

**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. A student's request to take a course as an external student must be approved by the Dean of Graduate Studies (for graduate studies) or the Dean of Undergraduate Studies. During the first two weeks of the semester, the Dean of Undergraduate Studies shall prepare a list of undergraduate courses that will be offered for external study during the semester. The list of graduate courses to be offered for external study shall be approved by the Dean of Graduate Studies only after students' requests have been received and approved, but no later than by the end of the third week of the semester.
8. A student who has been granted permission to take a course as an external student must, on their own initiative, contact the course instructor in writing no later than two weeks after the start of the semester (for undergraduate students) and no later than one month after the start of the semester (for graduate students).

9. External study of a course is completed by an examination, the date and time of which shall be determined by the ISM Study Services Department. The examination tasks shall be prepared by the responsible instructor. The ISM Rules for Taking Examinations in Undergraduate and Graduate Studies shall apply to courses taken as an external student.
10. If the final course grade is a fail (below 5), the student is entitled to one retake, the date and time of which shall be determined by the ISM Study Services Department.
11. If the final course grade remains a fail after the retake, the academic debt for the course may be cleared no earlier than in the following semester. The same course may be taken as an external student only once during a semester.