



ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS

REGULATIONS OF STUDIES

2010–2011 ACADEMIC YEAR

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GENERAL PROVISIONS

1. APPLICABILITY

- 1.1. These regulations apply to all students in the undergraduate, international graduate and executive graduate study programme at ISM University of Management and Economics (hereinafter—ISM).
- 1.2. **Student** – a person who studies at ISM under a particular study programme or course units. Students fall under the following categories: degree students or non-degree students.
- 1.3. **Degree student** – a person, who studies at ISM under a particular study programme, has signed a study agreement and complies with all the obligations provided for in the agreement as well as all the study programme requirements. Degree students may be:
 - 1.3.1. **Full-time students** study the complete ISM study programme;
 - 1.3.2. **Part-time students** (in undergraduate and international graduate studies) study only part of the ISM study programme; *part-time students* also include persons who study at ISM under international exchange programmes or any other inter-institutional or individual agreements.
- 1.4. **Non-degree student** – a person, who studies course units or modules at ISM, has signed a study agreement and complies with all the obligations provided for in the agreement.

2. DEFINITIONS OF KEY CONCEPTS

- 2.1. **Regulations of Studies** – regulations that list general and specific rules, the assessment system, and the internal quality control system of undergraduate, international graduate and executive graduate studies organised at ISM, as well as the procedure leading to a bachelor's or master's degree.
- 2.2. **Higher university education** – education acquired upon the completion of ISM university study programmes which award higher education qualifications.
- 2.3. **Higher education diploma** – a certificate attesting to a person's acquired higher education qualification.
- 2.4. **Diploma supplement** – an EU unified document, which is an integral part of a diploma, which gives information about the content of the higher education acquired and is attached to a higher education diploma aimed at improving the transparency of international, academic and professional recognition. A diploma supplement comprises eight sections (information about the holder, definite qualification and its level, acquired knowledge, skills and results, the function of the qualification, additional information, approval of the supplement, and the description of the national higher education system).
- 2.5. **Higher education qualification** – a qualification degree (bachelor's, master's) and qualification awarded by a university according to the procedure prescribed by laws.
- 2.6. **Lecturer** – a person who educates and teaches degree and non-degree students at a university.
- 2.7. **Studies** – learning undertaken by a person who has completed at least his/her secondary education, in a university in a particular cycle of studies according to a particular study programme.
- 2.8. **Bachelor** – a qualification degree awarded to a person who has completed a study programme of the first cycle of university studies, and a person who has been awarded a bachelor's qualification degree.
- 2.9. **Master** – a qualification degree awarded to a person who has completed a study programme of the second cycle of university studies, and a person who has been awarded a master's qualification degree.
- 2.10. **Study credit** – a unit for measuring the scope of studies (study results and student's workload) equalling to forty conditional student working (academic, laboratory, independent, etc.) hours, i.e. one week of his/her work.
- 2.11. **Study field** – a group of study programmes indicated in a higher education diploma together with the qualification degree.
- 2.12. **Study programme** – a combination of curriculum, methods and materials of a certain study field, and academic and professional staff, as well as the description of the said combination.
- 2.13. **Individual study programme** – an individualised study programme, which can be compiled according to student academic needs and which does not contradict the logic of general study programmes.
- 2.14. **Executive graduate study module** (hereinafter—the module) – an independent part of executive graduate studies, the level of completion whereof is assessed by examination and research project grades. ISM executive graduate studies comprise four modules. The scope of one module is 20 credits (30 ECTS credits), and the duration is one semester.

- 2.15. **Study course** – a unit of the study programme in undergraduate or international graduate studies with an independent study topic.
- 2.16. **Intensive study course** (in undergraduate and international graduate studies) – a short (mostly four weeks) intensive study course, which has been prepared taking into account study programme objectives and which is delivered by ISM and/or visiting lecturers from foreign higher education institutions.
- 2.17. **Additional study services** – services which supplement a study programme. Such services include study courses and modules studied, repeatedly taken outstanding study courses and modules, extracurricular study courses, etc. These services are paid for based on the additional study service credit rates set for each academic period. The University is entitled to unilaterally change the additional study service credit rates.
- 2.18. **Study agreement** – a document confirming the agreement signed by an authorised representative of ISM and a student. A study agreement lists the obligations undertaken by the parties, the tuition fee and its payment procedure, validity of the document, and other provisions.
- 2.19. **Individual semester study plan** – a list of obligatory, elective and alternative courses to be taken during a semester. This plan is made in accordance with the selected study programme and states the units of studies in credits, tuition fee, and discount (if applicable).
- 2.20. **Course syllabus** – a course description that includes general characteristics (course code, title, volume in credits, names of teaching staff, mode of studies, prerequisites, language of instruction), a brief description, aims and objectives and learning outcomes, teaching and learning methods, quality assurance, prevention of copying, course content (topics of academic and independent work, working hours), forms and deadlines for assignments, assessment procedure and grading criteria, and required and additional readings.
- 2.21. **Transcript of external study records** (in undergraduate and international graduate studies) – a record that verifies the study results and lists the titles of successfully completed courses in the original and their translation into the Lithuanian language, course scope, and grade equivalents.
- 2.22. **Transcript of records** – a record of the studies undertaken by a student and/or of his study results, which is issued to the student.
- 2.23. **Transcript of academic records** – a document about a student's academic achievements: completed courses, and amount of credits and grades. Transcripts of academic records are issued only to students who either study at ISM or who have not been awarded a graduation diploma.
- 2.24. **Research project** – a descriptive-analytical study conducted in a group or individually and organised in executive graduate studies. The study is based on the analysis of the findings of a practical research and/or case study.
- 2.25. **Bachelor's thesis** – an independent work which summarises the knowledge, skills and learning acquired during studies and which serves as a background for awarding a bachelor's qualification. A bachelor's thesis is an interdisciplinary work, which either directly or indirectly combines different study programme courses.
- 2.26. **Master's thesis** in international graduate studies – an independent analytical work which summarises the knowledge, skills and learning acquired during studies and which serves as a background for awarding a master's qualification. A master's thesis is an original research paper in terms of content and analysis methods, which conforms to the general requirements set for research work or projects.
- 2.27. **A master's thesis** in executive graduate studies – an independent research project which explores the topic of organisation management and summarises possible solutions. It is a qualification work which, based on the research conducted, gives conclusions and recommendations as well as suggestions bearing an element of originality.

3. GENERAL AND ACADEMIC ETHICS

- 3.1. ISM activities are based on the universally accepted principles of **general** and **academic ethics**, and the **provisions of the ISM Code of Ethics**. Any conduct that violates the above principles or provisions is deemed unethical.
- 3.2. Breaches of **general ethics** include the following acts:
 - tolerance of any form of harassment in respect of any member of the ISM community, where a person's dignity is offended on the grounds of his/her age, gender or sexual preferences, disability, appearance, race or ethnic group, political convictions or religious beliefs; attempts to create an intimidating, hostile, humiliating, or abusive environment; or conduct that violates a person's rights or offends his/her dignity;
 - humiliation of an ISM community member, as when one misuses his/her power as a member of the academic or administrative staff;
 - unfair competition among members of the ISM community, as when a person is involved in illegal or dishonest transactions, conceals information that is meant for all academic staff, students, and administrative personnel, or escalates petty conflicts or intrigues;

