APPROVED BY
ISM University of Management and Economics
Rector's Order of October 21, 2026
No. 2026/01-07-104

ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS

REGULATION OF STUDIES

I. GENERAL PROVISIONS

1. PURPOSE AND APPLICABILITY

1.1. This Regulation defines the process of studies at ISM University of Management and Economics (hereafter - ISM), sets out the rights and obligations of students, and their relations with ISM. The Regulation applies to degree and non-degree students of first and second cycle of studies at ISM.

2. DEFINITION OF KEY CONCEPTS

2.1. **Academic failure** – an incomplete course (module) with final evaluation grade less than 5 or "fail".
2.2. **Academic hour** – a unit of working time, which consists of 45 minutes.
2.3. **Additional services pertaining to studies** – courses (modules) offered as extracurricular or repeated courses (modules), courses (modules) studied by non–degree students, exams taken during an early examination period and etc. The fee rate for these services is set in a fee rate list "ISM Prices for Study programmes and services". ISM is entitled to unilaterally change the fees for additional services pertaining to studies.
2.4. **Bachelor student** – a person, who has been awarded a bachelor's degree upon successful completion of university bachelor studies.
2.5. **Bachelor study programme** – a study programme designed to foster general erudition, to provide the theoretical basis of a study field(s) and to form professional skills necessary for independent work. On completion of Bachelor study programmes at ISM, persons shall be awarded a bachelor's degree.
2.6. **Bachelor thesis** – an independent work which summarises the knowledge, understanding, skills and attitudes gained during the course of studies, and justifies the award of bachelor's degree.
2.7. **Bachelor's degree** – a higher education qualification degree awarded to a person, who successfully fulfilled the requirements of a study programme of the first cycle.
2.8. **Commission of Ethics** - is composed of representatives from the ISM community, its purpose is to unite community members in recognizing and promoting the core ISM and academic values, as well as encouraging adherence to ethical standards.
2.9. **Commission of Studies** – an administrative management body, which ensures the quality of implementation of the study process and content at ISM.

2.10. **Course** – a part of study programme, which has a defined objective and is aimed at achieving learning outcomes.
2.11. **Course (module) description** – a document that includes general characteristics of a course (module) (course (module) code, title, volume in credits, surname of faculty member, mode of studies, prerequisites, language of instruction), a brief description, objective of the course (module), learning outcomes, teaching/learning and assessment ways and methods, course content and scope (topics and number of in–class and self–study hours), the lists of mandatory and additional readings.
2.12. **Curriculum Committee** – an academic management body of a study programme, which is in charge of a study programme or several study programmes in the same field of studies.
2.13. **Degree student** – a person, who studies sequentially according to a particular study programme at ISM.
2.14. **Diploma supplement** – a document issued as an integral part of a higher education diploma. It contains details on the person's courses (modules) and study results.
2.15. **Field of studies** – an academic, professional and research field united by a common concept, learning outcomes and means of achieving them (teaching, learning, and assessment).
2.16. **Higher education diploma** – a document certifying a qualification of higher education acquired by a person.
2.17. **Individual study plan** – a student requested study plan, listing courses (modules) and specifying their volume in study credits to be studied by a student in a particular semester.
2.18. **ISM community** – ISM's students, alumni, academic, and administrative staff.
2.19. **Learning outcomes** – student's knowledge, understanding, skills and attitudes gained after completion of a course (module) and / or a complete study programme.
2.20. **Master of Business Administration (MBA)** qualification degree awarded upon completion of the MBA program and achievement of the study outcomes specified in the program.
2.21. **Master student** – a person, who has been awarded a master's degree upon successful completion of university master studies.
2.22. **Master study programme** – a study programme designed for preparation for independent research work or professional activities. On completion of Master study programmes at ISM, persons shall be awarded a master's degree.
2.23. **Master thesis** – an independent analytical work which summarises the knowledge, understanding, skills, and attitudes gained during the course of studies, and justifies the award of master's degree.
2.24. **Master's degree** – a higher qualification education degree awarded to a person, who successfully fulfilled the requirements of a study programme of the second cycle.
2.25. **Module** – a specific number of repeated study credits which has a common goal and expected learning outcomes.
2.26. **Non-degree student** – a person, who has signed a study agreement individual courses (modules) from study programmes at ISM.
2.27. **Prerequisite (necessary condition)** – a mandatory preparation for studies of a particular course (module), when such preparation is required. A requirement of prior knowledge, which is defined by successful completion of a prior course (module).
2.28. **Regulation of studies** – a document defining general and specific rules of studies, the assessment system, the internal quality control system, and the procedure leading to bachelor's and master's degrees at first and second cycle of studies at ISM.
2.29. **Student** – a person, who studies according to a study programme at ISM, or a person who studies individual courses (modules) from study programmes at ISM. Students fall under the following categories: degree students or non–degree students.
2.30. **Studies** – The process of studying at ISM by a person who has completed at least their secondary education, according to a chosen study program. At ISM, only full-time studies are offered at the first and second cycle of studies.
2.31. **Study (ECTS) credit** – a unit of the volume of studies, which is used to calculate the average student's working time needed to achieve the learning outcomes. One study (ECTS) credit at ISM corresponds to 27 hours of student's workload.
2.32. **Study agreement** – a document, signed by an authorised representative of ISM and a student, confirming the agreement between the parties. A study agreement lists the obligations of the parties, the tuition fee and its payment procedure, validity of the document and other provisions.
2.33. **Study Programme** – The comprehensive set of all elements required to implement studies

