

APPROVED BY
Order No. 01-07-39
of 30 August 2016
of the Rector of
ISM University of Management and
Economics

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” or “the University”), sets out the rights and obligations of students, and their relations with the University. The Regulation applies to degree and non-degree students of Bachelor and Master studies at ISM University of Management and Economics.

2. DEFINITION OF KEY CONCEPTS

- 2.1. **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 and master degrees at Bachelor, International Master of Science and Executive Master of Management study programmes at ISM University of Management and Economics.
- 2.2. **Student** – a person, who studies sequentially according to a study programme at ISM, or a person who studies individual courses from study programmes at ISM. Students fall under the following categories: degree students or non-degree students.
- 2.3. **Degree student** – a person, who studies sequentially according a particular study programme at ISM.
- 2.4. **Non-degree student** – a person, who studies according to the informal adult education programme, or a person, who studies individual courses (modules) from study programmes at ISM.
- 2.5. **Bachelor study programme** – a study programme designed to foster general erudition, to provide the theoretical basis of a study field 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 of corresponding study fields.

- 2.6. **International Master of Science study programme** – a study programme designed for preparation for independent research work or any other work the performance of which requires scientific knowledge and analytical competence. On completion of International Master of Science study programmes at ISM, persons shall be awarded a Master's degree of corresponding study fields.
- 2.7. **Executive Master of Management study programme** – a study programme designed for persons, who have at least four years of managerial work experience (not counting the experience during bachelor studies), or persons, who hold a master's degree and have at least three years of managerial work experience. Executive Master of Management programme is focused on practical tasks and is designed to develop professional qualifications. On completion of Executive Master of Management study programmes at ISM, persons shall be awarded a Master's degree of corresponding study fields.
- 2.8. **Bachelor degree** – a higher education qualification degree awarded to a person, who successfully fulfilled the requirements of a study programme of the first cycle of university studies (achieved the required learning outcomes) at the University.
- 2.9. **Bachelor** – a person, who has been awarded a Bachelor degree upon successful completion of university bachelor studies.
- 2.10. **Master degree** – a higher education qualification degree awarded to a person, who successfully fulfilled the requirements of a study programme of the second cycle or an integrated study programme of university studies (achieved the required learning outcomes) at the University.
- 2.11. **Master** – a person, who has been awarded a Master degree upon successful completion of university master studies.
- 2.12. **Higher education diploma** – a document certifying a qualification of higher education acquired by a person.
- 2.13. **Diploma supplement** – a document issued as an integral part of a higher education diploma. It contains details on the person's studies and study results.
- 2.14. **Higher education qualification** – a qualification degree (bachelor, master) as well as a qualification which is awarded by the University in accordance with the procedure laid down by legal acts.
- 2.15. **Teaching staff member / tutor** – a person, who educates and teaches degree and non-degree students at the University.
- 2.16. **Studies** – studying of a person, who has completed at least their secondary education, at the University according to a particular study programme.
- 2.17. **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.
- 2.18. **Study field** – a set of study programmes the title of which is entered in a higher education diploma along with the title of a qualification degree.
- 2.19. **Study programme** – a totality of all elements needed to implement studies of a particular study field(s) at the higher education institution, and description of such elements including learning outcomes and content needed to achieve them, learning activities, methods, measures, human and other resources.
- 2.20. **Module** – a part of study programme, which consists of several subjects related in terms of their content, has a defined objective, and is aimed to develop specific student's skills. A module is aimed to develop general and (or) professional competences.

- 2.21. **Course** – a part of study programme, which has a defined objective and is aimed at achieving learning outcome.
- 2.22. **Additional studies.** Such studies include courses and modules studied by non-degree students, repeated courses and modules, extracurricular courses chosen by students, etc. Tuition fee rate for these services is set per study credit of additional studies for each academic period. The University is entitled to unilaterally change the fee for a study credit of additional courses.
- 2.23. **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.
- 2.24. **Individual study plan** – a document listing courses and their volume in study credits to be studied by a student in a particular semester according to the chosen study programme. The document is based on student's request and approved by the Vice-rector of Studies.
- 2.25. **Course description** – a document that includes general characteristics of a course (course code, title, volume in credits, surname of teaching staff member, mode of studies, prerequisites, language of instruction), a brief description, objective of the course, learning outcomes, teaching/learning and assessment methods, course content and scope (topics and number of in-class and self-study hours), the assessment methods and procedure, the lists of mandatory and additional readings.
- 2.26. **Bachelor thesis** – an independent work which summarises the knowledge, competences and skills gained during the course of studies, and justifies the award of bachelor qualification degree.
- 2.27. **Master thesis** – an independent analytical work which summarises the knowledge, competences and skills gained during the course of studies, and justifies the award of master qualification degree.
- 2.28. **Academic failure** – uncompleted course (module) with final evaluation grade less than 5).
- 2.29. **Commission of Bachelor and International Master of Science studies** (hereafter – Commission of Studies) – a commission helping to ensure the quality of the implementation of studies' process and content. The members of the commission are representatives of academic and administrative staff. The head of the commission is Vice-rector of studies.
- 2.30. **Committee of Executive Master of Management studies** (hereafter – Committee of Studies) – a committee helping to ensure the quality of the implementation of Executive Master of Management studies' process and content. The members of the committee are Heads of study modules. The head of the committee is Vice-dean of Executive School.
- 2.31. **Prerequisite (necessary condition)** – a mandatory preparation for studies of a particular course. A requirement of prior knowledge, which is defined by successful completion of a prior course.
- 2.32. **Learning outcomes** – a totality of knowledge, understanding, skills and attitudes gained during the course of studies.
- 2.33. **ISM community** – ISM's students, alumni, and academic and administrative staff.