- disrespectful comments about a colleague's teaching abilities, theoretical beliefs or personal features in the presence of students and when the aforementioned colleague is not attending the discussion;
 - release or public discussion of confidential information about colleagues or subordinates (e.g. performance appraisal, work pay, career plans, personal matters, etc.);
 - any direct or indirect offer to give or accept a gift when a favour or commitment is demanded in return or a conflict between private and University interests is involved is deemed bribery and is unacceptable (when gifts, entertainment or other personal benefits are accepted or offered that may in some way exert influence on the employees' University related activities);
 - any attempt to exert influence on decisions taken by ISM community members using threats, blackmailing, providing false information, and/or manipulating feelings of sympathy;
 - wasteful or irresponsible use of the University research base, intellectual property or material resources, or employing the aforementioned resources for activities that do not fall under ISM obligations.
- 3.3. Breaches of academic ethics include the following acts:
- breaches of research ethics;
 - unethical relations between faculty members and students;
 - breaches of student knowledge and skill assessment ethics;
 - breaches of trust by disclosing confidential information;
 - violations of academic integrity.
- 3.3.1. ISM research activities are based on the ideals of honest research and the attainment of truth; breaches of research ethics include the following acts:
- deliberate concealing of research data that contradicts research hypotheses;
 - deliberately misleading provision of information about empirical research methodology;
 - acts of theft or deliberate damage of empirical research findings, software, samples of empirical material, or manuscripts;
 - plagiarism, i.e. presenting texts, ideas or inventions that belong to another person as one's own;
 - ungrounded co-authorship enforcement on colleagues or subordinates;
 - denial or concealment of contributions to research made by other persons or organisations.
- 3.3.2. The relationship of ISM faculty members and students is based on the principles of academic cooperation and transparency. Any binding by non-academic commitments may lead to a conflict of interest; as such, **breaches of an ethical relationship between a lecturer and student** include the following acts:
- attempts to engage in a sexual or intimate relationship with a student who is either attending the lecturer's classes or doing research under his/her supervision, or is in some other direct academic relationship with him/her;
 - assuming an evaluator's role (examining, paper supervision, etc.) for the assessment of a family member, close friend, or business partner whenever such a role could have been avoided.
- 3.3.3. Knowledge and skill assessment of ISM students must be just and fair and match the objectives of the course syllabus. **Breaches of assessment ethics** include the following:
- a lecturer ignoring incidents of student misconduct;
 - a lecturer's passivity in preventing possibilities of student academic dishonesty at times of exams and other knowledge assessment;
 - a lecturer's demand for personal information or favours from students, especially when such demands are interconnected with knowledge assessment.
- 3.3.4. The atmosphere of trust is inhibited by the public release of confidential information about students; as such, **breaches of ethics of disclosing confidential information** include the following acts:
- ungrounded provision of information about a student's academic results or penalties to third parties (without that student's consent, in the absence of any legal grounds, or against his/her benefits);
 - discussion of a student's academic failures with other people (students, lecturers), with the exception of instances in which student appeals are analysed, or exam and test results or other academic issues are discussed, the objective solution of which clearly justifies the discussion of the academic failures;
 - use of a student's private information (as study or research material) without the student's consent;
 - release of comments about a student's paper that has not been submitted for public defence to third parties.
- 3.3.5. Acknowledging truth, awareness and understanding as paramount study values and in expectation of trust and fair achievement assessment, students undertake to observe the principle of academic integrity. **Breaches of academic integrity** include the following acts:
- **Plagiarism.** Typical incidents of plagiarism are as follows:
 - providing the text of another person (works by other authors, illustrations, data) without citation symbols (quotation marks or any other highlighting, e.g. use of italics or a separate paragraph) and/or without an indication of references to the original text;

- violation of citation requirements (a quotation is an insertion of a short (one to two lines) original text of another author into one's paper to facilitate the expression of one's idea; quoting is a moderate use of quotes (one or a few) in one's paper).
 - **Cheating.** Typical incidents of cheating include the following acts:
 - copying or attempts to copy;
 - talking at the time of an exam or other knowledge assessment without a lecturer's permission;
 - attempts to read another student's paper;
 - use or attempt to use, at the time of an exam or any other student knowledge assessment, any material, information, learning tool or assistance that has not been authorised by the lecturer or is necessitated by the specific course needs;
 - submission of another person's paper under one's own name or use of another student's work or results at times of any knowledge assessment;
 - multiple submission of the same paper (for different courses, etc.);
 - impersonating another student at times of an exam or other student knowledge assessment;
 - falsifying one's identity at times of an exam or other student knowledge assessment.
 - **Falsification.** Typical examples of falsification include the following acts:
 - correction of a graded paper without a lecturer's consent in an attempt to make demands for a higher grade;
 - forging a lecturer's signature, certificates, or other documents;
 - falsification of data or results of an academic assignment (laboratory, course papers, and other work).
 - **Assisting another person in committing an act of academic dishonesty**, i.e. plagiarism, cheating or falsifying.
 - **Bribing** – offering or giving a reward in exchange for an academic favour (in person or group).
- 3.4. ISM students undertake to observe the commonly accepted principles of ethics and, at times of classes, knowledge assessments or consultations, follow the principles of constructive work, mutual respect for the lecturer and other students, knowledge attainment and competence development, and the creation of a working environment. Breaches of the above **universally accepted principles of ethics** include the following acts:
- coming late to a lecture, knowledge assessment or consultation, or leaving the classroom prior to the end of the lecture, knowledge assessment or consultation;
 - use of mobile phones or wireless communication devices during lectures or knowledge assessments;
 - use of laptops for purposes that are not related to the contents of a lecture, knowledge assessment, or consultation;
 - consumption of food or drinks, unless it is related to the contents of a lecture, knowledge assessment, or consultation, or it has been prearranged with the respective authorities;
 - impolite behaviour (interrupting the speaker, whispering, concealed or open sneering, etc.) or any other acts that inhibit a lecture, knowledge assessment or consultation;
 - impolite or humiliating mode of oral, written or electronic communication.

4. STUDENT RIGHTS AND DUTIES

- 4.1. All ISM students are entitled:
- during their studies, to use classrooms, computer labs, library, and other equipment and facilities required for studies;
 - to receive information pertinent to studies;
 - to participate in the evaluation of the quality of course instruction and study resources and express their point of view about study programmes and their delivery;
 - through the ISM Union of Student Representatives (hereinafter—ISM USR), to make proposals to the Senate on the improvement of the study process;
 - to complete assignments by alternative means, if they have a disability which prevents them from taking up a conventional assignment procedure, and the alternative method ensures fulfilment of the defined objectives.
- 4.2. ISM **degree students** are entitled to the rights and privileges defined by the legal acts of the Republic of Lithuania.
- 4.3. Additionally, ISM degree students **have the following rights:**
- to study according to the chosen study programme;
 - to study according to an individual study plan following the procedure established at ISM;
 - to file an application to the ISM administration for the acknowledgment of study results from the same or another Lithuanian or foreign higher education institution according to the procedure established at ISM;
 - to take leave of absence without being deprived of student status according to the procedure established at ISM;
 - to freely express their ideas and attitudes;
 - to participate in ISM management bodies;
 - to participate in the self-management of the institution of higher education, which is executed by the Union of Student Representatives;
 - to elect the Union of Student Representatives and be elected a member thereof;

- to participate in international student exchange programmes and in other programmes based on inter-institutional agreements;
- to receive Lithuanian Student Cards (LSC) issued by the Lithuanian Students' Union (LSU), which must be returned after graduation or in the case of termination of studies at ISM;
- ISM USR is entitled to organise cultural, scientific, sports and other events;
- to exercise other rights set forth in laws, the ISM Statute and other legal acts.

