

Sample Contract of Education – MSc Vienna

formed between International Business School (1031 Budapest, Záhony u. 7., Tax number: 18086223-2-41; institutional registration number: FI35200) as Educational Service Provider (ESP), and:

[personal data]

as Student with the following terms and conditions:

I. General Conditions of the Master's Programme

#1. Form of education: ***full time***

#2. Level of education: ***Master's***

#3. Place of delivery: ***International Business School, Vienna***

#4. Programme duration:

*** *minimum 3 semesters*** if Student progresses according to the Standard Curriculum

*** maximum the time specified in the Study and Examinations regulations and in other regulations applicable to the given academic programme.**

#5. Timing of programme: ***according to Standard Curriculum***

#6. Language of instruction: ***English***

#7. Financing framework: ***self-financed by Student***

#8. Commencement of student status:

*** for students starting their studies in the autumn semester: *1st September***

*** for students starting their studies in the spring semester: *1st February***

#9. Fee of tuition: ***minimum EUR [sum] per programme if Student progresses according to the Standard Curriculum, which is due in *instalments of EUR [sum]* by the payment deadline specified prior to the beginning of the first and second active semesters; plus an additional one-off *registration fee of EUR [sum] for non-EU citizens. If, due to unavoidable external circumstances, IBS provides education and assessments (or part of them) in online format instead of services requiring personal presence, tuition fees cannot be reduced or reclaimed.**

#10. Due date of payment of tuition fee, other costs: ***according to MSc Tuition Fee Regulations***. Student understands that if Student fails to pay their tuition fees or any fees directly related to the payment of tuition fees, IBS may restrict the provision of academic services to Student. In the case of non-tuition-fee debts, IBS may only restrict the provision of its services if Student's total debt exceeds EUR 200. To commence the final semester, Student must clear all debts.

#11. Details and type of the legal relationship: This Master's Programme is delivered by the International Business School as a higher educational institution accredited in Hungary, acting as the collaborative partner of The University of Buckingham, who has validated the Programme and ultimately awards the academic degree. Based on this Contract, Student shall be registered by the

University of Buckingham; simultaneously a *guest student legal relationship* shall be formed between Student and International Business School in Hungary, according to Hungarian law, especially Act CCIV of 2011 on National Higher Education.

#12. Student understands and expressly accepts as binding IBS's regulations related to the legal status of students, with special regard to legal consequences resulting from non-compliance with obligations and behavioural norms prescribed by these regulations. The contents of the currently applicable versions of the following regulations form attachments to and inseparable parts of this Contract: Organisational and Operations Regulations, Admission Regulations, Study and Examination Regulations, Student Handbooks, Tuition Fee Payment Regulations, Disciplinary Regulations, Compensation Liability Regulations, Regulations of Use of IT Services, Data Protection Regulations.

#13. Parties accept that the Regulations – the above mentioned and other IBS Regulations – embody the general terms of this Contract, which can be amended from time to time by the IBS Senate by a procedure regulated by the Organisational and Operations Regulations, with the participation of student representatives as prescribed by the Act on National Higher Education. All information, including the regulations which concern students shall be published according to the relevant sections of the Organisational and Operations Regulations. The Student must also comply with the Rector's Decrees and other internal norms.

#14. Student understands that the responsibility for certain administrative tasks rests with the Student, especially *registration for modules*, for which it is essential that *Student reads and closely follows* all information concerning the modules required for completing the curriculum and any related information *published electronically, in the Moodle system or e-mailed* to Student (for which Student shall check the e-mail account provided by IBS regularly).

#15. Student shall not, physically or verbally, offend, outrage, harass or intimidate other members of the IBS community by his actions or conduct; obstruct or disrupt the academic activity; or promote concepts that are irreconcilable with the declared values of IBS (e.g. racist or discriminatory views, etc.). Student understands that – with regard to the essentially co-operative nature of the academic activity, as well as to the due interests and rights of other Students and employees of IBS – IBS shall consider such actions or conduct as major damage to its interests, and shall have the right, in serious cases, to unilaterally terminate this contract prematurely, with immediate effect.

#16. Termination or interruption of one's studies before the period normally designated to completing the educational programme does not create legal grounds for the Student to reclaim the tuition fee in full or in part, except for special cases described by the relevant section of the Tuition Fee Regulations.

II. Data Protection

#17. By signing this Contract Student authorises IBS to examine the content of any papers or electronic devices found on the student's person on occasions of academic assessment brought to the venue of assessment in violation of examination regulations.

#18. By signing this Contract Student authorises IBS to publish Student's photographic or video image taken in IBS premises or at events organised by IBS.

#19. Student shall accept the terms and conditions of third party software services routinely used by IBS as part of its educational and assessment operations (e.g. online similarity detection software).

#20. Student understands that his/her personal data shall be managed according to IBS's Data Protection Regulations; Student's data (personal information) shall be released:

* to Student after verification of personal identity

* upon specific request, to the police, courts, prosecutors, national security and state administration authorities, including the Immigration Authority.

In addition, by signing this Contract Student authorises IBS to release his/her data to the University of Buckingham.

#21. In addition to the persons listed in 20 above, I hereby give/deny my consent to the release/use of my personal and academic data to the persons below as follows (please underline):

* to my parents: *I consent* / *I do not consent*

* to the agency involved in my enrolment: *I consent* / *I do not consent*

* to the embassy of my country: *I consent* / *I do not consent*

* to my health insurance provider: *I consent* / *I do not consent*

* *I consent* - *I do not consent* to the photocopying of my personal documents (passport, ID card, etc.)

#22. (optional) I would like to declare that I have a learning related disability or chronic health condition that impacts on my studies, and I give consent to the Equal Rights Coordinator to contact me about it:

* *Yes* / *No*

In issues not covered by the present Contract, the governing rules shall be the regulations of the Hungarian Civil Code and the Act on national higher education CCIV/2011. In the event of any disputes arising out of this Contract, Parties expressly stipulate the scope of Hungarian law and the exclusive jurisdiction of the Court of the 2nd and 3rd Districts of Budapest.

Vienna, [date]

International Business School

(Educational Service Provider)

I have understood and accept the terms and conditions of this Contract.

Student