in a particular field(s) at a higher education institution. This includes the description of learning outcomes, the content necessary to achieve them, learning activities, methods, measures, and the human and other resources involved.

2.34. **Teaching staff member / tutor** – a person, who educates and teaches degree and non–degree students at ISM.

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3. STUDENT RIGHTS AND OBLIGATIONS

3.1. Student rights and obligations are defined in the Study Agreement, ISM Statute, ISM Code of Ethics, this Regulation, and other internal ISM rules.

3.2. **All ISM students are entitled to:**

- use classrooms, computer labs, library and other equipment and facilities required for learning in compliance with the ISM regulations;
- be introduced with a course (module) syllabus, the assessment system during the semester and the form of the assessment, and other information pertinent to studies;
- participate in the evaluation of the quality of studies and to present proposals regarding the improvement of quality of studies;
- complete assignments by alternative means, if they have less than 45% working capacity or severe or moderate level of disability defined by laws and which prevents them from taking up conventional assignment procedure, whereas the alternative method ensures completion of the defined objectives. To use other rights and benefits defined by the laws and regulations of the Republic of Lithuania;
- exercise the academic freedom of thought and word, to express own ideas and beliefs regarding scientific, public and cultural issues, provided this does not contradict to the laws and other legal acts of the Republic of Lithuania and the ISM internal documents.

3.3. ISM students also have the **right to**:

- study according to the chosen study programme and obtain education according to the programme indicated in the Study Agreement or study according to an individual study plan;
- participate in the competitions for studies or internship place in international student exchange programmes and in other programmes based on inter-institutional agreements; to file an application to the ISM administration for the recognition of study results from the same or another Lithuanian or foreign higher education institution according to the procedure established at ISM;
- take leave of absence without being deprived of the degree student status according to the procedure established at ISM;
- be elected or appointed to ISM management bodies, where degree student representation is foreseen;
- participate in the various activities of the institution, which is executed by the Students' Association;

3.4. **ISM students** are **obliged** to:

- observe the provisions of the Law of the Republic of Lithuania on Higher Education and Research, Study agreement, ISM Statute, ISM Code of Ethics, this Regulation, and other rules approved by ISM, follow publicly accepted norms of conduct, as well as protect the property of ISM;
- execute the Rector's orders and other decisions of the ISM administration;
- observe the principles of general and academic ethics;
- study in accordance with the requirements of a course (module), a study programme or an approved individual study plan;
- independently have an ongoing interest in any information about the course of studies, the rules and procedures for organising studies, and decisions of the administration;
- regularly follow official information conveyed in the form of e-mails sent through the ISM e-mail system, published electronically on the e-learning system (elearning.ism.lt) and on the student portal (my.ism.lt);
- inform about any changes in personal or contact data within the term set in the Study Agreement;
- participate in meetings with ISM administration, when invited;

- upon graduation or termination of studies, perform all obligations to ISM according to the established procedure.

