



APPROVED
by Order No. 01-07-22
of 9 March 2017
of the Rector of
ISM University of Management
and Economics

THE PROCEDURE FOR ORGANISING AN EARLY EXAMINATION SESSION FOR BACHELOR STUDIES AT ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS IN 2017 SPRING SEMESTER

1. The Procedure for Organising an Early Examination Session for Bachelor Studies at ISM University of Management and Economics (hereinafter – ISM) in 2017 spring semester (hereinafter – the Procedure) applies to students of Bachelor studies who want to take their exams prior to the main exam session as foreseen in the exam schedule.
2. A student, who wants to take their examination(s) during an early examination session despite the fact that the course has not finished at the time of an early examination, commits to study the remaining course material on their own and sit an examination from the whole material of the course.
3. An early examination session is organised during the last two weeks of the semester's classes. There are no retake examinations during an early examination session. In case student fails an examination during an early examination session, they have the right to retake an examination during the main examination session as scheduled.
4. An early examination session may cover only those examinations, which are scheduled in the main examination session after 1 June.
5. Examinations during an early examination session may be scheduled every day.
6. Students can take examination(s) during an early examination session if they are leaving for internships, projects, work or volunteering related activities abroad.
7. Students who have overdue financial obligations to ISM are not allowed to take examination(s) during an early examination session.
8. Student who wants to take examination(s) during an early examination session shall submit a request with supporting documents to the Studies Department not later than 15 April in the spring semester. In case students fail to submit the request during the specified period, they are not allowed to take examination(s) during an early examination session.
9. A reply to the student regarding the permission to take examination(s) during an early examination session is provided not later than 14 days.
10. Student who wants to take examination(s) during an early examination session shall pay 150 EUR for every early examination before the early examination session starts. The fee for every early examination taken during an early examination session is paid according to the invoice issued to the student.