3. GENERAL RULES AND RULES OF ACADEMIC ETHICS

- 3.1. The work ethos at ISM is based on the Statute of the University 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 the University.
- 3.2. The relationships among the members of ISM community are based on universally accepted principles of academic cooperation and transparency.
- 3.3. Members of ISM community are not permitted to abuse their employment position at ISM.
- 3.4. Ignoring misconduct of members of ISM community is not acceptable, as well as assistance or encouragement of such behaviour. It must be non-anonymously reported to the ISM Commission of Ethics.
- 3.5. Illegal disclosure of personal or other information about a person (such as personal identification number, student identification number, login data to the University's network resources, study results, etc.), which is not disclosed by the University 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 the University rules.
- 3.6. Breaches of academic integrity include plagiarism, cheating, falsification, breaches of research ethics and bribing. The terms are defined below:
 - 3.6.1. Plagiarism. Typical incidents of plagiarism are as follows:
 - providing the text of another person (works by other authors, illustrations, data) without citation symbols (quotation marks or any other highlighting, e.g. use of italics or a separate paragraph) and/or without an indication of references to the original text;
 - violation of citation requirements (a citation is an insertion of a short (one to two lines) original text of another author into one's paper to facilitate the expression of their idea); There should be a moderate use of quotes in a paper.
 - 3.6.2 Cheating. Typical incidents of cheating are as follows:
 - attempts to read/copy another student's paper or talking at the time of an exam or other knowledge assessment without a lecturer's permission;
 - use or attempt to use, at the time of an exam or any other student knowledge assessment, any material, information, learning tool or assistance that has not been authorized by the lecturer or is necessitated by the specific assessment tasks;
 - submission of another person's paper under one's own name or use of another student's work or results at times of any knowledge assessment;
 - multiple submission of the same paper (for different courses, etc.);
 - falsifying one's identity at times of an exam or other student knowledge assessment.
 - 3.6.3. Falsification. Typical incidents of falsification are as follows:
 - correction of a graded paper without a lecturer's consent;
 - forging a lecturer's signature, certificates, or other documents;
 - falsification of data or results of an academic assignment (course papers and other works).
 - Breaches of research ethics include the following acts:
 - deliberate concealing of research data that contradicts research hypothesis;
 - deliberately misleading provision of information about empirical research methodology;
 - acts of theft or deliberate damage of empirical research findings, software, samples of empirical material, or manuscripts;

- plagiarism, i.e. presenting texts, ideas or inventions that belong to another person as one's own;
 - ungrounded co-authorship enforcement on colleagues or subordinates;
 - denial or concealment of contributions to research made by other persons or organizations.
- 3.6.4. Bribing. Offering or giving a reward in exchange for an academic favour (in person or group).
- 3.6.5 Other misbehaviour includes:
- coming late to a lecture, knowledge assessment or consultation, or leaving the classroom prior to the end of the lecture, knowledge assessment or consultation; except the cases when such permission is granted by the tutor;
 - use of mobile phones during lectures, exams and consultations;
 - use of notebooks and other electronic devices for purposes that are not related to the contents of a lecture, knowledge assessment, or consultation;
 - use of mono-lingual dictionaries or electronic devices (e.g. programmable calculators, dictionaries) during knowledge assessments without lecturer's permission;
 - consumption of food or drinks during classes, knowledge assessment, or consultation;
 - impolite behaviour (interrupting the speaker, whispering, concealed or open sneering, etc.) or any other acts that inhibit a lecture, knowledge assessment or consultation;
 - impolite or humiliating mode of oral, written or electronic communication;
 - filming and taking pictures during lectures, examination or consultation without the permission of a tutor or administrative staff.
- 3.7. In the case of the breach of points 3.2-3.6 ISM Commission of Ethics can address to the ISM Rector for the application of sanctions for violation of the general rules and the rules of academic ethics.