4. GENERAL RULES AND RULES OF ACADEMIC ETHICS

4.1. The work ethos at ISM is based on the Statute of ISM and the provisions of ISM Code of Ethics. Any conduct of a member of ISM community, which violates the provisions of ISM Code of Ethics, shall not be tolerated. ISM Code of Ethics is drafted by ISM's Commission of Ethics and is approved by the Rector of ISM.
4.2. The relationships among members of ISM community are based on universally accepted principles of academic cooperation and transparency.
4.3. Members of ISM community are not permitted taking advantage of their employment position at ISM.
4.4. Ignoring misconduct of members of ISM community is not acceptable, as well as assistance or encouragement of such behaviour. It must be reported to the ISM Commission of Ethics (The identity of a person who makes a report is considered confidential and is known only to the members of the Commission of Ethics).
4.5. Illegal disclosure of personal or other information about a person (such as personal identification number, student identification number, login data to ISM network resources, study results, etc.), which is not disclosed by ISM due to internal rules or laws and regulations of the Republic of Lithuania, is unauthorised and is considered a breach of academic cooperation principles and/or violation of internal rules of ISM.
4.6. Breaches of academic integrity include plagiarism, cheating, falsification, breaches of research ethics and bribing.
4.7. Breaches of ethics are considered by the Commission of Ethics according to a procedure set out in the operational descriptions of the Commission of Ethics.
4.8. In the case of the breach of provisions of Code of Ethics, ISM Commission of Ethics takes a decision on the application of sanctions for violation of the general rules and the rules of academic ethics.
4.9. In cases where the respective violation was or could have been committed jointly by several persons together and therefore it is impossible to identify culpable person, respective penalties can be imposed on every person who took part in the misconduct or should have contributed to it, even if personal involvement and/or contribution to the misconduct is not directly identified.
4.10. Notifications about penalties are sent to the students who received the penalties via the email provided by ISM.
4.11. More detailed information on the activities of the Ethics Commission can be found at: https://www.ism.lt/en/about-ism/academic-ethics/ .

5. ASSESSMENT OF STUDY RESULTS

5.1. An overall student's knowledge, understanding, skills and attitudes is assessed according to a system of assessment of learning outcomes defined in this Regulation and in descriptions of courses (modules).
5.2. The assessment system valid at ISM is based on the following principles:
5.2.1. validity (assessment pertains to the objectives of the study programme (course/module) and measures the learning outcomes aimed at fulfilling these objectives);
5.2.2. reliability (assessment information and results shall be unbiased and irrespective of the evaluator);
5.2.3. clarity (the assessment system has to be informative and understandable for both the evaluators and those who shall be evaluated);

5.2.4. utility (shall contribute to fulfilment of objectives of the study programme).
5.2.5. professionalism (the assessor must be a specialist in the field of the study subject (module) constantly raising his / her qualification).
5.2.6. fairness (methods of assessment must be equally applicable to all persons who are evaluated).

5.3. Assessment of learning outcomes is comprised of assessment of knowledge, understanding, skills and attitudes.
5.4. Learning outcomes may be assessed by the lecturer of the course or by a panel of tutors and experts.
5.5. The weights of intermediate assessments and the final exam for the final evaluation of the course (module) are determined based on the specifics of the course (module) and the expected learning outcomes, and are clearly defined and presented in the course (module) description.
5.6. Grades for interim assignments and final exam are not rounded. Failing interim grades (less than 5 points) are not counted towards the final cumulative grade.
5.7. Instead of the final examination, it is allowed to complete the course with a written work (project).
5.8. The final examination can take place in written or both in written and oral form. A computer-based examination is equivalent to traditional written examination.
5.9. A ten-point criterion-based assessment system is used at ISM to assess the study results. A pass/fail system can be also used to assess a course (module); a student passes when he/she proves that he/she achieved at least 50 percent of the required knowledge.
5.10. Achievement levels at ISM are determined in accordance with the Rector's Order “On Determining the Achievement Levels of ISM Modules (Subjects)”.