4.4. ISM students must:

- study hard;
- observe the provisions of the Law of the Republic of Lithuania on Science and Studies, study agreements, ISM Statute, ISM Code of Ethics, and these Regulations of Studies;
- fulfil the requirements in the study programme and the tasks outlined in the course syllabus;
- observe the principles of general and academic ethics;
- obey other approved ISM rules and procedures and publicly accepted norms of conduct; and protect the property of ISM (see *Procedure for Paying Tuition Fees, Rules of Use of Computer Labs, Rules of Use of the Library, Classroom and Equipment Use Procedure, Rules and Procedure at Social Events, etc.*);
- execute the Rector's orders and other decisions of the ISM administration;
- regularly follow official information conveyed in the form of e-mails sent through the ISM e-mail system, published electronically in the e-learning system (elearning.ism.lt) or in the form of notices on the bulletin board;
- independently have an ongoing interest in any information about the course of studies, the procedure for organising studies and decisions of the administration;
- inform the relevant authorities of any changes in personal or contact data within the term set in the relevant study agreement;
- when invited, participate in meetings of the Studies Commission;
- attend lectures according to the approved timetable and carry out internships according to the study programme;
- upon graduation or termination of studies, perform all his/her obligations to the University according to the established procedure.

5. STUDENT INCENTIVES

- 5.1. Degree and non-degree students who have distinguished themselves in academic, creative or social life at ISM may be awarded the following incentives: **a citation, a letter of acknowledgement, a gift or a tuition fee discount.**

6. STUDENT RESPONSIBILITIES

- 6.1. Student responsibilities are defined in the relevant study agreement, ISM Statute, ISM Code of Ethics, and these Regulations of Studies. A student found guilty of violating the provisions of the aforementioned documents is subject to the following penalties: **warning, reprimand, severe reprimand, suspension from ISM with the right to return or expulsion from ISM.**
- 6.2. **Warning** is a precautionary measure aimed at drawing a student's attention to his/her misconduct that is not in accordance with ISM values and ethics.
- 6.3. In undergraduate and international graduate studies, a **reprimand** leads to a degree student being disallowed a tuition fee discount the following semester, unless stated otherwise by the Studies Commission.
- 6.4. In undergraduate and international graduate studies, a **severe reprimand** leads to a student being disallowed to retake exams for a period set by the Studies Commission or to a tuition fee discount the following semester, or to participating in international student exchange programmes or other programmes under inter-institutional agreements, unless stated otherwise by the Studies Commission.
- 6.5. Penalty types, content and expiration dates are defined by decision of the Studies Commission and approved by order of the Rector.
- 6.6. While deciding on the penalty type, content and expiration date, the Studies Commission considers the nature of the violation and, if necessary, passes the case over to the Ethics Commission.
- 6.7. A repeat violation on the part of the student and imposed penalty are considered an aggravating circumstance.
- 6.8. Where an act of academic misconduct is related to a student's knowledge assessment or its part (exam, test, homework or other assignment), the exam or knowledge assessment results of the student who has committed the act are annulled.

- 6.9. Students are notified of the penalties imposed on them by an e-mail message, and any parties concerned specified in the relevant study agreement are informed accordingly. Instances of violation of the provisions of ISM documents and imposition of penalties may be disclosed to the ISM community.

7. ASSESSMENT OF ACADEMIC ACHIEVEMENTS

- 7.1. Student knowledge, abilities and skills are systematically controlled and assessed in accordance with the respective system of assessment of academic achievements and academic standards.
- 7.2. The assessment system of ISM University of Management and Economics is based on the following principles:
- 7.2.1. validity (assessment pertains to the objectives of the study programme (course) and measures the learning outcomes aimed at fulfilling these objectives);
 - 7.2.2. reliability (assessment information and results are unbiased and irrespective of the evaluator);
 - 7.2.3. clarity (the assessment system has to be informative and understandable to both evaluators and those who are evaluated);
 - 7.2.4. utility (assessment has to be positively viewed by those who are evaluated and contribute to fulfilment of the objectives of the study programme);
 - 7.2.5. fairness (methods of assessment have to be equally applicable to all persons who are evaluated).
- 7.3. Assessment of study achievements is comprised of:
- assessment of knowledge and understanding;
 - assessment of skills.
- 7.4. The weight of the components of assessment of knowledge, understanding and skills on the final grade depends on the course or study field.
- 7.5. Assessment may be individual or collegial. Collegial assessment is aimed at ensuring impartiality, preparing the student for his/her integration in the academic community, and providing him/her with the opportunity to develop his/her communication skills. During this type of assessment, students are tested by a panel of lecturers or experts from a particular study field. Collegial assessment is typically used for evaluating final theses.
- 7.6. Cumulative assessment is used at ISM University of Management and Economics when study achievements are assessed through interim assignments.
- 7.7. Grades for interim assignments are not rounded up.
- 7.8. A ten-point proportional criterion-based system is used at ISM to assess student knowledge, skills and abilities.

Required knowledge, %	Calculated evaluation	Grade	Short definition	Detailed description of knowledge and understanding	Detailed description of skills	ECTS equivalent	Pass/fail system
95≤x<100	9.5≤x<10	10	Excellent, exceptional knowledge and skills	Excellent, exceptional, well-rounded knowledge and its application in solving complex practical problems. Independent studies of additional material. Perfect understanding and use of concepts; ability to analyse them in a wider context. Original and independent thinking. Excellent analytical and assessment skills, insight. Excellent preparation for further studies.	Perfect application of theoretical knowledge. Excellent accomplishment of complicated, non-standard tasks. Impeccable and exceptional performance quality. Excellent skills of expression and presentation. Good understanding of what and why is done.	A	PASS
85≤x<95	8.5≤x<9.5	9	Strong, good knowledge and skills	Strong, good, well-rounded knowledge and its application in solving complex practical problems. Independent studies of additional material. Perfect understanding of the studied material; adequate use of concepts. Original and independent thinking. Very good analytical, assessment and synthesis skills. Very good preparation for further studies.	Very good application of theoretical knowledge. Easy accomplishment of complicated typical tasks. Very good performance quality. Very good skills of expression and presentation. Understands what methods and techniques are employed and why.	A	
75≤x<85	7.5≤x<8.5	8	Above average knowledge and skills	Above average knowledge and its application in solving practical problems. Familiarisation with obligatory material. Ability to work independently with additional material. Understanding of concepts and principles and their adequate application. Good reasoning; arguments based on facts. Good preparation for further studies.	Good application of knowledge. Correct accomplishment of tasks of medium and higher complexity. Good performance quality. Good skills of expression and presentation. Knows what methods and techniques should be employed.	B	
65≤x<75	6.5≤x<7.5	7	Average knowledge and skills, minor mistakes	Average knowledge, minor mistakes. Knowledge is applied for solving practical problems. Familiarisation with basic material. Understanding and use of concepts and principles. Integration of separate essential parts. Fairly good reasoning. Adequate preparation for further studies.	Knowledge is applied based on examples. Good performance quality. Correct accomplishment of tasks of medium complexity. Adequate skills of expression and presentation.	C	
55≤x<65	5.5≤x<6.5	6	Below average knowledge and skills, mistakes	Below average knowledge; mistakes. Knowledge is applied for solving simple practical problems. Familiarisation with basic material. Satisfactory understanding of concepts; ability to describe received information in their own words. When analysing, focus on several aspects, but inability to integrate them. Satisfactory preparation for further studies.	Knowledge is applied based on examples. Satisfactory performance quality. Ability to act on the analogy. Correct accomplishment of simple tasks, but difficulties with more complicated tasks. Satisfactory skills of expression and presentation.	D	
50≤x<55	5.0≤x<5.5	5	Minimum knowledge and skills	Knowledge meets minimum requirements. Knowledge is applied for solving simple practical problems. Simple listing of assimilated concepts; retelling of information. The answer is focused on one aspect. Minimum preparation for further studies.	Minimum problem solving skills based on examples. Ability to act on the analogy. Minimum skills of expression and presentation.	E	
40≤x<50	4.0≤x<5.0	4	Unfulfilled minimum requirements	Knowledge does not meet minimum requirements.	Skills do not meet minimum requirements.	FX	
30≤x<40	3.0≤x<4.0	3				F	
20≤x<30	2.0≤x<3.0	2				F	
0≤x<20	0≤x<2.0	1				F	