4. STUDENT RESPONSIBILITIES

- 4.1. Student's responsibilities are defined in the Study Agreement, ISM Statute, ISM Code of Ethics, this Regulation of Studies, and other internal ISM rules.
- 4.2. Breaches of ethics are considered by the Commission of Ethics according to a procedure set out in the regulations of the Commission of Ethics. The form, content and period of validity of a penalty for a student is proposed by the Commission of Ethics and approved the Rector:
- **A warning** is a precautionary measure aimed at drawing a student's attention to the case(s) of his/her misconduct that is not in accordance with ISM values and ethics.
 - **A reprimand** leads to a degree student being disallowed a tuition fee discount the following semester, unless stated otherwise by the Commission of Ethics. The Commission of Ethics has the right to impose other penalties combined with a reprimand.
 - **A severe reprimand** leads to a student being disallowed to a tuition fee discount and to participating in international student exchange programmes or other programmes under inter-institutional agreements the following semester, unless stated otherwise by the Commission of Ethics. The Commission of Ethics has the right to impose other penalties combined with a reprimand.
 - **Expulsion from ISM.**
- 4.3. Under the circumstance a misconduct was performed or might have been performed 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.

- 4.4. Students are notified of the penalties imposed on them by e-mail message.

5. STUDENT RIGHTS AND OBLIGATIONS

5.1. All ISM students are entitled to:

- use classrooms, computer labs, library and other equipment and facilities required for studying during the course of studies;
- to be introduced with a course (module) syllabus, the assessment system during the semester and the form of the assessment during the first lecture of a course (module).
- to receive information pertinent to studies;
- to participate in the evaluation of the quality of studies and express opinion of view about study programmes and their delivery;
- to make proposals on the improvement of the quality of studies either directly or through the ISM Students' Association (hereinafter—ISM SA);
- to complete assignments by alternative means, if they have less than 45 % working capacity or medium or high 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.

5.2. Degree students at ISM also have the **right to**:

- to study according to the chosen study programme;
- to study according to an individual study plan;
- 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;
- to take leave of absence without being deprived of the degree student status according to the procedure established at ISM;
- to freely express their ideas and attitudes;
- to participate in ISM management bodies, where degree student representative is foreseen;
- to participate in the self-management of the institution of higher education, which is executed by the Students' Association;
- to participate in the competitions for studies or internship place in international student exchange programmes and in other programmes based on inter-institutional agreements.

5.3. 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 of Studies, and other rules issued 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;
- 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 (my2.ism.lt);

- 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;
- 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 the University according to the established procedure.

6. ASSESSMENT OF LEARNING OUTCOMES

- 6.1. A totality of student's knowledge, understanding, skills and attitudes is assessed according to a system of assessment of learning outcomes defined in this Regulation and in a course description.
- 6.2. The assessment system valid at ISM University of Management and Economics is based on the following principles:
 - 6.2.1. validity (assessment pertains to the objectives of the study programme (course) and measures the learning outcomes aimed at fulfilling these objectives);
 - 6.2.2. reliability (assessment information and results shall be unbiased and irrespective of the evaluator);
 - 6.2.3. clarity (the assessment system has to be informative and understandable for both the evaluators and those who shall be evaluated);
 - 6.2.4. utility (assessment has to be positively viewed by those who shall be evaluated and contribute to fulfilment of objectives of the study programme);
 - 6.2.5. fairness (methods of assessment have to be equally applicable to all persons who are evaluated).
- 6.3. Assessment of learning outcomes is comprised of assessment of knowledge, understanding, skills and attitudes.
- 6.4. Assessment may be individual or collegial. During the collegial type of assessment, students shall be tested by a panel of tutors and experts. Cumulative assessment used at ISM University of Management and Economics means that learning outcomes are assessed through interim assessments.
- 6.5. A part of cumulative assessment of a course can be obtained as a group work (e.g. project, paper, presentation, etc. as specified in a course description).
- 6.6. The proportions of different assessments of knowledge, understanding and skills are defined depend on the learning outcomes of the course.
- 6.7. Grades for interim assessments are not rounded up. Negative assessment results are not included when calculating the final cumulative grade.
- 6.8. A ten-point criterion-based assessment system is used at ISM to assess knowledge, competences and skills.