Required knowledge, %	Calculated evaluation	Grade	Short description	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,<≤x9,5	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≤<x8,5	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≤<x7,5	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≤<x6,5	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≤<x5,5	5	Knowledge and skills correspond to minimal requirements	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≤<x5,0	4	Unfulfilled minimum requirements	Knowledge does not meet minimum requirements.	Skills do not meet minimum requirements	FX	FAIL
30≤x<40	3,0≤<x4,0	3				F	
20≤x<30	2,0≤<x3,0	2				F	
0≤x2<0	0≤x2<,0	1				F	

6. MANAGEMENT OF THE QUALITY OF STUDIES

6.1. The Study Committee is responsible for ensuring the quality and continuous improvement of study programmes and operates in accordance with the Regulations of the Study Committee. The Study Department is responsible for the supervision of quality assurance.

6.2. The quality of study programmes is assured and improved by:

6.2.1. an external assessment of the quality of a study programme, which is carried out by the Centre for Quality Assessment in Higher Education or other recognised international quality assurance agency; the results of an external assessment of the quality of study programmes is announced publicly;

6.2.2. an internal assessment of the quality of a study programme;

6.2.3. gathering the data on study programmes, analysing them and announcing the results of the analysis;

6.2.4. collecting feedback and acting upon it;

6.2.5. ensuring the adequacy and suitability of material resources necessary for studies;

6.2.6. developing lecturers' competences and qualifications;

6.2.7. monitoring and analysing the course of studies;

6.2.8. improving the management of study programmes;

6.2.9. promoting the use of innovative methods of teaching and assessment of learning outcomes;

6.2.10. renewing study programmes periodically;

6.2.11. promoting best practices;

6.2.12. applying other measures.

6.3. Feedback on the implementation of study programmes is collected regularly by carrying out:

6.3.1. a comprehensive survey of students after every course (module). The survey covers evaluation of the following aspects of the quality of a study programme: general opinion about the course (module), clarity of assessment criterion, validity of teaching methods, tutor availability, and if the aims stated in the course (module) description have been reached. Students also provide information about the level of study services, sufficiency of resources and the work carried out by the administrative staff;

6.3.2. a formative evaluation in the middle of a semester. Formative evaluation helps students to identify development/learning prospects, to cooperate with teaching staff, and to participate in the process of assessment decisions. During the formative evaluation, student representatives, in cooperation with Heads of the programmes and other administrative staff, discuss every course (module), its' consistency with the course (module) description, clarity of assessment criterion, procedure of assessments, and variety of teaching methods.

6.3.3. surveys of lecturers. The survey covers the preparation of students for studies, their motivation, facilities, provision of literature, technical equipment and other resources necessary to achieve the learning outcomes of a course (module);

6.3.4. surveys of employers about the alumni readiness for professional activities;

6.3.5. alumni career monitoring and surveys assessing the competences gained during studies in a study programme which they graduated from;

6.3.6. regular self-assessment of study programmes, which is prepared in a joint effort by Studies Department, Heads of Study Programmes, lecturers, students, graduates, employers and other social partners.

6.4. The general feedback results are discussed at the meetings of the Studies Committee. Only summarised information of feedback analysis is announced publicly. The long-term results of feedback analysis are used by the Curriculum Committees in making improvements of study programmes, and by Lecturers' Attestation Commission to assess lecturers' work and to determine the needs for lecturer's competence development.

6.5. All information related to the implementation of study programmes, decisions made are announced on the ISM website.

7. PROCESSING OF PERSONAL DATA

7.1. ISM has the right to collect students' personal data in order to carry out tasks defined in ISM's internal rules on processing of personal data, and process the collected data in ways compatible with those tasks. ISM acts as data controller and / or data processor in processing students' personal data. In any case, ISM, when processing students' personal data, undertakes to ensure the compliance with and implementation of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereafter – General Data Protection Regulation or the Regulation), the Law on Legal Protection of Personal Data of the Republic of Lithuania, and other legislation regulating processing and protection of personal data.