SPECIAL PROVISIONS. UNDERGRADUATE AND INTERNATIONAL GRADUATE STUDIES

8. UNDERGRADUATE STUDY PROGRAMME

- 8.1. First-cycle undergraduate study programmes are aimed at the development of general learning, laying the theoretical background of the study field, and the development of professional skills necessary for independent work. University study programmes are more oriented to universal general education, theoretical grounding and top-class professional skills. Persons who complete study programmes of the first-cycle university studies are awarded a bachelor's qualification degree in the respective study field.
- 8.2. There are different modes for undergraduate studies: they may be either full-time day or part-time evening for those enrolled before 2009 and full-time or continuing for those enrolled in the first-year first-cycle studies at university as of 2009. Full-time and continuing studies may be either day or evening, or take the form of distance learning.
- 8.3. The different modes do not differ in their structure, content or credit volume, the only difference is the duration and manner of organisation. All the programmes are equal in terms of education irrespective of the mode of study. The number of credits awarded for the university bachelor's qualification degree, first-cycle, four-year (eight semesters) distance study programme is **160 credits (240 ECTS)**, whereas the number for the three-and-a-half year (seven semesters) study programme is **140 credits (210 ECTS)**. The total number for the bachelor's qualification degree, university first-cycle continuing five-and-a-half year (11 semesters) study programme is **160 credits (240 ECTS)**.
- 8.4. The scope of the study programmes and separate courses is estimated in credits. One course is worth at least 2 credits.
- 8.5. Courses in the undergraduate study programme fall under the following categories: obligatory and elective:
 - **Obligatory courses** comprise the basics of the chosen study field and have to be studied to be awarded a bachelor's qualification degree.
 - **Elective courses** complement general university education and the chosen study field and are selected from the offered course list within the term specified by the administration of the Studies Department. Elective courses may not be selected or changed after the deadline. Elective courses are assigned by the Studies Department to students who have not chosen any.
- 8.6. Whenever a student enrolled at ISM has a yearly grade average in Mathematics, English and/or Lithuanian estimated at level B being equal or lower than 6, the student must gain an additional 2 credits for each subject, but not more than 4 additional credits per semester.

9. INTERNATIONAL GRADUATE STUDY PROGRAMME

- 9.1. Graduate study programmes are aimed at preparing students for independent research or any other project which requires scientific knowledge and analytical skills. Graduates of the graduate study programme are awarded a master's degree of the respective study field.
- 9.2. The international graduate studies programme may be organised as daytime or evening classes for those enrolled before 2009, and full-time for those enrolled in the first-year second-cycle studies at the University as of 2009. Full-time international graduate studies take place in the evening.
- 9.3. The number of credits required for the university master's qualification degree, second-cycle, two-year (four semesters) study programme is **80 credits (120 ECTS)**, of which **60 credits (90 ECTS)** account for 15 courses and **20 credits (30 ECTS)** for the master's degree thesis.

10. ORGANISATION OF THE STUDY PROCESS

- 10.1. **The procedures for admission to undergraduate and international graduate studies are defined in the Rules for Admission to ISM University of Management and Economics.**
- 10.2. The following documents are required for organising the study process: study agreement, study programme description, individual semester study plan, course syllabus, transcript of records, transcript of external academic records, diploma, and diploma supplement.
- 10.3. The language of instruction at ISM is Lithuanian and/or English.
- 10.4. Studies at ISM are organised in the following three ways:

- **Academic class work** – studying at an educational institution under the supervision of a lecturer. For academic class work the student body is divided into groups according to their year of study, or further subdivided into smaller groups. The main forms of academic class work are as follows: lectures, seminars, practicals, and laboratory work. The duration of academic work is measured in academic hours (1 academic hour comprises 45 minutes).
 - **Independent work** – preparation for academic class work, practice, and independent performance of other assignments that are defined in the study programme.
 - **Internship** – part of the ISM undergraduate study programme, in which a degree student carries out an assignment assigned by the internship supervisor in a selected internship area and institution. The aim of internships is to gain practical skills that meet the goals of the undergraduate study programme.
- 10.5. Course assignments in the study programme may be performed individually or in groups and fall under the following categories: homework assignment, review paper, test, laboratory work, case study analysis, course paper (project), internship report (in undergraduate studies), and bachelor's or master's degree thesis.
- 10.6. When required for a course, a course syllabus may provide other types of course assignments and forms of knowledge assessment.
- 10.7. Studies at ISM are divided into semesters. An academic year comprises two semesters: fall and spring.
- 10.8. At the end of each semester in undergraduate studies, there is a period of time allocated for examinations. The last week of the exam period is reserved for exam retakes.
- 10.9. Five intensive courses are organised during the semester of international graduate studies, each given a period of four weeks, and examinations or written assignments are organised in the last week of an intensive course.
- 10.10. International graduate study courses may not be intensive, if required by course objectives and instruction methods.
- 10.11. Academic class work, independent work, internship, and exam and retake periods take place according to a particular timetable. Students are provided with provisional timetables not later than a week prior to the start of a semester. Timetables are finalised on the first day of studies. Timetables may be adjusted in the course of a semester. Degree and non-degree students are informed about changes in the timetable through the ISM e-mail system and/or e-learning system (elearning.ism.lt).

11. NON-DEGREE STUDENTS

- 11.1. Non-degree students fall under the following categories:
- **Non-degree students pursuing a qualification degree** – persons who had degree student status at ISM and who are continuing their studies by taking exams and assignments of courses they have not completed.
 - **Non-degree students not pursuing a qualification degree** – persons who have chosen studies of course units or modules at ISM for their professional development.
- 11.2. The procedure for admission of non-degree students is defined in the Rules for Admission to ISM University of Management and Economics.
- 11.3. A non-degree student has to sign a study agreement and pay the tuition fee following the provisions of the Procedure for Paying Tuition Fees of ISM University of Management and Economics.
- 11.4. The number of courses to be taken in each semester by a non-degree student is approved by the Studies Commission, taking into account course prerequisites.
- 11.5. Admission of non-degree students to full-time undergraduate or international graduate studies is organised in accordance with the rules for admission of degree students.
- 11.6. **A non-degree student may be enrolled as a bachelor degree student** for the second and higher study year, if he/she has failed not more than two lower study courses during the previous study period at ISM.
- 11.7. **A non-degree student may be enrolled as an international master degree student** for the second and higher study year, if he/she has failed not more than one study course during a semester.
- 11.8. Non-degree students pursuing a qualification degree, who have failed more than two study courses in the undergraduate study programme, may continue their studies by completing the study courses they failed and elective courses from the respective module; they cannot study courses from a higher study semester.
- 11.9. Non-degree students pursuing a qualification degree, who have failed more than one study course during a semester in the graduate study programme, may continue their studies by completing the study courses they failed; they cannot study courses from a higher study semester.

