceed two semesters.

- (5) The semester of a student, who fails to meet its check-in obligations set forth by Article (1), 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 assessments, or to receive 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 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.
- (9) By the enrolment, the student shall acknowledge the provisions set forth by IBS's prevailing Educational and Examinational Rules and Regulations, and the stipulations of the regulations related to the students published by IBS. 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 THE STUDENTS' MODULE 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 Moodle system.
- (2) All employees of IBS have access to the Neptun system by the following authorizations:

<b>Type of authorization</b>	<b>People</b>
“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 IBS authorized to introspect
“Instructor” (authorized to register the grades of the student groups instructed only by the given instructor, and to view the list of students)	Instructors of IBS
“Student” (authorized only to register and modify the course registration and the application for exams)	Students of IBS

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

<b>Type of data</b>	<b>May be registered by</b>	<b>May be amended by</b>
Course registration	the Student during the course registration	the Student during the course registration, then the Centre for Student Services
Application for examination	the Student during the application period	the Student during the application period, 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 entered the exam unauthorized (without meeting the required preconditions)
  - c) Marks may be modified, if during the supervision procedure or on basis of the report of the instructor making the entry it has been unequivocally established that an entry was incorrect
  - d) The end-term data may only be modified to correct the incorrect 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 Exam Complaints Regulations.
- (6) Against the grades entered in the Neptun system, the student may file a complaint in the events specified in section 12 subsection (5) below, furthermore in the Exam Complaints Regulations and by considering the specified deadlines. The

investigation of complaints and the adjustment of data shall take place in compliance with the Exam Complaints Regulations.

- (7) When each term is closed, the Centre for Student Services registers 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 no oral examinations at IBS unless the student is permitted 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 a detailed and reasoned evaluation of his/her work in Moodle. 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. IBS will provide free validation of the printed record sheet data once every six months at the student's request.

## **3. § ESTABLISHMENT AND TERMINATION OF THE STUDENT LEGAL RELATIONSHIP**

- (1) Students may become admitted to IBS 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 IBS. 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 15 July following the last active educational period. The legal relationship also finishes on the day of dismissal, announcement of disqualification from IBS 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) IBS shall not prescribe minimum amounts of credits or a (cumulated) weighted academic average for individual educational periods but shall dismiss the student if the student, regardless of any passive semesters,
- a. in a Bachelor's programme
    - i. fails to accumulate at least 30 credits within 2 years of starting
    - ii. fails to complete the programme within 7 years of starting
  - b. in a Master's programme
    - i. fails to accumulate at least 15 credits within 3 semesters of starting
    - ii. fails to complete the programme within 3 years of starting
- (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 a period of more than 2 semesters. 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) IBS 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 IBS).

#### **4. §**

##### **TRANSFER FROM ANOTHER PROGRAMME**

- (1) Students of other higher education institutions may request to be transferred to continue their studies at IBS.

- (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) and the relevant sections of the Tuition Fee Regulations apply.
- (4) Students admitted to the first common year of Bachelor's programmes or the first common semester of Master's programmes shall confirm their final choice of academic programme and specialisation by the date set forth in the academic calendar. Studies in the chosen field of study or specialisation may only be continued if the student's progress is continuous and there is no academic deficit that would warrant transfer to another year (see § 2/A (2)).

## 5. §

### SIMULTANEOUS AND GUEST STUDIES

- (1) IBS students, if admitted to more than one academic programme, may simultaneously pursue studies at various programmes of IBS and in other higher education institutions. Only one of the University of Buckingham programmes can be taken at a time. Studies in other institutions are not subject to the permission of IBS, 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](mailto:studentadmin@ibs-b.hu)).
- (2) Students studying in other higher education institutions may be admitted to any programme of IBS 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 the 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 IBS'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 IBS 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 IBS. Approval of credit recognition is the privilege of The University of Buckingham based on the proposal of the Credit Transfer Committee of IBS. The total number

of the credit points acknowledged by IBS shall not exceed one third of the total credit point number prescribed as conditions of the final examination.

## **6. § STUDY ABROAD, STUDENT MOBILITY**

- (1) Students shall have the right to pursue studies at other higher education institutions during the semester designated for such purposes in the curriculum, at one of the Erasmus partner institutions of IBS or in the frame of any other institutional exchange programmes. The credits acquired at other higher education institutions shall be accepted according to the given curriculum.
- (2) Participation in mobility programmes shall not exempt the student from its enrolment/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 rules of the academic programme on which the credits are recognised. In the case of credit transfers, “exemption” shall be recorded as the grade on the student’s record sheet.

## **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 Moodle system
- website ([www.ibs-b.hu](http://www.ibs-b.hu))

IBS informs the students via the information pages above about the following:

- general characteristics and regulations of the institution
- schedule of the academic year
- access to educational and career counselling
- enrolment and registration procedure
- 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
- further education opportunities provided by IBS
- student union

IBS informs the students via the „ Programme Regulations” related to the specific programmes:

- degrees and special qualifications, which can be obtained during the various programmes
- language of education
- curricula
- compulsory and optional modules, their number of lessons, codes and credit values
- prerequisite requirements related to the certain modules
- classes of the modules (lecture, seminar)

IBS informs the students via the **module descriptions and module pages** (available in the Moodle system) related to the specific modules about the following:

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

IBS 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**.