7.2. Data subject (student) has the following rights:

7.2.1. to obtain full information about their data processed by ISM; where and how the personal data was collected, and on what basis the data is being processed;

7.2.2. to contact ISM with a request to rectify their personal data, restrict its processing, erase the data, if the data is incorrect, incomplete or inaccurate, or if the data is no longer needed for the purpose for which it has been collected. In such case, data subject must submit a request, and then the ISM shall check the provided information and shall take the necessary actions;

7.2.3. to contact ISM with a request to erase their personal data or to restrict its processing, with the exception of storage – in the case when, after accessing their personal data, the student finds that their personal data is processed unlawfully or unfairly;

7.2.4. to object the processing of personal data, when the data is processed or are intended to be processed for the purpose of direct marketing or for the purposes of the legitimate interests pursued by ISM or by a third party, to which the personal data is provided;

7.2.5. to withdraw their consent regarding processing of personal data for the purpose of direct marketing at any time;

7.2.6. to exercise of the rights of data subjects as stipulated in the legislation;

7.2.7. in case the data subject is concerned with the ISM actions (failure to act), which possibly mean failure to comply with the legislation on data protection, they can address ISM data protection officer via email dpo@ism.lt and receive assistance (free of charge).

7.2.8. where resolution of the issue is not possible with ISM, data subject has the right to contact the State Data Protection Inspectorate (www.ada.lt), which is responsible for the supervision and control of enforcement of the legislation regulating the protection of personal data.

7.3. ISM processes and stores collected data for the periods set by ISM, with the exception when longer or shorter period of data storage is set in the legislation of the Republic of Lithuania.

7.4. ISM has the right to share certain personal data with other universities, public bodies or third parties in the course of cooperation related to the study process and when it is necessary to the interest of a student, or when the ISM has to comply with the legislative obligations.

7.5. When the personal data is no longer needed for the set purposes of data processing, the data shall be erased, except the cases when the legislation determines the transfer of data to the state archives or the data has to be stored for other purposes defined by the legislation.

7.6. More detailed information on personal data processing at ISM can be found at: https://www.ism.lt/en/privacy-policy/.

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REGULATION OF STUDIES

SPECIAL PROVISIONS FOR INTERNATIONAL MASTER OF SCIENCE STUDY PROGRAMMES

1. INTERNATIONAL MASTER OF SCIENCE STUDY PROGRAMMES

1.1. The scope of a study programme and individual courses is estimated in credits.
1.2. The scope of an International Master of Science study is 90 or 120 credits.

2. ORGANIZATION OF THE STUDY PROCESS

2.1. The following documents regulate the organization of the study process: Study agreement, the Regulation of studies, Description of a study programme, Course descriptions and other ISM internal rules, which are published in e-learning system (elearning.ism.lt).
2.2. The language of instruction of International Master of Science study programmes is English.
2.3. Aims of a study course, learning outcomes, teaching / learning and assessment activities are described in the course descriptions, which are published in e-learning system (elearning.ism.lt) and on the ISM website (www.ism.lt).
2.4. Studies at ISM University of Management and Economics (hereafter - ISM) are divided into semesters according to the academic calendar approved by Rector's order. An academic year has two semesters: fall and spring.
2.5. Lectures, seminars, independent work, exams and their retakes are organized according to announced timetables. Preliminary timetable of classes and examinations shall be provided to students not later than 2 weeks prior to the start of a semester; the final timetable – three days prior to the start of studies. ISM has the right to make changes in the timetables during the course of a semester.
2.6. Classroom lectures, consultations, examinations and other study activities provided for in the schedule may be replaced by remote study activities if it is not possible to study in classrooms due to resolutions of the Government of the Republic of Lithuania, Vilnius City Municipality or other authorized institutions, *force majeure* circumstances and other reasons beyond ISM control. Remote participation is equivalent to usual participation.

