

APPROVED

ISM University of Management and  
Economics

Rector's Order of July 14, 2014

No. 01-07-33



## PROCEDURES OF STUDYING EXTERNALLY

### UNDERGRADUATE STUDIES

1. ISM University of Management and Economics organizes external studies of courses.
2. Student, who is studying a course externally, is studying course material individually. However, student has a right to have two consultations with the lecturer face-to-face. Student is initiator of consultations and arranges dates and times of consultations with the lecturer. Duration of each consultation is 2 academic hours.
3. Students, who study course externally, shall pay for the volume of its credits a fee of additional study services confirmed by ISM for the respective academic period.
4. The following students have a right to study the course externally:
  - The ones, who are studying in the last (final) semester of studies and have no more than two academic failures, if course(s) of which academic failure(s) student has is (are) not organized face-to-face.
  - Fourth year students, who are studying in non-final semester and have academic failure of course, if course is not (and/or will not be) organized face-to-face at ISM University of Management and Economics.
5. Student is allowed to study externally no more than two study courses in one semester.
6. Students, who have a right and want to study a course externally, have to submit a request to the Study Department **no later than one week prior to the start of the relevant semester**. A request to study externally is approved by the Vice Dean for Academic Affairs.
7. During the first week of semester the Vice Dean for Academic Affairs prepares a list of courses which will be organized externally in the course of semester.
8. Student, who was allowed to take a course externally, has to contact the course lecturer during the second week of semester.
9. External studies of the course are completed with the final exam. The date and time of the final exam is set by the Study Department. Exam task is prepared by the responsible lecturer.
10. In case of the negative final evaluation for the subject (less than 5) student has a right to retake the exam once. The date and time of the final exam is set by the Study Department.
11. In case of the final evaluation for the subject after the retake, academic failure of the course can be eliminated not earlier than the next semester. During the course of the semester the same course can be studied externally only once.
12. External studies cannot be organized for the course which is organized face-to-face that semester at ISM University of Management and Economics.