12. TUITION FEE AND DISCOUNTS

- 12.1. Students of ISM University of Management and Economics must pay the tuition fee in accordance with the **Procedure of Paying Tuition Fees of ISM University of Management and Economics**.
- 12.2. Students may apply for tuition fee discounts in accordance with the **Procedure for Granting Tuition Fee Discounts at ISM University of Management and Economics**.

13. CONFIRMATION OF INDIVIDUAL SEMESTER STUDY PLANS

- 13.1. ISM students (both degree and non-degree) must register for courses by confirming their individual semester study plan in the e-learning system by the **start of the relevant semester**. If a student fails to register for courses by the deadline specified, the student is considered to have confirmed his individual study plan.
- 13.2. The number of courses to be taken in each semester by a student who studies according to an individual study programme is approved by the Studies Commission, taking into account course prerequisites.

14. CHANGE OF THE STUDY PROGRAMME, PLACE AND MODE

- 14.1. Upon completion of a semester, an undergraduate student may lodge a request (addressed to the Dean) to change his/her mode of studies (from daytime to evening studies and vice versa) or place of studies (from Kaunas to Vilnius and vice versa).
- 14.2. A student who has lodged a request (addressed to the Dean) may, by way of competition, but **not later than one year after the start of studies**, be transferred to another undergraduate study programme, with permission of the Dean and by order of the Rector. The programme may be changed observing the following principles:
 - All obligatory courses successfully passed by the student, which are the same in both study programmes, are acknowledged, regardless of the language of instruction.
 - Courses instructed in English are recognised without any restrictions when choosing another study programme.
 - A student transferred from one study programme to another has to eliminate any differences in obligatory courses between the study programmes.
 - Elective courses are recognised without any restrictions.
- 14.3. Upon changing the mode or place of studies or the study programme, a student has to sign a new version of the special provisions of his/her study agreement.
- 14.4. International graduate students may not change their study programme, or place or mode of studies in the course of their studies.

15. TERMINATION OF STUDIES

- 15.1. Termination of studies is carried out by removing the relevant person from the list of students by order of the Rector.
- 15.2. Studies may be terminated on the following grounds:
 - 15.2.1. upon agreement of the parties to the relevant study agreement;
 - 15.2.2. by decision of the Studies or Ethics Commissions approved by order of the Rector on expulsion from university for breaches of academic and/or general ethics and violation of the provisions of documents regulating university studies and general procedure;
 - 15.2.3. pursuant to articles 16, 19, and 20 in the Regulations of Studies;
 - 15.2.4. in the case of non-compliance with the terms and conditions of the study agreement by the student;
 - 15.2.5. by decision of the Studies or Ethics Commissions, approved by order of the Rector when the student is found guilty in a criminal case by effective judgment;
 - 15.2.6. in other cases specified in the relevant study agreement.
- 15.3. A student is informed about the decision to remove him/her from the list of students through the ISM e-mail system and/or by registered mail within 15 calendar days as of the date of decision approval by order of the Rector.
- 15.4. Persons who have terminated their studies are not reimbursed the tuition fee, except in cases specified in the relevant study agreement.
- 15.5. Persons who have terminated their studies may be enrolled in ISM according to the procedure established in the Rules for Admission, with the exception of cases when they have been expelled from ISM by order of the Rector without the right to be re-admitted.

16. LEAVE OF ABSENCE

- 16.1. Students have the right to take a leave of absence. A leave of absence is not given prior to the successful completion of the first semester, i.e. where there are no outstanding academic assignments, calculating from the relevant student's enrolment. The duration of a leave of absence may not exceed two years during the entire study period. The end of a leave of absence must coincide with the start of the fall or spring semester.
- 16.2. **An undergraduate student** who is unable to continue his/her studies and who submits a request addressed to the Dean at least **one month** prior to the start of the examination period of the respective semester has the right to take a leave of absence.
- 16.3. **An international graduate student** who is unable to continue his/her studies and who submits a request addressed to the Dean at least **two weeks** prior to the start of the respective semester has the right to take a leave of absence.
- 16.4. Issues connected with the payment of the tuition fee by students who have been granted a leave of absence by the Rector are considered according to the Procedure for Paying Tuition Fees of ISM University of Management and Economics.
- 16.5. Upon return from his/her leave of absence, but not later than **two weeks prior to the start of the relevant semester**, a student must submit a request, addressed to the Dean, for permission to continue studies.
- 16.6. ISM academic progress and additional studies tuition fee discount is not awarded to a student in the semester when he/she has renewed studies.
- 16.7. If the study programme has been changed during the student's leave of absence, the Studies Commission decides on the recognition of courses of the initial study programme and the compiling of an individual study programme.
- 16.8. Upon return from his/her leave of absence, a student pays the tuition fee at the terms and conditions provided in the relevant study agreement and in accordance with the Procedure for Paying Tuition Fees of ISM University of Management and Economics.
- 16.9. If a student fails to renew his/her studies upon completion of his/her leave of absence, the student is removed from the list of ISM students by order of the Rector.
- 16.10. A leave of absence is not granted to fourth-year undergraduate students or second-year international graduate students in the last semester of their studies.
- 16.11. During their leave of absence, students do not take part in international student exchange programmes. Upon their return from their leave of absence, students are entitled to take part in the selection for international student exchange programmes.

17. INTERNATIONAL MOBILITY OF STUDENTS

- 17.1. ISM provides students with an opportunity to participate in international student exchange programmes. Dissemination of information about exchange possibilities and selection criteria is carried out by the respective staff members of the Department of International Relations. Selection of candidates for international student exchange study programmes is carried out by the International Student Exchange Committee.
- 17.2. Prior to leaving for the place of study (internship/placement) under an exchange programme, an ISM student must draw up a learning (training) agreement stating the study field and study programme level. The agreement must be signed by the student, the Vice-Dean for academic affairs and the respective staff member of the Department of International Relations. The student must accumulate 30 ECTS per semester abroad under the exchange programme. The internship/placement period abroad is at least 12 conditional working weeks (3 months).
- 17.3. Before leaving for an international exchange programme, students must pay the tuition fee for the following semester.
- 17.4. All changes in the relevant learning (training) agreement must be coordinated with the Vice-Dean for academic affairs and the respective staff member of the Department of International Relations.
- 17.5. Upon return from studies abroad, students must submit their transcripts of records issued by the relevant foreign university (organisation) and including learning (training) outcomes, number of credits (length of internship/placement period) and grades, to the Studies Department.
- 17.6. If an ISM student completes all the formal requirements (signed the learning (training) agreement, made timely changes in the agreement, and successfully accounted for selected courses or training assignments), their study (internship/placement) period and acquired credits are fully recognised and accounted by ISM.
- 17.7. If a student does not make timely changes in the agreement and the selected courses or training assignments do not comply with the student's study area and programme level at ISM, they may be rejected by ISM. In that case, the student must take and pass courses at ISM or additionally carry out an internship/placement to compensate for the lack of credits and pay the respective tuition fee.
- 17.8. If under an agreed study programme the student does not get passing grades at the host institution or does not carry out the agreed training assignment, he/she must complete the relevant courses at ISM or additionally carry

out internship/placement and pay the fee for the missing credits. The courses to be completed at ISM or training assignment must be coordinated with the Vice-Dean for academic affairs.

- 17.9. Non-degree students, first-year students and students who have a continuing severe reprimand or have failed a course(s) are not allowed to participate in international student exchange programmes.