3. TUITION FEES, SCHOLARSHIPS AND INCENTIVES FOR STUDENTS

3.1. Students of ISM shall pay tuition fee in accordance to the Procedure for payment, reimbursement and recovery of tuition fees at ISM, which are published in e-learning system (elearning.ism.lt).

3.1. Students may apply for scholarships in accordance with the ISM Procedure for Granting Tuition Fee Discounts and Scholarships (elearning.ism.lt).

3.2. Degree students, who have outstanding achievements in academic, public or creative fields, or have contributed significantly to ISM community may be incentivized with a scholarship, present, certificate of gratitude.

4. CHANGE OF A STUDY PROGRAMME

4.1. A degree student, who has submitted a request to the Studies Administration, may be transferred from one ISM International Master of Science study programme to another. The transfer is made according to the following principles:

- A degree student transferred from one study programme to another shall eliminate any differences in courses between the study programmes;
- A student shall pay for the additional courses, taken due to transfer to another study programme. The price of additional courses is determined on the credit price of additional study services valid at that time.

4.2. Upon changing a study programme, a degree student must sign a version of special provisions of their Study Agreement.

4.3. For a student who has changed the study programme, the tuition fee shall be determined according to the ISM Price List of Study Programmes and Services in force in the semester when the student commences studies in the new programme.

5. TERMINATION OF STUDIES

5.1. Termination of studies is formalized by the Rector's order.

5.2. Studies may be terminated on the following grounds:

5.2.1. upon mutual consent of the parties of the agreement;

5.2.2. by the decision of the Commission of Ethics, approved by order of the Rector on expulsion from ISM for breaches of academic and/or general ethics and violation of the provisions of documents regulating general rules at ISM;

5.2.3. pursuant to articles 6, 8 and 9 of the Regulation of Studies.

5.2.4. in case of non-compliance with the terms and conditions of the Study Agreement by the student;

5.2.5. in other cases, that are specified in the Study Agreement.

5.3. A student shall be informed about the decision to remove them from the ISM through the ISM e-mail system within 15 calendar days as of the entry into force of this decision.

5.4. In cases where a student's studies have been terminated, the tuition fee paid is non-refundable, except in cases specified in the Study Agreement and the Procedure for Payment, Refund, and Collection of Tuition Fees. If a student who has not fulfilled their financial obligations is expelled from the university, the student must settle their tuition fees according to the ISM Procedure for Payment, Refund, and Collection of Tuition Fees. Failure to do so, ISM reserves the right to transfer student data to a debt collection company.

6. LEAVE OF ABSENCE

6.1. Degree students have the right to take a leave of absence. The end of leave of absence shall always coincide with the beginning of the fall or spring semester. Duration of the leave of absence:

6.1.1. due to illness – for a period recommended by the doctor or by the consulting commission of doctors;

6.1.2. due to pregnancy or maternity leave – for a period defined by the Law, but no longer until the child reaches the age of three years;

6.1.3. due to work placement, part of studies or internship abroad – up to two years during the whole period of studies. Leave of absence shall be granted only after the completion of the first semester of studies, provided that the student has no financial indebtedness to ISM.

6.1.4. for the personal reasons - for a period of one study year during the entire study period. Leave of absence shall be granted only after the completion of the first semester of studies, provided that the student has no financial indebtedness to ISM.

6.2. Degree student, who is unable to continue their studies, and who submits a request at least **two weeks** prior to the start of the respective semester, has the right to take a leave of absence.

6.3. Issues related to the payment of tuition fee by the degree students, who have been granted a leave of absence by order of the Rector, shall be dealt with according to the Procedure of paying tuition fees at ISM.

6.4. Upon return from their leave of absence, but not later than two weeks prior to the start of the relevant semester, a degree student shall submit a request for permission to resume studies. Failure to submit a request will result in expulsion from ISM by order of the Rector and the termination of the Study Agreement.

6.5. If changes occurred in the study programme during the student's leave of absence, decisions regarding credit transfer from the old programme and an individual study plan shall be made in compliance with the Procedure for recognition of study results and credit transfer.