Required knowledge, %	Calculated evaluation	Grade	Short description	Detailed description of knowledge and understanding	Detailed description of skills	ECTS equivalent	Pass/fail system
$95 \leq x \leq 100$	$9,5 \leq x \leq 10$	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
$85 \leq x < 95$	$8,5 \leq x < 9,5$	9	Strong, good knowledge and skills	Strong, good, well-rounded knowledge and its application in solving complex practical problems. Independent studies of additional material; 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	
$75 \leq x < 85$	$7,5 \leq x < 8,5$	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	

$65 \leq x < 75$	$6,5 \leq x < 7,5$	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	
$55 \leq x < 65$	$5,5 \leq x < 6,5$	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	
$50 \leq x < 55$	$5,0 \leq x < 5,5$	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	
$40 \leq x < 50$	$4,0 \leq x < 5,0$	4	Unfulfilled minimum requirements	Knowledge does not meet minimum requirements.	Skills do not meet minimum requirements	FX	FAIL
$30 \leq x < 40$	$3,0 \leq x < 4,0$	3				F	
$20 \leq x < 30$	$2,0 \leq x < 3,0$	2				F	
$0 \leq x < 20$	$0 \leq x < 2,0$	1				F	

II. SPECIAL PROVISIONS. BACHELOR AND INTERNATIONAL MASTER OF SCIENCE STUDIES.

7. BACHELOR AND INTERNATIONAL MASTER OF SCIENCE STUDY PROGRAMMES

- 7.1. The scope of a study programme and individual courses is estimated in credits. One course shall be worth at least 3 ECTS credits.
- 7.2. The scope of a bachelor study programme, upon graduation of which a bachelor degree is awarded, is at least 210 credits, but not more than 240 credits.
- 7.3. The scope of a master study programme is at least 90, but not more than 120 study credits.
- 7.4. Courses may be obligatory or elective, which every semester should be chosen by the student from the offered list of courses within the specified term. Elective courses may not be selected or changed after the deadline. In case the elective courses are not chosen by the student, they are assigned by the University according to the places available.

8. ORGANISATION OF THE STUDY PROCESS

- 8.1. The following documents regulate the organisation of the study process: Study agreement, the Regulation of studies, Description of a study programme, Course descriptions and other ISM internal rules.
- 8.2. The language of instruction at ISM is Lithuanian and/or English.
- 8.3. Aims of a study programme, learning outcomes, teaching / learning and assessment activities are described in the description of a study programme and in course descriptions, which are published in e-learning system (elearning.ism.lt).
- 8.4. Studies at ISM are divided into semesters according to the academic calendar approved by Rector's order. An academic year has two semesters: fall and spring.
- 8.5. Academic class work, independent work, internship, exams and their retakes are organised according to announced timetables. Preliminary timetable of classes and exam period shall be provided to students not later than one month prior to the start of a semester; the final timetable – a week prior to the start of studies. ISM has the right to make changes in the timetables during the course of a semester.

9. TUITION FEE AND SCHOLARSHIPS

- 9.1. Students of ISM University of Management and Economics shall pay tuition fee in accordance to the Procedure of paying tuition fees at ISM University of Management and Economics.
- 9.2. Degree students may apply for a scholarship from ISM Fund according to the Achievement scholarship award procedure.

10. INCENTIVES FOR STUDENTS

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

11. INDIVIDUAL STUDY PLAN

- 11.1. Individual study plan shall be prepared on student's request according to the Individual study plan development procedure.

12. CHANGE OF A STUDY PROGRAMME

- 12.1. A degree student, who has submitted a request not earlier than after the first semester of studies, may be transferred from one ISM Bachelor study programme to another by order of the Rector. An individual study plan shall be prepared for such degree student. The transfer is made according to the following principles:
- All obligatory courses passed by the degree student, which are the same for both study programmes, shall be recognised regardless of the language of instruction.
 - A degree student transferred from one study programme to another shall eliminate any differences in obligatory courses between the study programmes.
 - Elective general university courses are recognised without any restrictions.
- 12.2. Upon changing a study programme, a degree student shall have an individual study plan, which is developed according to the Individual study plan development procedure and must sign a new version of special provisions of their study agreement.
- 12.3. In case of study programme change, tuition fee shall be applied according to a price list for ISM study programmes and services, that is in force at the time of the programme change.
- 12.4. Change of study programme is not applicable for degree students from the International Master of Science studies.