IBS 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 website ([www.ibs-b.hu](http://www.ibs-b.hu)).

IBS informs the students about modules open for registration in a given semester, their prerequisite requirements and the detailed rules of the registration in the **Guidelines for Neptun Sign-ups**. This document is published in electronic form 7 days before the registration opens in Neptun.

#### (2) Oral information services

Students may request information and advice from the colleagues of the Centre for Student Services for support of their academic progression 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 in a given group may be limited on the basis of the nature of the module, the capacity of the room, the teaching resources available and other objective reasons. In the case of modules in a teach-out phase, IBS shall start a seminar group in the regular weekly timetable if at least 6 students sign up. For smaller retaking groups, IBS shall provide at least four consultations per semester.
- (3) The student shall indicate his/her preferences in the Neptun system by registering for the selected courses (groups) among the announced modules, lecturers and times. When signing up, the student is obliged to take into account the module prerequisites and other rules communicated in writing in the Guidelines before the start of the sign-up period. It is not possible to register for groups that are already full. IBS may, subject to written notification to the student, modify/restructure the student's self-made timetable or cancel his/her registration for a particular module/date,
- if the student has disregarded an announced rule of course enrolment (e.g. conflicts, prerequisites),
  - if the student has enrolled for a course not included in the curriculum and not offered to students of the course,
  - if the student has enrolled for the same module in a study group designated for students of another degree programme,
  - if the module or study group in question does not start due to a lack of sufficient numbers of students, or
  - if it is necessary to optimise or balance out the number of students in each group, or for other technical reasons.

In the event of a necessary modification of the student's timetable, the Centre for Student Services shall make the smallest possible adjustment, taking into account the student's intentions as expressed in his/her original timetable, according to the following criteria, in order of priority:

1. the general constraints of the course enrolment (e.g. no clashes, etc.)
  2. allowing the student to keep his/her original modules
  3. if an option course cannot be retained for any reason (e.g. in the case of a class being cancelled, there is no alternative time that can be fitted into the student's timetable without a clash), the student may substitute his/her originally chosen option course with another option of the same category
  4. the student can retain the tutors of his/her choice
  5. the student does not have an unfilled time slot
- (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. Within a curriculum, the same number of credits shall be awarded to all students of a given degree programme for the same module, identified by its code number, irrespective of the category in which the module was taken (compulsory, elective or free option), the semester in which the module was taken, the number of hours in the semester in which the module was taught, or the module group in which the module was taught in the semester in question.

**9. §**  
**MODULE REQUIREMENTS**

- (1) The general module requirements and the rules of assessment are contained in the relevant Programme Regulations; the module-specific rules and requirements are contained in the module specifications. Module requirements shall be published to the students in the Moodle system. (Detailed rules of these are available in relevant sections of the Programme Regulations.)
- (2) Module requirements shall be applied to disabled students by taking into consideration the supplementary regulations of these Rules and Regulations (see "Supplementary Regulations on the conditions for equal opportunities for students with disabilities or chronic illnesses").

**II.**  
**PROVISIONS RELATED TO ASSESSMENT**

Detailed rules of these are available in relevant sections of the Programme Regulations.

**10. §**

- (1) Academic achievement is assessed on a scale from 0 to 100. The evaluation is equivalent to the Hungarian 5-level system as follows:

At Bachelor's level

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

At Master's level

above 70%	excellent (5)
64-69%	good (4)
57-63%	satisfactory (3)
50-56%	pass (2)
0-49%	fail (1)

- (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.
- (3) The evaluation of the performance is expressed in the final mark. 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% in Bachelor's programmes, and 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 assessments, including mid-term assessments and theses.

- (4) Detailed rules on the required in-class presence of students are available in the relevant sections of the Programme Regulations.
- (5) The grades (assessment grades, examination grades) shall be registered in the Moodle system by the tutors and module leaders. Verified and approved final marks are transferred centrally into the Neptun system.
- (6) 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](mailto: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.
- (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](mailto: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 to provide any other type of concession for 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.

**11. §**  
**EXAMS AND EXAM PERIOD**

- (1) The detailed rules of examinations and the examination schedule shall be published by IBS prior to the commencement of the examination period.
- (2) Examinations are administered by the appointed tutors.
- (3) Examinations are assessed by the appointed tutors; examination and final marks shall be approved and finalised by the Examination Committee consisting of internal and external examiners.
- (4) Students shall have the right to view their marked exam scripts. In the case of paper-based exams, students shall not take any exam scripts with them, but they may photograph them.
- (5) The detailed rules for examinations and examinations, including the rules for retaking failed or passed examinations and mid-semester assessments, are set out in the relevant sections of the Programme Regulations.
- (6) Detailed rules of appeals against assessment decisions are available in the relevant sections of the Programme Regulations and the Appeals regulations of IBS.