6.6. Upon return from their leave of absence, a degree student shall pay tuition fee at the terms and conditions provided in the Study Agreement and in accordance with the Procedure for payment, reimbursement and recovery of tuition fees at ISM that is in force at the time.

6.7. During their leave of absence, degree students shall not take part in international student exchange programmes.

6.8. In case of objective reasons to suspend studies, a degree student can submit a substantiated request for a leave of absence during the course of a semester. In such a case the decision on granting the leave of absence and payment of tuition fee is made by the Commission of Studies.

7. INTERNATIONAL MOBILITY OF DEGREE STUDENTS

7.1. ISM provides degree students with an opportunity to participate in international student exchange programmes. Dissemination of information about exchange possibilities for studies and their selection criteria shall be carried out by the staff members of the

International Studies Office (international@ism.lt). Selection of candidates for international student exchange programmes for studies shall be carried out by the staff members of the International Studies Office. Dissemination of information about international internship and selection of candidates for it shall be performed by the staff members of the Career Centre (karjeroscentras@ism.lt).

7.2. International student exchange programmes and international internships are defined and regulated by the Regulations on the international mobility activities of students and staff, which are published in e-learning system (elearning.ism.lt).

8. ASSESSMENT OF STUDENTS

8.1. **Interim assessments** – assessments organized during the course of a semester. These assessments are listed in a course description, as well as the procedure of such assessments, which is defined by the tutor. Interim assessments are not retaken or additionally organised.

8.2. **Exam** – final assessment of a course, the aim of which is to make an objective assessment of the level at which a degree student or non-degree student has reached the defined learning outcomes. An exam may be in written form or in written and oral form, and is held after the completion of the course at the time specified in the timetable of examinations.

8.3. **Retake of a course** – an assessment covering all course material, unless stated otherwise in a course description. A retake shall be organized **once** and at the time indicated in the timetable of classes and examinations.

8.4. **A proportion of a retake** grade in the final grade constitutes of a proportion of a grade for an exam and/or sum of proportions of interim assignments, unless stated otherwise in a course description. All assessments (interim, exams, retakes) are held according to the procedure defined in the **Examination taking procedure**.

8.5. The level at which the course has been mastered is given is given a “pass/fail” or a final grade, which is calculated according to the cumulative grade formula, unless stated otherwise in a course description. **Only positive (not less than 5)** non-rounded grades of semester’s assessments and exams are calculated:

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

P - final grade;

n - number of interim assessments during a semester;

D_i – grade for the i^{th} assessment during a semester (non-rounded); S_i – weight / proportion of the i^{th} assessment during a semester;

E – exam grade;

Se – weight / proportion of exam grade.

8.6. Study results are published to the students on the student portal (my.ism.lt) during the course of seven working days from the day of an assessment.

8.7. Students are granted the right to retake the examination:

8.7.1. having received a final negative evaluation in a course.

8.7.2. Not attending the examination and, no later than within two working days after the examination, submitted by e-mail to studies@ism.lt a request to the Study Department to participate in the retake.

8.8. If a student fails the course during the free retake, the student must repeat the entire course in the following academic year and pay according to the number of course credits and the price per credit set by ISM, which is reviewed and approved for each academic period.

8.9. Students who participated in the examination and received a positive final grade for a course, have no right to retake the whole course.

8.10. Students have the right to submit an appeal on the grounds and procedures described in the Description of the Procedure for Submission and Consideration of Applications and Appeals.

8.11. The Commission of Studies has a right to cancel an exam (interim assessment) in the case of violation of the process of studies. In such case another date for the repeated exam (interim assessment) shall be announced. Results of the repeated exam (interim assessment) shall be considered to be final. The reasons for the annulment of exam (interim assessment) shall be announced to ISM community by the administrative staff of studies.

8.12. In the case student is repeating a failed course (academic failure) they have to pay the tuition fee that covers the volume of credits allotted for the course. The repeated course is considered as additional studies and its credit fee is calculated based on the credit rate for additional services pertaining to studies approved by ISM for each academic period.