18. INTERNAL STUDY QUALITY ASSURANCE

- 18.1. To ensure internal undergraduate study quality, great significance is placed on the assessment of learning and teaching processes. The Studies Department monitors the study process by the following means:
- in cases specified by the Studies Commission, check-ups of class attendance and interim study results;
 - getting interim study results from lecturers;
 - provision of interim study results to the parties concerned specified in the relevant study agreements finalised with first-year undergraduate students.
- 18.2. The Union of Student Representatives and the Studies Department execute an interim evaluation of the study programme in the middle of a semester of undergraduate studies. The interim assessment helps to identify development/learning prospects, to cooperate with the academic staff, and to participate in the decision-making process. The students assess each course with regard to its programme, syllabus, preparation of lecturer, clarity of assessment criteria, procedure of knowledge assessment, and variety of teaching methods. The representatives of the students, the dean, vice deans, and the heads of the subject groups discuss the interim assessment results at a joint meeting. The interim assessment result survey and the action plan on study quality improvement are presented to the Union of Student Representatives.
- 18.3. A comprehensive student survey is conducted by the Studies Department at the end of each intensive course in international graduate studies. The students assess each course with regard to its programme, syllabus, preparation of lecturer, clarity of assessment criteria, procedure of knowledge assessment, and variety of teaching methods. The assessment results are presented to lecturers and responsible administrative staff.
- 18.4. Student surveys are conducted at the end of each semester. The students assess the academic quality of the programmes, study service level, facilities, and the work of administrative staff.

19. PROCEDURE FOR KNOWLEDGE TESTING

- 19.1. **Interim assignments** are the assignments listed in the course syllabus and organised during the semester according to the procedure specified by the lecturer in the course syllabus and timetables of lectures and examinations. Interim assignments may not be retaken or additionally organised at some other time.
- 19.2. **Exam** is the final test of student knowledge, the aim of which is to make an objective assessment of the level at which a student has mastered the study course, the ability to solve theoretical and practical problems. Exams may be in written form or in written and oral form and are held after completion of the course at the time specified in the timetable of lectures and examinations.
- 19.3. **Retake** is an assignment organised if the student's cumulative grade point average is below a pass level. Provided a retake is taken by a student, the acquired grades for his/her final exam and all written interim assignments performed in class (e.g. mid-term exams, quizzes, tests, colloquiums, etc.) are annulled and weighted into the final grade of a retake, unless otherwise specified in the course syllabus. A retake consists of all course material, unless otherwise specified in the course syllabus. A retake is organised once and at the time indicated in the timetable of lectures and/or examinations.
- 19.4. All assignments (interim, exams, retakes) are taken in conformity to the prearranged schedule and the procedure established in the **Examination Procedure**.
- 19.5. The level at which a course has been mastered is given a grade calculated according to the following cumulative grade formula, which incorporates **only positive** non-rounded grades of semester assignments and exams:

$$P = \sum_{i=1}^n (D_i \times S_i) + E \times S_e$$

P – final grade

n – number of assignments in a semester

D_i – evaluation (non-rounded) of semester i assignments

S_i – weight of the evaluation given for semester i assignments

E – exam grade

S_e – weight of the exam grade

- 19.6. An exam may be taken no more than twice, without repeating the relevant course, according to the approved examination timetable.

- 19.7. Students acquire the right to a retake only after receiving a failing grade.
- 19.8. Students have no right to retake an exam or any other assignment after they have received a passing final grade.
- 19.9. The right to repeat a failed course is granted after a student pays the tuition fee that covers the volume of credits allotted for the course for the additional study services based on the additional study service credit fee approved by ISM for each academic period.
- 19.10. Students who do not pass an elective course and who want to choose another elective course instead must submit the relevant request (addressed to the Dean) to the Studies Department at the end of a semester but not later than by the start of the subsequent semester.
- 19.11. **An undergraduate student** who has failed **more than two courses for a study period** at the end of the semester and examination period shall be deemed a **failing student** and removed from the list of students by order of the Rector.
- 19.12. **An international graduate studies student** who has failed **more than one course for a semester** at the end of the semester shall be deemed a **failing student** and removed from the list of students by order of the Rector.
- 19.13. A student dissatisfied with the grade received for a semester assignment(s) or exam(s), should first of all turn to the teaching lecturer. If both parties fail to agree, the student has the right to submit a written request to the Studies Commission within five working days of the date of announcement of the results. Experts of the study field and representatives from the Union of Student Representatives are invited to attend the meeting of the Studies Commission.
- 19.14. Students submit written complaints or proposals concerning academic course quality to the Vice-Dean for academic affairs. The Vice-Dean for academic affairs asks the Studies Commission to examine the requests. Students are informed about the decisions of the Studies Commission within 15 calendar days of the date of the request submission through the ISM e-mail system.
- 19.15. The results are presented in a coded form (ID codes) and put on the e-learning system (elearning.ism.lt) and/or information boards. The results are not given over the phone.
- 19.16. Students have the right to submit an appeal on the grounds and procedures described in the Procedure for Submitting and Examining Appeals.

20. COMPLETION OF UNIVERSITY STUDIES¹

- 20.1 The study programme is completed by defending a final degree thesis or taking a final exam, which verifies the student's competence.
- 20.2. Students may defend their bachelor's or master's thesis or take a final exam only after meeting all the requirements of the study programme.
- 20.3. Students **who have met the requirements of the study programme but who have failed to submit a thesis to the Studies Department in time and/or have failed to comply with other requirements set in the regulations of final degree thesis** are not allowed to defend it. In such a case, students may defend their theses not earlier than one year later on confirming their semester study plan pursuant to the provisions of Clause 13.1 and payment of the additional study service fee for the repeat thesis. Students who fail to fulfil these requirements on time are removed from the ISM student list by order of the Rector. Expelled students receive a transcript of records.
- 20.4. If a student **fails to defend the final thesis**, he/she can defend it no sooner than one year on confirming their semester study plan pursuant to the provisions of Clause 13.1 and payment of the additional study service fee for the repeat thesis. Students who fail to fulfil these requirements on time are removed from the ISM student list by order of the Rector. Expelled students receive a transcript of records.
- 20.5. Students who have **failed to fulfil study programme requirements** have the right to prepare the final thesis but may not defend it. They are allowed to defend the final thesis no sooner than one year later after complete fulfilment of all study programme requirements.
- 20.6. Students who fail to prepare a final thesis, terminate the process of preparing their final thesis by their own decision or decision of the Studies Department, do not participate in defence, fail to defend a final thesis or fail a final exam must, within 14 calendar days as of the last day of the defence of final theses (presentation of results), submit a written request (addressed to the Dean) to the Studies Department for permission to prepare and/or

¹ Detailed information on the bachelor thesis writing and defence procedure is provided in the Regulations of Bachelor Thesis, and the master thesis writing and defence procedure – in the Regulations of Master Thesis.

defend a final thesis or take a final exam in the following academic year. Students who fail to fulfil these requirements on time are removed from the ISM student list by order of the Rector. Expelled students receive a transcript of records.

- 20.7. Students have the right to request to postpone preparation and/or defence of a final thesis or taking of a final exam for one academic year only. Students who after this period fail to prepare a final thesis, terminate the process of preparing their final thesis by their own decision or decision of the Studies Department, do not participate in defence, fail to defend a final thesis or fail a final exam are removed from the ISM student list.
- 20.8. Final theses are defended in a public meeting of the Thesis Defence Committee. Decisions passed by the Thesis Defence and Thesis Assessment Committees are not subject to appeal.
- 20.9. A bachelor's or master's qualification degree is awarded and the degree testifying diploma and its supplement are issued based on decision of the Thesis Defence Committee and approval of the Rector.
- 20.10. A diploma and its supplement are issued to a student only upon his/her complete fulfilment of obligations to the University and to the Lithuanian Students' Union.
- 20.11. ISM final thesis advisors and lecturers may prepare joint publications for the purpose of dissemination of scientific research results and/or science popularisation together with undergraduate and international graduate studies students or encourage students to do this independently after the relevant students have presented their written consent to such publication and assignment of the relevant article to the University. The consents completed according to the set form and signed by the relevant students are accepted by the Studies Department, which subsequently transfers the consents to the Scientific Research and Doctoral Studies Unit at the end of the relevant semester.

