

**ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS
BACHELOR AND MASTER STUDIES EXAMINATION PROCEDURE**

1. The "ISM University of Management and Economics", UAB (hereinafter referred to as ISM) Examination Rules for Bachelor's and Master's Studies (hereinafter referred to as the Rules) define the procedures for taking midterm, final, and retake assessments (hereinafter referred to as the exam(s)).
2. During examinations, persons taking the examination must observe the academic ethics (see section "General rules and rules of academic ethics" of the Regulation of Studies). Surveillance system with video recording can be used to ensure ethical behaviour during examinations. Such records are saved and available for review up to two weeks after an examination.
3. A student who breaches academic ethics during an examination will be expelled from the examination, the examination task sheet(s) will be taken from his/her and his/her examination results will be annulled. After the examination is over, the exam supervisor must inform on the breach(es) of academic ethics to the Commission of Ethics.
4. An exam supervisor is entitled to warn persons taking an examination, ask them to show their personal belongings and check them, the documents and the seating place. On supervisor's request, the person taking the examination has to change the seating place. If a person taking the examination refuses to follow the instructions given by the exam supervisor, the refusal is deemed a breach of academic ethics, and such breach of academic ethics is deemed as an aggravating circumstance.
5. Examinations are held at the time and place specified in the timetable or take place remotely. When studying under an individual study plan, several examinations may be scheduled on the same day. If an examination is held in several different rooms, students must take the exam in the room which is designated by the student's surname. Persons taking the examination must take their seats in the examination room in accordance with the instructions given by the exam supervisor(s).
6. Examinations may be supervised by a lecturer, an ISM staff member, an ISM doctoral student.
7. Persons taking an examination must bring their student card, personal ID card, passport or driving licence. The personal identification document shall be placed in a visible place next to the exam document(s) during the entire course of an examination. Exam supervisor is also entitled to ask for a personal identification document before student enters an exam room. Persons taking an examination, who do not have the aforementioned personal ID documents with them, are not allowed to take an examination.
8. Student has to inform programme manager about special needs during examination no later than 5 (five) working days before the exam date.
9. Student's personal belongings and other items forbidden to be used during examinations must be placed in the exam room in the place indicated by the exam supervisor. During an examination, students are only permitted to have necessary writing instruments. The use of any other items including mobile phones and other means of communication is defined by the lecturer and included in the title page of exam.

10. Exam supervisor will inform students about the beginning and the duration of the examination. Students have to be properly prepared for 2-3 hours of uninterrupted work.
11. It is permitted to leave the examination room no earlier than 30 minutes after the start of the exam if the exam duration is 90 minutes or longer. If the exam duration is less than 90 minutes, it is permitted to leave the examination room no earlier than after 1/3 of the allotted exam time has passed. It is not permitted to leave the examination room within the last 10 minutes of the exam.
12. In case any student has already left one of the exam rooms, where the same exam takes place, students who are late will not be allowed to enter the exam room. After leaving the examination room, the student is not allowed to re-enter it.
13. At the beginning of the examination, students are informed that they must have an identification document (hereinafter – ID) with them, which shall be checked during the examination or upon its completion, when submitting the examination paper.
14. By confirming his/her participation in the examination, the student must write his/her name and surname on the cover sheet of the examination paper. At the beginning or at the end of the examination, the student shall sign to acknowledge receipt of the examination tasks. Upon returning the examination tasks, the student shall confirm their return by signature.
15. Upon completion of the examination, the person administering the examination shall deliver the examination papers to the ISM Studies Department or return the already graded examination papers to the ISM Studies Department.
16. If a student leaves the examination room without returning the examination paper(s), the student's behavior is considered a breach of academic ethics.
17. When the time of the examination has elapsed, examination papers are taken from the persons taking the examination.
18. Exchange programme participants may take the assessments of the host institution at the home institution, in accordance with the instructions of the institution organising the assessment. Such an option may be granted to the student in cases where the academic calendars of the host and home institutions do not coincide. In other cases, the decision on the possibility to take the assessments of the host institution at the home institution shall be made by the relevant Bachelor's or Master's Studies Committee.