8.13. Degree students, who return from international exchange programmes with academic failures shall eliminate them. For these course credits student pays according to the rate per study credit of additional studies.

8.14. Master's students who have failed to pass 3 or more courses during the completed period of study are considered to be in failing status and shall apply for an Individual Study Plan. An Individual Study Plan shall be drawn up for a student at the student's request in accordance with the procedure for drawing up an Individual Study Plan for the entire period until the academic differences in the subjects of the programme of study have been resolved. The application for an Individual Study Plan shall be submitted by 15 July at the end of the spring semester and by 26 January at the end of the fall semester. A student who fails to account for 3 or more subjects during the completed period of study and who fails to submit a request for the preparation of an Individual Study Plan within the established deadlines shall be expelled from the ISM University by the Rector's order, and the student's study agreement shall be terminated.

8.15. In exceptional cases (hospitalization, accident, loss of family members), when a student is unable to complete an assessment on time, they are given the opportunity to take the assessment at a newly appointed time. The student must immediately inform the University about such a situation. The decision regarding the retake is made by the Study Commission after evaluating the circumstances presented.

8.16. By order of the Rector, a student residing and studying in Lithuania on the basis of a legal residence document issued by the Migration Department shall be expelled from ISM University and his/her study agreement shall be terminated if, during the previous academic year, the student has not earned the number of study credits stipulated in Article 35(1)(18) of the Law of the Republic of Lithuania on the Legal Status of Foreigners.

9. ATTENDANCE

9.1. Lecture attendance is mandatory for students of the Educational Leadership program. If a student misses 20% or more of lectures in a semester, they may be expelled from the university.

9.2. A valid reason is an illness (with supporting documents from a doctor), a court summons, or mandatory military service (based on submitted official documents).

10. COMPLETION OF UNIVERSITY STUDIES

10.1. Study programme is completed by assessment of degree-student’s knowledge, understanding, skills and attitudes during the process of thesis defence.

10.2. Defending the master's thesis is allowed only if there are no academic debts.

10.3. Degree students with academic debts have the right to prepare their thesis but are not allowed to defend it. A student is allowed to defend their thesis only after clearing their academic debts, but no earlier than the following semester, if ISM organizes the defence of theses for the respective study program at that time, or after one year. No additional fee is required if the final thesis meets requirements set in the requirements for writing thesis.

10.4. Defending the thesis is not allowed if the student did not prepare the thesis, did not upload it to the e-learning system on time, or if the thesis did not meet the requirements for thesis

preparation.

10.5. Thesis is defended in public meeting of the Thesis defence commission. Decisions passed by the Thesis defence commission are final and indisputable.

10.6. The master's degree is awarded by the Thesis Defense Commission and approved by the Rector's order.

10.7. The master's degree is confirmed by a diploma and a diploma supplement.

10.8. Detailed information on the master thesis writing and defence procedure is provided in the Regulations of master thesis.

10.9. Degree students, who have failed to submit their thesis or who terminated thesis writing process upon the decision of the Commission of Studies, did not attend thesis defence, or failed to defend their thesis must submit a request to the Study Services Department to write and defend thesis during the subsequent semester given that the corresponding study programme's thesis defence process is organized by ISM during that semester, or one year later. The request must be submitted up to the end of the current semester. If degree students fail to submit a request, their Study Agreement is terminated by order of the Rector.

10.10. Degree students who want to repeat thesis writing and defence process shall pay tuition fee for the number of thesis credits. Tuition fee is set according to the rate per study credit of additional studies.

10.11. ISM thesis supervisors are encouraged to prepare joint publications with students of the study program for the purpose of disseminating research results and/or popularizing science, or to recommend that students do so individually. In publications based on research conducted during studies at ISM, students are required to indicate their ISM affiliation.

11. NON-DEGREE STUDENTS

11.1. A non-degree student must sign a Study Agreement and pay tuition fee according to the Procedure for payment, reimbursement and recovery of tuition fees at ISM.

11.2. Courses to be studied by a non-degree student in a particular semester shall be approved by the Manager of studies, responsible for admission to the corresponding study programme.