

APPROVED BY  
ISM University of Management and Economics  
Rector's order of September 18, 2023  
No. 2023/01-07-57

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

1. ISM University of Management and Economics (hereinafter referred to as ISM) organizes external studies of courses.
2. Student, who is studying a course externally, is studying course material individually. However, student has a right to have two consultations with the lecturer. Student is initiator of consultations and arranges dates and times of consultations with the lecturer of a course. 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 of Science 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 of Science 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 defence of final Master thesis.
5. Student is 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 of Science students – till the end of the second week of the respective semester.
7. The decision on the possibility of a person to study as an external student shall be taken in the Studies Committee and recorded in the minutes. The student's request to study a subject externally shall be approved by the ISM Vice-President for Studies and Research or the Director of Academic Affairs.
8. During the first 2 weeks of the respective semester, the Vice-President for Studies and Research or the Director of Academic Affairs prepares a list of Bachelor studies courses, which will be organized externally in the respective semester. List of Master of Science studies courses, which will be organized externally in the respective semester, is only approved, if students' requests are received and approved, but not later than till the end of the third week of the respective semester.

9. Student, who has been granted the right to take a course externally, has to contact 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 of Science 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.