13. TERMINATION OF STUDIES

- 13.1. Termination of studies is carried out by termination of study agreement by order of the Rector.
- 13.2. Studies may be terminated on the following grounds:
- 13.2.1. upon mutual consent of the parties of the agreement;
 - 13.2.2. by the proposal of the Commission of Ethics, approved by order of the Rector on expulsion from the University for breaches of academic and/or general ethics and violation of the provisions of documents regulating general rules at the University;
 - 13.2.3. pursuant to articles 15, 18 and 19 of the Regulation of Studies.
 - 13.2.4. in case of non-compliance with the terms and conditions of the study agreement by the student;
 - 13.2.5. by proposal of the Commission of Ethics, approved by order of the Rector, when the student is found guilty in a criminal case by effective judgement;

- 13.2.6. in other cases, that are specified in the study agreement.
- 13.3. A student shall be informed about the decision to remove them from the list of students through the ISM e-mail system within 15 calendar days as of the entry into force of this decision.
- 13.4. If the study agreement includes a third party, the third party shall be informed about the decision to remove the student from the list of students by registered mail within 15 calendar days as of the entry into force of this decision.
- 13.5. Persons, whose studies were terminated, shall not be reimbursed the tuition fee, except cases specified in the study agreement and in the Procedure of paying tuition fees.

14. LEAVE OF ABSENCE

- 14.1. Degree students have the right to take a leave of absence. The leave of absence shall be granted not before the first semester of studies is completed. The end of the leave of absence shall always coincide with the start of fall or spring semester. Duration of the leave of absence:
- 14.1.1. due to illness – for a period recommended by the doctor or by the consulting commission of doctors;
 - 14.1.2. 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;
 - 14.1.3. due to work placement, part of studies or internship abroad, and due to other reasons – up to two years during the whole period of studies.
- 14.2. A degree student from Bachelor of International Master of Science studies, 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.
- 14.3. 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 University of Management and Economics.
- 14.4. 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 leads to the expulsion from the ISM by order of the Rector.
- 14.5. If changes occurred in the study programme during the student's leave of absence, individual study plan shall be developed in compliance with the Procedure for recognition of study results and credit transfer.
- 14.6. 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 to the Procedure of paying tuition fees at ISM University of Management and Economics that is in force at the time.
- 14.7. During their leave of absence, degree students shall not take part in International student exchange programmes.
- 14.8. 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. The decision on granting the leave of absence and payment of tuition fee is made by the Commission of Studies.

15. INTERNATIONAL MOBILITY OF DEGREE STUDENTS

- 15.1. 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. 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.
- 15.2. International student exchange programmes and international internships are defined and regulated by the Regulations on the international mobility activities of students and staff.

16. ASSESSMENT OF QUALITY OF STUDIES

- 16.1. Administration of studies and ISM Quality Centre are carrying out a continuous assessment of the quality of studies according to the procedures defined in this section.
- 16.2. A formative evaluation is carried out in the middle of a semester of Bachelor studies. The representatives of students and Directors of study programmes participate in the evaluation. Formative evaluation helps to identify development/learning prospects, to cooperate with teaching staff, and to participate in the process of assessment decisions. During the formative evaluation, students assess every course, its' consistency with the course description, clarity of assessment criterion, procedure of assessments, and variety of teaching methods. At the end of a semester ISM Quality Centre carries out a survey of Bachelor students. The survey covers an assessment of academic quality of study programmes, the level of study services, facilities and the work of administrative staff. After the survey, the students' representatives are informed about the plan of improvement of quality of studies.
- 16.3. A comprehensive survey of students is carried after every course of the International Master of Science studies. The survey covers evaluation of the following aspects of a 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. The results of the survey are presented to teaching and administrative staff, and are discussed with the representatives of students.

17. ASSESSMENT OF STUDENTS

- 17.1. **Interim assessments** – assessments organised 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.
- 17.2. **Exam** – final assessment of a course, the aim of which is to make an objective assessment of the level at which a degree student (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 lectures and examinations.
- 17.3. **Retake** of a course – an assessment organised if the student's final cumulative grade for a course is negative. 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. A retake shall be on all course material,

unless stated otherwise in a course description. A retake shall be organised **once** and at the time indicated in the timetable of examinations.

- 17.4. All assessments (interim, exams, retakes) are held according to the procedure defined in the **Examination taking procedure**.
- 17.5. The level at which the course has been mastered is given 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 an i^{th} assessment during a semester (non-rounded);

S_i – weight / proportion of an i^{th} assessment during a semester;

E – exam grade;

S_e – weight / proportion of exam grade.