**12. §**  
**CLOSING THE SEMESTER**

- (1) Paper-based exam sheets, minutes and evaluated tests and other examination materials shall be submitted to the Centre for Student Services within the shortest period of time after the exam, but latest by the deadline set forth by the examination calendar. For papers submitted and assessed electronically, assessment and feedback must be completed by the stated deadline in Moodle.
- (2) Within 30 days following the end of the examination period, the students' educational average and credit index with respect to the given semester shall be calculated, which shall be recorded in the central database (Neptun).
- (3) The weighted academic average =  $\frac{\sum (\text{credit delivered by the student multiplied by the final grade})}{\sum \text{credit}}$ , is used for the measurement of the student's educational progress and performance.

**III.**  
**PROVISIONS RELATED TO THE FINAL CERTIFICATE, DISSERTATION,**  
**FINAL EXAMINATION AND AWARD CERTIFICATE**

**13. §**

## **FINAL CERTIFICATE (ABSOLUTORIUM)**

- (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. This can only be established if the student has completed no less than the total number of credits prescribed by the curriculum minus the credits points allocated for the dissertation, and has completed all the compulsory and the required number of elective modules prescribed in the curriculum.
- (2) 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 at IBS. This is a complex individual task, which requires the synthesis of the acquired knowledge and its creative application by the observation of the content and format requirements of the specialised literature.
- (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 elaborates the topic suggested by the student and approved 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 an expert 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. (21. §)
- (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**

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

- (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. §**

#### **AWARD CERTIFICATES**

- (1) Upon successful completion of all academic requirements, the University of Buckingham shall issue the student with an award certificate in English indicating the level, name, qualification, and classification of the degree. At the same time, IBS shall issue an award with identical content in Hungarian and English.
- (2) The conditions for the award and the method of calculating the degree classification are set out in the Programme Regulations.

### **19. §**

#### **THE AWARD CERTIFICATE ISSUED BY IBS**

- (1) Based on a successful final examination the student shall receive an award certificate in English and Hungarian language indicating the type of the programme, the qualification, the classification and the specializations completed, and furthermore a diploma supplement giving a detailed description of the programme and the grades obtained in Hungarian and English language. Upon request, at the expense of the student the award certificate can be issued in further languages. The award certificate is signed by the Rector. The diploma supplement shall be certified by the Head of the Centre for Student Services.
- (2) 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.
- (3) The award shall be issued and handed over to the student within 30 days following the approval of the award by the examination board.
- (4) Successful completion of the studies is a criterion for obtaining the award, without respect to the academic average.

- (5) The classification of the award shall be calculated according to regulations of the foreign partner institution (Programme Regulations). The classification of the Hungarian diploma shall be determined based on the foreign evaluation system, in the following way:

At Bachelor's level:

Degree average	Classification of the Hungarian degree in Hungarian	English translation of the Hungarian degree classification
from 70%	jeles	excellent (First)
60-69%	jó	good (Upper Second)
50-59%	közepes	satisfactory (Lower Second)
40-49%	elégséges	pass (Third)

At Master's level:

Degree average	Classification of the Hungarian degree in Hungarian	English translation of the Hungarian degree classification
from 70%	kitűnő	distinction
60-69%	jól megfelelt	merit
50-59%	megfelelt	pass

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

**IV.**  
**COMMITTEES, PERSONS PROCEEDING IN EDUCATIONAL MATTERS**

**20. §**  
**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 a special fairness request through the Centre for Student Services ([request@ibs-b.hu](mailto: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.
- (3) The resolution on special fairness shall provide for the conditions of the duties of the student.

**21. §**  
**LEGAL REMEDY**

- (1) Requests for educational and examinational matters shall be submitted in writing to the [request@ibs-b.hu](mailto:request@ibs-b.hu) e-mail address. The Centre for Student Services shall ensure the forwarding of the request within 3 workdays to the organisational unit or person entitled to make a decision.
- (2) Furthermore students shall have the general right – except the 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 IBS 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 IBS.
  - (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 IBS'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 (ANHE 58.§ (3)).
  - (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 IBS, which stipulate rights and obligations with respect to the students.
  - (12) No appeal lies for legal aid in those cases, when IBS 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**

**22. §**

- (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) In issues not regulated in these Regulations and the Contract of Education, Hungarian law and legal authority are effective, especially
  - the law in force on higher education and its implementing regulations
  - the Organisational and Operational Rules and Regulations of the International Business School
  - The Regulations on academic appeals
  - The Admission Regulations and Tuition Fee Regulations relevant for the programmes of the University of Buckingham, approved by the Senate of IBS.
  - The relevant sections of the Programme Regulations of The University of Buckingham

These Study and Examination Regulations were adopted by the Senate of IBS by virtue of its resolution No. 2/2025 at the session held on 25 June 2025.

Budapest, 25 June 2025.

**Dr Márton Rác**  
**Rector**  
**President of the Senate**