SPECIAL PROVISIONS. EXECUTIVE GRADUATE STUDIES

21. EXECUTIVE GRADUATE STUDY PROGRAMME

- 21.1. The executive graduate study programme is a full-time daytime study programme comprised of 4 elective study modules. The duration of one module is one semester.
- 21.2. The executive graduate study module is the basic unit of study planning. It is an independent object of studies, which comprises different forms of studies: lectures, practicals, seminars, independent and research work, master's thesis, other forms of studies as well as combinations of these forms.
- 21.3. A credit is the main unit for measuring the scope of the executive graduate study programme.
- 21.4. The scope of each study module is 20 credits (30 ECTS), of which 8 credits account for the research project and 12 credits account for the module courses. When studying the fourth (final) module, 12 credits account for the master thesis and 8 credits account for the module courses.
- 21.5. The total number of credits for executive graduate studies is 80 credits (120 ECTS), of which 36 credits account for the research project and master thesis, and 44 credits account for module courses.
- 21.6. The level of completion of each module is assessed by grades.
- 21.7. While studying the first module, an additional seminar on the methods of social research must be completed.
- 21.8. While studying the final module, additional seminars on research and presentation of the final thesis must be completed.
- 21.9. A certificate is issued to students who have successfully completed the chosen study module.

22. ORGANISATION OF THE STUDY PROCESS

- 22.1. The procedure for admission to executive graduate studies is defined in the Rules for Admission to ISM University of Management and Economics.
- 22.2. The following documents are required for organising the study process: a study agreement (a non-degree student study agreement), a study programme description, a module syllabus, a transcript of records, a diploma, and a diploma supplement.
- 22.3. The language of instruction at ISM is Lithuanian and/or English.
- 22.4. Studies at ISM are organised in the following three ways:
 - **Academic class work** – studying at an educational institution under the supervision of a lecturer. The main forms of academic class work are as follows: lectures, seminars, practicals, and laboratory work. The duration of academic work is measured in academic hours (1 academic hour comprises 45 minutes).
 - **Independent work** – preparation for academic class work, written assignments, and independent performance of other assignments that are defined in the study module.
- 22.5. Course assignments in the study module may be performed individually or in groups and fall under the following headings: research projects, case studies, and master's theses.
- 22.6. When required for a module, a module syllabus may provide for other types of course assignments and forms of knowledge testing.
- 22.7. Studies at ISM are divided into semesters. An academic year comprises two semesters: fall and spring. The duration of the semester is not shorter than 20 weeks, comprising not less than 128 academic hours.
- 22.8. At the end of each semester in executive graduate studies, there is a period of time allocated for examinations.
- 22.9. The study process is regulated by a timetable which specifies the forms, time, duration and place of academic class work. An academic hour is a unit for measuring the duration of academic class work. Students are provided with provisional timetables not later than a week prior to the start of the relevant semester. Timetables are finalised on the first day of studies. Timetables may be adjusted in the course of the relevant semester. Degree and non-degree students are informed about changes in the timetable through the ISM e-mail system.

23. NON-DEGREE STUDENTS

- 23.1. Non-degree students are persons who have chosen studies of individual modules at ISM for the purposes of professional development.
- 23.2. The Studies Commission establishes the procedure for and organises admission of non-degree students, as well as submits enrolment lists to the Rector for approval. The procedure for admission of non-degree students to ISM executive graduate studies is defined in the Rules for Admission to ISM University of Management and Economics.
- 23.3. Completion of the four modules by non-degree students who have already acquired a master's diploma of ISM executive graduate studies does not entitle these students to a second master's diploma of ISM executive studies and qualification degree.

24. TUITION FEE AND DISCOUNTS

- 24.1. Students of ISM University of Management and Economics must pay the tuition fee in accordance with the **Procedure for Paying Tuition Fees of ISM University of Management and Economics**.
- 24.2. Students may apply for tuition fee discounts in accordance with the **Procedure for Granting Tuition Fee Discounts at ISM University of Management and Economics**.

25. SELECTION OF STUDY MODULES

- 25.1. Upon registration for the relevant semester, students submit a written request where they choose a study module from the list of modules offered by ISM Executive School in the respective semester. Based on these requests, students are given study plans for the semester. In addition to the chosen module, students may also rank other modules they wish to study in the order of priority.
 - 25.1.1. Students are invited to study the chosen modules according to the following order of priority:
 - degree students who continue their studies and who have submitted a request to register for the module during the first stage of admission;
 - degree students who have been enrolled during the first stage of admission;
 - non-degree students who have been enrolled during the first stage of admission and have chosen the full module and will be awarded a certificate attesting to the completion of the study module;
 - non-degree students who have been enrolled during the first stage of admission and have chosen to study a partial module (without writing a research project and without being awarded a certificate attesting to the completion of the study module);
 - degree students who have submitted requests during the second stage of admission, if any.
 - 25.1.2. If a student is not admitted to his/her chosen study module, or the study module is not delivered in the respective semester due to any reasons, the student may be transferred to his/her next chosen study module according to the order of priority and the established module selection procedure.
 - 25.1.3. Students have the right of priority to study the chosen but undelivered study module, if this particular module is organised in the following semester.

26. TERMINATION OF STUDIES

- 26.1. Termination of studies is confirmed by order of the Rector removing a student from the ISM student list and terminating the relevant study agreement.
- 26.2. A student may be removed from the student list on the following grounds:
 - at the student's request;
 - in case the student does not present an application for continuing studies in the chosen study module or does not present a request for temporary suspension of studies or leave of absence before the deadline of submitting applications for the following admission to the executive master studies module;
 - low results;

- by decision of the Studies or Ethics Commissions, approved by order of the Rector on expulsion from the University for breaches of academic and/or general ethics and violation of the provisions of documents regulating university studies and general procedure;
 - by decision of the Studies or Ethics Commissions, approved by order of the Rector, when the student is found guilty in a criminal case by effective judgment;
 - absence at lectures (six or more lecture days);
 - non-compliance with the terms and conditions under the relevant study agreement;
 - on other grounds listed in the relevant study agreement.
- 26.3. A student is informed about the decision to remove him/her from the student list through the ISM e-mail system and/or by registered mail within 15 calendar days of the date of decision approval by order of the Rector.
- 26.4. Upon the end of the suspension term (if any), the expelled student may be re-admitted to ISM according to the procedure established in the Rules for Admission, provided that the content of his/her studies module has not changed and the terms of validity of study result assessment have not ended during the suspension period.
- 26.5. If a student is removed from the ISM student list on the grounds stated in Clause 26.2, he/she is not reimbursed the tuition fee except in cases determined in the relevant study agreement.
- 26.6. Upon the end of the suspension term, the expelled student may continue executive graduate studies at ISM provided that he/she has paid the full tuition fee for the study module, whereof he/she was expelled.

