

**ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS DESCRIPTION OF THE  
PROCEDURE FOR STUDYING A STUDY SUBJECT, TAKING EXAMS IN BACHELOR  
AND MASTER OF SCIENCE STUDIES  
(ASSESSMENTS) EXTERNALLY**

1. The description (hereinafter referred to as the Description) of the procedure for studying courses and taking exams (credits) externally in the bachelor's and master's studies at "ISM University of Management and Economics", UAB (hereinafter referred to as ISM) regulates the procedure for studying courses and taking exams (credits) externally at ISM.
2. A student who is studying a course externally, is studying course material individually. However, student has a right to have two consultations with the lecturer. The need for consultations is initiated by the student, who then coordinates the consultation dates in writing with the course instructor. Duration of each consultation is 2 academic hours.
3. Students who study a 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 are able to study a course externally:
  - 4.1. The ones, who are studying in the last (final) semester of Bachelor or Master studies and have no more than two academic failures of a course(s), if course(s) in which academic failure(s) student has is (are) not organized in the respective semester at ISM.
  - 4.2. The ones who are studying in the second last (penultimate) semester of Bachelor or Master studies and have academic failure of a course, if a course is not (and/or will not be) organized at ISM.
4. 3. Students of Master of Science studies, if the final exam(s) of a course takes place after the defense of final Master thesis.
5. Students are allowed to study externally no more than two study courses per semester.
6. Students, who are wishing to study a course externally, have to submit a request to the Study Department as follows:
  - 6.1. For Bachelor students – no later than one week prior to the start of the respective semester.
  6. 2. For Master students – till the end of the second week of the respective semester.
7. The student's request to study a course externally is approved by the ISM Vice-Rector for Studies (for master's studies) or the Director of Academic Affairs (for bachelor's studies).
8. During the first 2 weeks of the respective semester, the ISM Director of Academic Affairs prepares a list of Bachelor studies courses, which will be organized externally in the respective semester. The list of master's courses to be organized for external study is approved by the ISM Vice-Rector for Studies only after receiving and approving student requests, but no later no later than the end of the third week of the semester.

9. Student, who has been granted the right to take a course externally, must contact in writing the course lecturer on its own initiative, but not later than in the first two weeks of the respective semester (for Bachelor students) and no later than in one month from the beginning of the respective semester (for Master students).
10. External studies of a course are completed with a final exam. The date and time of the final exam is set by the ISM Study Department. Exam task is prepared by the lecturer of a course. ISM Bachelor and Master Studies Examination Procedure is applicable to external studies.
11. In case of a negative final evaluation for the course (less than 5), student has a right to retake the exam once. The date and time of the final exam is set by the ISM Study Department.
12. In case of a negative final evaluation for the course after the retake, academic failure of the course can be eliminated not earlier than the next semester. During a semester the same course can be studied externally only once.