- 17.6. Study results are published to the students on the student portal (my2.ism.lt) during the course of five working days from the day of an assessment.
- 17.7. Students acquire the right to a retake only if the final grade for a course is negative.
- 17.8. If the final grade for a course is positive, the student has no right to retake the whole course.
- 17.9. Students have the right to submit an appeal on the grounds and procedures described in the Order on submitting and analysing appeals.
- 17.10. 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.
- 17.11. The right to repeat a failed course (academic failure) shall be granted after a student pays the tuition fee that covers the volume of credits allotted for the course for the additional studies based on the credit fee for additional studies approved by ISM for each academic period.
- 17.12. Degree students, who do not pass an elective course and want to choose another elective course instead of a failed one, shall submit a request form after the semester is completed, but not later than a week prior to the subsequent semester.
- 17.13. 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.
- 17.14. After a semester is completed, Bachelor and International Master of Science degree students who have failed at least three courses during the respective period of studies shall submit a request to develop an individual study plan. A request to develop an individual study plan should be submitted until 15 July after the spring semester, and until 1 February after the fall semester. An individual study plan shall be developed according to the Regulations of drafting individual study plans. A degree student who failed three and more courses during the respective period of studies and haven't submitted a request regarding the development of an individual study plan in line with the deadlines, shall be

considered a failing student and removed from the list of students. In such case the study agreement shall be terminated.

18. COMPLETION OF UNIVERSITY STUDIES

- 18.1. Study programme is completed by assessment of degree-student's knowledge, understanding, skills and attitudes during the process of thesis defence.
- 18.2. Defence of bachelor or master thesis is possible only after meeting of all requirements of a study programme.
- 18.3. Degree students, who have failed to fulfil study programme's requirements, have the right to prepare thesis, but may not defend it. Defence of the thesis may take place not earlier than next semester, under the circumstances that the corresponding study programme's thesis defence process is organised by the University during that semester; or one year later after complete fulfilment of all study programme's requirements. No additional fee is required, if the final thesis meets requirements set in the requirements for writing thesis.
- 18.4. Student, who has failed to prepare final thesis, to submit their thesis to the Department of Studies on time or whose thesis does not comply with the requirements set in the requirements for writing thesis shall not be allowed to defend it.
- 18.5. Final thesis is defended in public meeting of the Thesis defence qualification commission. Decisions passed by the Thesis defence qualification commission is final and indisputable.
- 18.6. Bachelor or master qualification degree shall be awarded and the diploma, testifying the qualification, shall be issued together with the diploma supplement. The qualification is awarded and both documents are issued upon the proposal of The Thesis defence qualification commission and the order of the Rector.
- 18.7. Diploma and its supplement are issued to a student only upon their full fulfilment of obligations to the University.
- 18.8. Detailed information on the bachelor thesis writing and defence procedure is provided in the Regulations of bachelor thesis, and master thesis writing and defence procedure in the Regulations of master thesis.

19. NON-DEGREE STUDENTS

- 19.1. A non-degree student must sign a study agreement and pay tuition fee according to the Procedure of paying tuition fees at ISM University of Management and Economics.
 - 19.2. 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.
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SPECIAL PROVISIONS. EXECUTIVE MASTER OF MANAGEMENT STUDIES

1. EXECUTIVE MASTER OF MANAGEMENT STUDY PROGRAMME

- 1.1. Executive Master of Management study programme is a full-time study programme consisting of three elective study modules and a module for the preparation and defence of a master's thesis.
- 1.2. The main measurement unit of the scope of Executive Master of Management study programme is an ECTS credit.
- 1.3. The scope of all Executive Master of Management study programme is 120 ECTS, of which 60 ECTS are allocated to research papers and thesis, and 60 ECTS – to modules' studies.
- 1.4. The scope of every elective module is 30 ECTS, of which 10 ECTS are allocated for the research paper and 20 ECTS – to module's studies. The scope of the fourth (final) module is 30 ECTS, all of which are allocated to master's thesis.
- 1.5. A seminar on social research methods is compulsory during the first module.
- 1.6. A student who attends and successfully completes a chosen module is issued a certificate confirming the fact.

2. ORGANISATION OF THE STUDY PROCESS

- 2.1. Criteria and procedures of the admission to the Executive Master of Management programme are set out in the ISM Executive school's admission rules.
- 2.2. The main documents regulating the organisation of the study process are: Study agreement, description of the study programme, module's description and other internal ISM rules.
- 2.3. The language of instruction at ISM is Lithuanian and/or English.
- 2.4. The study process shall be conducted according to a study timetable, which specifies the form of in-class work, time when it takes place, duration, and location. The unit measuring the duration of in-class work shall be an academic hour. Preliminary timetables are provided to students no later than a week before the beginning of the semester and final timetables – on the first day of studies. Timetables may be modified in the course of the semester. Students shall be notified about any changes to the timetable via the ISM e-learning system (elearning.ism.lt).
- 2.5. During the course of a semester students may participate in classes outside ISM campus. Time and place of such classes will be confirmed with the students.