27. TEMPORARY SUSPENSION OF STUDIES

- 27.1. A student who wishes to suspend studies after completing a study module submits a relevant request to the Studies Department before the deadline for submitting applications for the following admission to the executive graduate studies module.
- 27.2. The student should state the duration of the temporary suspension of studies in the request form. The duration of the temporary suspension of studies may not be longer than two years.
- 27.3. Decisions regarding student requests for the temporary suspension of studies are made by the Director of ISM Executive School. The temporary suspended studies student list is approved by order of the Rector.
- 27.4. At the end of the temporary suspension of studies, a student must file a request to renew studies and select a study module from the list of modules offered by ISM Executive School in the respective semester (as specified in Clause 25.1). In such a case, when starting a new study module, the process of admission to ISM executive graduate studies is not repeated and the student does not have to fulfil any additional qualification requirements.
- 27.5. If a student fails to renew his/her studies upon completion of his/her temporary suspension of studies, the student is removed from the list of ISM students by order of the Rector.

28. LEAVE OF ABSENCE

- 28.1. A student who has signed a study agreement and paid the tuition fee but who cannot temporarily continue studies due to illness, pregnancy, and child care or any other important reason is entitled to a leave of absence. The duration of the leave of absence may not be longer than two years.
- 28.2. A student who has been granted a leave of absence by order of the Rector is not reimbursed the tuition fee for the remaining part of studies in the respective semester; however, upon decision of the Studies Commission, he/she may be allowed to complete the respective module in the subsequent semester when the module is delivered without any additional fee.
- 28.3. If the module programme is changed during the student's leave of absence, the Studies Commission decides on the recognition of courses of the initial study programme.
- 28.4. If, during the temporary suspension of the module, the content of the study module was changed and the student cannot continue the selected module, he/she has the right of priority to choose another study module from the list of modules delivered in the respective semester.
- 28.5. In order to be granted a leave of absence, a student has to lodge a request not later than one month prior to the last lecture of the study module (in the case of suspending the final thesis – not later than two months prior to the deadline for the submission of final theses). The reason for the leave of absence must be substantiated by respective documents.
- 28.6. A student must send a request to be granted a leave of absence addressed to the Director of ISM Executive School by registered mail or hand it in to the responsible persons at ISM Executive School.
- 28.7. A student may be granted a leave of absence during a selected study module only once.

- 28.8. If a student fails to renew his/her studies upon completion of his/her leave of absence, the student is removed from the list of ISM students by order of the Rector.
- 28.9. On expiry of the leave of absence, a student must file a request to renew studies and register according to the general procedure.
- 28.10. Decisions regarding student request for leaves of absence are taken by the Director of ISM Executive School. A leave of absence is granted by order of the Rector.

29. INTERNAL STUDY QUALITY ASSURANCE

- 29.1. To ensure the internal quality of executive studies, great significance is placed on the assessment of learning and teaching processes. The Studies Department monitors the study process by the following means:
 - check-ups of class attendance and interim study results;
 - getting interim study results from lecturers.
- 29.2. A comprehensive student survey is conducted by the Studies Department at the end of each study module in executive graduate studies. The students assess each module, preparation of lecturer, procedure of knowledge testing, variety of teaching methods, etc. The assessment results are presented to lecturers and discussed in the meetings of study quality improvement.
- 29.3. Student surveys are conducted at the end of each semester. The students assess the academic quality of the modules, study service level, facilities, and the work of administrative staff.

30. PROCEDURE FOR KNOWLEDGE TESTING

- 30.1. Assignment is a systematic testing of student knowledge, which conforms to academic requirements, seeking to evaluate the level of knowledge by grades.
- 30.2. Assignments for each chosen study module consist of an exam and/or other provided assignments measured in credits (e.g. case study seminar) as well as a research project.
- 30.3. An assignment for the fourth (final) study module consists of an exam and/or other provided assignments measured in credits (e.g. case study seminar) as well as a master thesis.
- 30.4. The requirements for the preparation of a research project, interim assignments and case study seminars of each semester are provided in the descriptions of the respective study modules.
- 30.5. The procedure for taking examinations is established in the Exam Procedure.
- 30.6. The results of the student research projects, exams, and master's theses are assessed individually by giving grades 1 to 10 according to the ISM ten-point proportional criterion-based system and converted to ECTS equivalents as specified in Clause 7.8 of these Regulations.
- 30.7. A student is considered to have successfully completed the selected (except final) study module and issued a relevant certificate only if the results of his/her individual assignments measured in credits (exam, case study seminar, research project, etc.) are positive, i.e. not below "E" (ECTS).
- 30.8. The study results are presented in a coded form (ID codes).
- 30.9. A student has the right to submit an appeal on the grounds and procedures described in the Procedure for Submitting and Examining Appeals.
- 30.10. Seeking to evaluate the general progress of a student, a weighted average of all grades given for individual study modules is calculated in proportion to the number of credits allocated for each assignment.
- 30.11. When registering for the final study module, a weighted average of all grades given for the three chosen study modules cannot be below "C" (ECTS). If it is below "C" (ECTS), a student cannot continue the final module and write a master's thesis. In such a case, the student is given an opportunity either to retake the exam or re-write a research project from the completed study modules when his/her exam or research project was given the lowest grade. If, after retaking an exam or re-writing a research project, a weighted average of the three completed study modules is below "C" (ECTS), the student has to complete an additional selected study module.
- 30.12. Upon fulfilment of the requirements for the final study module and master's thesis, students are awarded a master's qualification degree in management and business administration (graduates of 2011) and a master's qualification degree in management (graduates of the 2012 spring semester) and issued two diplomas – ISM University of Management and Economics and Norwegian School of Management BI, if the agreement with the Norwegian School of Management BI is valid until the diploma is issued.

31. COMPLETION OF UNIVERSITY STUDIES

- 31.1. The executive graduate study programme is completed by defending the final thesis, which verifies the student's competence.
- 31.2. During the fourth (final) study module or in the subsequent semester immediately after, students prepare a master's thesis under the supervision of a supervisor. The duration of writing a master's thesis is one semester.
- 31.3. The course of writing a master's thesis and the requirements for interim assignments of each semester are provided for in the Procedure for Preparation of Final Theses in Executive Studies. The requirements for the content of master's theses are provided for in the Requirements for Master Theses. If a student does not present a final thesis and does not take part in an interim assignment, he/she may be entitled to a repeat preparation and/or defence of the final thesis by the commission's decision but not more than twice.
- 31.4. A student who has met the requirements of the study module but has failed to submit a thesis in time and/or has failed to comply with other requirements provided in the requirements for preparation of a final degree thesis is not allowed to defend it. In such a case, the student has to register for the studies and pay a definite tuition fee for the credits allotted to the thesis for its repeat defence in the following semester. If a student fails to defend the final thesis, he/she can defend it no sooner than one semester after, by registering for the studies and paying a definite tuition fee for the credits allotted to the thesis.
- 31.5. A student who has failed to fulfil study module requirements has the right to prepare the final thesis but may not defend it. A student is allowed to defend the final thesis only after complete fulfilment of the study module requirements.
- 31.6. Final theses are defended in a public meeting of the Thesis Defence Committee. Decisions passed by the Thesis Defence Committee are not subject to appeal.
- 31.7. A master's qualification degree is awarded and the degree testifying diploma and its supplement are issued based on the decision of the Thesis Defence Committee and approval of the Rector.
- 31.8. A diploma and its supplement are issued to a student only upon his/her complete fulfilment of obligations to the University.
- 31.9. ISM final thesis advisors and lecturers may prepare joint publications for the purpose of dissemination of scientific research results and/or science popularisation together with executive graduate studies students or encourage students to do this independently after the relevant students have presented their written consent to such publication and assignment of the relevant article to the University. The consents completed according to the set form and signed by the relevant students are accepted by the Studies Department, which subsequently transfers the consents to the Scientific Research and Doctoral Studies Unit at the end of the relevant semester.