

The logo for ISM (University of Management and Economics) is displayed in a white box. It consists of the letters 'ISM' in a bold, black, sans-serif font.

University of  
Management  
and Economics



# ISM Academic Handbook

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One Step Ahead.

This **academic handbook** for ISM lecturers is based on the most frequently asked questions and is intended to support the lecturers prior/throughout the teaching process.

For any additional questions or suggestions, please contact [studies@ism.lt](mailto:studies@ism.lt)

First-time visiting professors in Lithuania may also find [this information](#) useful.



# Teaching & Academic Responsibilities

## *Lecture Management*



### **I can't attend the lecture. Can I teach it online?**

Lectures at the university are not conducted online. Exceptions may apply to visiting lecturers teaching intensive courses, if this is discussed and agreed upon with the Program Director before the course starts.

### **What should I do about cancelled lectures?**

At ISM, all cancelled lectures must be rescheduled within the semester, at a time that is convenient for both the lecturer and the students. Lecturers are advised to inform students about any lecture cancellations. Lecturers must inform [studies@ism.it](mailto:studies@ism.it) for cancelling.

### **Do I have to prepare exam materials for the entire course for an early session?**

Yes, students are expected to study the remaining course content independently and will be assessed on the entire course.

## ***Course Content***



### **Who manages the eLearning environment?**

The eLearning platform is managed by the lecturer, including uploading study materials. Studies office is responsible for posting contact information and uploading the course description.

### **Can I change the assessment structure of my course?**

The assessment structure is defined in the syllabus which is approved by the Study Committee before the semester starts. Changes during the semester are not made by studies office. Any changes must be discussed with the Program Director and Academic Director.

# Exams & Grading

## ***Exam Participation***



### **Is my participation in the exam mandatory?**

All lecturers are expected to attend exams, except for visiting foreign lecturers.

### **Is my participation in the retake exam mandatory?**

Lecturers do not participate in retake exams.



## ***Exam Attendance Issues***

### **A student cannot attend the exam. Can I assign another assessment time?**

Assessments are organized according to the procedures set in the syllabus by the lecturer, and no additional or separate assessments are arranged.

### **The student didn't attend the exam. What should I do?**

Students who miss an assessment receive a grade of zero.

## ***Grading***

### **How much time do I have to submit grades in my.ism.lt?**

We recommend publishing the grades to students within three working days after the exam, but no later than five working days.





## Course Evaluation

### How do I know the feedback of the course I taught?

After the course evaluation is closed – approximately three weeks after the course lectures have ended – a table with quantitative results (without comments) is sent to the lecturer by Quality and Data Management Specialist. At the same time, the Program Director receives a separate email with a link to the full evaluation – a PowerBI link that includes both quantitative and qualitative feedback.

# Facilities & Equipment

## Can I book an auditorium myself?

Auditorium bookings for lectures are handled only by studies office.



## The screen or other equipment in the classroom isn't working. Who should I contact?

For such issues, please contact the IT Department. A quick reference guide with the most important contacts is available on the lecturer's desk in every auditorium.

## How to print for my lectures?

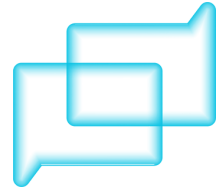
Lecture materials and exam tasks that need to be printed should be sent to [studies@ism.it](mailto:studies@ism.it) no later than three working days before the lecture or exam date.

## How do I know which monitors and keyboards I can use with my computer in the visiting lecturers' office?

In the visiting lecturers' office, you may use any available desk. There are no assigned desks.



# Travel & Practical Information



## Does ISM have parking?

We do not have parking. We suggest using the parking lot below the G9 building.

## How to book a meeting room?

Internal lecturers can book rooms themselves via Outlook. For visiting lecturers, the Studies Office will reserve the meeting room.

## Can I get a Lithuanian SIM card?

Visiting lecturers (who notify the Studies Office in advance) can borrow a phone with a Lithuanian SIM card from the reception.

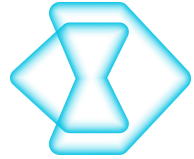
## Can I book flights and accommodation myself?

Yes, if the lecturer pays for the accommodation and/or flight tickets themselves, they must provide the coordinator with a bank statement (in the lecturer's name) and/or a copy of the flight ticket confirming the paid amount.



For additional details regarding logistics and travel, please contact your Programme manager.

# ID & Merchandise



## Can I order an ITIC?

**ITIC cards are issued to our internal faculty members.**

ITIC cards are also issued to visiting lecturers from Lithuania who teach at ISM on a regular basis (each semester) and teach several subjects per year.

In all other cases, a Visiting Professor card is prepared.

## I need ISM merch. Where can I get it?

For gifts to guest lecturers, please email [studies@ism.it](mailto:studies@ism.it) at least a couple of days in advance. The Studies Office does not have promotional items (these are meant for business trips, etc.).





Gedimino ave. 7, Vilnius, LT-01103, Lithuania  
+370 687 08080  
[ism@ism.lt](mailto:ism@ism.lt)