3. TUITION FEE AND DISCOUNTS ON TUITION FEE

- 3.1. Students of ISM University of Management and Economics shall pay tuition fee in accordance to the Procedure of paying tuition fees at ISM University of Management and Economics.

- 3.2. Students may apply for a tuition fee discount in accordance with the Procedures for granting tuition fee discounts at ISM University of Management and Economics.

4. SELECTION OF STUDY MODULES

- 4.1. During the admission process, a student submits a written request specifying the selected module. The selection is carried out from the list of modules proposed for the respective semester. On the basis of this choice, a student is provided with a study plan for the semester. In addition to the selected module, a student can list other modules they would like to study in order of priority.
- 4.2. The selected modules shall be assigned to students according to the following order of precedence:
- students who continue their studies and who submitted their requests for the choice of a module during the first stage of admission;
 - students who were admitted during the first stage of admission;
 - students who submitted their requests for the choice of a module during the second stage of admission, if any is organised.
- 4.3. Where a student has not been admitted to study according to his choice of module or the study module is cancelled for any reason for that semester, the student may then be transferred to another study module of his choice in accordance with the precedence specified above and the procedure for the selection of a study module.
- 4.4. If the module selected by a student is cancelled, the student has priority to study the selected module if it shall be organised the following semester.

5. TERMINATION OF STUDIES

- 5.1. Termination of studies is carried out by termination of study agreement by order of the Rector and removing the student from the list of students.
- 5.2. A student may be removed from the list of students on the following grounds:
- at the request of the student;
 - if by the end of admission to the study module of the Executive Master of Management studies, the student fails to submit a request to continue their studies in one of the proposed modules of the semester or fails to submit a request to take leave of absence;
 - by the decision of the ISM Executive School's Committee of Studies (hereinafter – Committee of Studies) or the Commission of Ethics, approved by order of the Rector on expulsion from the University for breaches of academic or general ethics and violation of the provisions of documents regulating general rules at the University;
 - by proposal of the Committee of Studies or the Commission of Ethics, approved by order of the Rector, when the student is found guilty in a criminal case by effective judgement;
 - due to days of absence from the lectures (six or more days of absence);
 - due to failure to fulfil the conditions of the study agreement.
- 5.3. A student shall be informed about the decision to remove them from the list of students through the ISM e-mail system within 15 calendar days of the date of approval of the decision by order of the Rector.
- 5.4. After the end of the expulsion term (if specified), the expelled student may be reinstated in accordance with the procedure stipulated in the Rules for Admission to ISM Executive School, unless the content of the study module selected by the student has changed

during the expulsion term or the term for validity of his study assessment results has not expired.

- 5.5. The tuition fee paid by a student, who has been removed from the lists of ISM students on grounds stipulated in the point 5.2 of this section shall not be refunded, with exception of the cases specified in the study agreement.

6. LEAVE OF ABSENCE

- 6.1. A student can be granted a leave of absence in the following cases:
- 6.1.1. A degree student wants to take a break after a module is completed. In such case a degree student must submit a written request to the Committee of Studies until the deadline of admission to the module of Executive Master of Management studies. A degree student must indicate the duration of a requested leave of absence. The duration of leave of absence may not be longer than two years between the different modules. The maximum duration of leave of absence is four years during the whole course of Executive Master of Management studies.
- 6.1.2. A student, who signed a study agreement and paid tuition fee, yet temporarily cannot continue their studies in a module due to illness, pregnancy, maternity leave or any other substantial reason.
- 6.2. A student, who has been granted a leave of absence by an order of the Rector, shall not be reimbursed the paid tuition fee for the remaining period of semester's studies, but, pursuant to a decision of the Committee of Studies, they may be allowed to complete the studies of a module during another semester, when the module is offered.
- 6.3. If during the leave of absence, the programme of the study module has changed, recognition of the topics from the old programme shall be considered by the Committee of Studies.
- 6.4. If during the leave of absence, the programme of the study module has changed, and the student cannot return to the chosen module, they have a priority in selecting another module from the list of modules offered in particular semester.
- 6.5. In order to be granted a leave of absence during the course of a module, a student must submit a request at least one month before the final class of the module (in the case of postponement of the thesis, at least two months before the term for the submission of thesis).
- 6.6. If a student does not resume their studies after the end of leave of absence, they shall, by order of the Rector, be removed from the list of students.
- 6.7. A request to resume studies after the end of leave of absence must be submitted, and registration carried out according to the general procedure.
- 6.8. Decision regarding requests for leave of absence shall be taken by the Vice-dean of ISM Executive School. Leave of absence shall be granted by an order of the Rector.

7. INTERNAL QUALITY ASSURANCE OF STUDIES

- 7.1. The internal quality assurance of the Executive Master of Management studies focuses on assessment of the learning and teaching process. The Office of Studies controls the study process:
- the results of attendance and interim study results shall be monitored;
 - lecturers submit interim study results to the Office of Studies.

- 7.2. At the end of each module of the Executive Master of Management studies, a comprehensive survey of students shall be conducted by the ISM Executive School. During the survey, students assess each topic of the module, the preparation of the tutor and self-preparation for classes, the assessment procedure, a variety of teaching methods, etc. The assessment results shall be presented to tutors and discussed at the Committee of Studies during quality development meetings.
- 7.3 Student survey shall be conducted at the end of each semester. Students assess the academic quality of the modules, study service level, sufficiency of supply, and the work of the administrative staff.

8. ASSESSMENT OF STUDENTS

- 8.1 A totality of student's knowledge, understanding, skills and attitudes is assessed according to the system of assessment of learning outcomes set out in this Regulation and in the description of a study module. Assessment of each elective module consists of an exam and/or other parts with allocated number of credits (e.g. case analysis, seminar), and a research paper.
- 8.2. The master's studies are completed with the preparation and public defence of thesis.
- 8.3. Requirements for a research paper, interim assessments, and case seminars are set out in the descriptions of every module every semester.
- 8.4. The procedure of taking exams is set out in the Rules for examinations.
- 8.5. Student's research paper, exam and thesis are assessed individually by grades from 1 to 10 according to ISM's 10-point criteria-based grading system.
- 8.6. It shall be considered that a student has successfully completed the selected (not final) module and a certificate is issued certifying this, provided the results of each specific part of the module (exam, case study seminar, research paper, etc.) were assessed positively, i.e. at least "E" (ECTS).
- 8.7. The results of assessments shall be announced in a coded system (ID codes).
- 8.8. Students have the right to submit an appeal on the grounds and procedures described in the Order on submitting and analysing appeals.
- 8.9. In order to assess the overall achievements of a student in their master's studies, the weighted average of all assessments received for individual modules shall be calculated in proportion to the number of credits related to the specific assessment.
- 8.10. Having fulfilled the requirements for the final module and the master's thesis, degree students shall be awarded the Master's qualification degree in Management and the diplomas of both the ISM University of Management and Economics and the BI Norwegian Business School, if by the time the diplomas are issued, the contract with the BI Norwegian Business School is still valid.

9. COMPLETION OF UNIVERSITY STUDIES

- 9.1. Executive Master of Management study programme is completed by assessment of degree-student's knowledge, understanding, skills and attitudes during the process of thesis defence.
- 9.2. During the fourth (final) module of master's studies, degree student, under supervision of appointed supervisor, shall prepare their master's thesis.

- 9.3. The procedure for the preparation of the master's thesis for each semester as well as the requirements for interim assessments shall be stipulated in the document Procedure for the preparation of the ISM Executive Master of Management thesis. The requirements for the contents of the master's thesis shall be stipulated in the document Requirements for Master's Thesis. If a student fails to submit the thesis and to participate in interim assessment, the right to prepare and/or defend the thesis again may be granted by a separate decision of the Committee of Studies, but not more than twice.
- 9.4. Degree students who have fulfilled the requirements of the module, but fail to deliver the master's thesis on time or fail to fulfil other requirements for the preparation of the master's thesis, shall not be permitted to defend their thesis. In such cases degree-students shall not be allowed to defend their thesis before the next semester; they must register for studies and pay the fee for the final thesis module. Students who fail the defence of their thesis shall not be allowed to re-defend their thesis before the next semester; they must register for studies and pay the fee for the final thesis module.
- 9.5. Degree students who fail to fulfil the requirements of the module, have the right to prepare their master's thesis, but are not allowed to defend it until they fulfil all the requirements of the module.
- 9.6. Master's theses shall be defended publicly at a meeting of the Commission for the Defence of Theses. Decision of the Commission for the Defence of Theses shall be final and indisputable.
- 9.7. The Master's qualification degree and the diploma as well as the supplement to the diploma certifying the master's degree shall be awarded on a proposal of the Commission for the Defence of Theses and pursuant to approval by order of the Rector.
- 9.8. The diploma and the supplement to the diploma shall be issued only after students have settled all their accounts with the University.
- 9.9. Supervisors of ISM theses together with Executive Master of Management degree students may prepare joint publications for the purpose of dissemination of research results and/or promoting research; or encourage degree students to do so individually. In such cases degree students must submit a written consent for publication and affiliation of a paper with the University. During the course of a semester, consents from the degree students shall be collected by the ISM Executive School. At the end of a semester the consents shall be passed on to the Department of Research and doctoral studies.