

## **ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS, UAB REGULATIONS OF THE PRESIDENT'S LIST**

These Regulations of the President's List (hereinafter – the “Regulations”) establish the eligibility criteria, the procedure for determining the President's List, and the procedure for conferring this recognition.

The President's List (hereinafter – the “President's List”) is ISM University of Management and Economics, UAB's (hereinafter – “ISM”) highest annual recognition of academic excellence for undergraduate and graduate students. It recognises ISM students whose academic results place them among the top 5% of students in their respective year of study. **1. General Provisions**

- 1.1 These Regulations govern the annual selection of students to the President's List of ISM.
- 1.2 The President's List recognises the students whose academic performance in the preceding academic year places them among the top 5% within each eligible study level and year.
- 1.3 The President's List is compiled once per academic year, after all grades for the spring semester have been finalised.
- 1.4 For the purpose of these Regulations, **grade point average (GPA)** means the student's ECTS-weighted average grade for the reference academic year, calculated on the ISM 10-point grading scale, with each subject weighted according to its number of ECTS credits.

### **2. Eligible Students**

- 2.1 The President's List is compiled separately for each of the following cohorts:
  - a) Bachelor programmes – Year 1;
  - b) Bachelor programmes – Year 2;
  - c) Bachelor programmes – Year 3 (except for the Entrepreneurship and Innovation programme, which is three years long);
  - d) Master of Science programmes – Year 1.
- 2.2 Within each cohort, students of all programmes at that level and year are ranked together as a single pool (i.e. per level and year, not per individual programme).
- 2.3 Only students enrolled in a degree-seeking programme at ISM during the reference academic year are eligible.

### **3. Selection Criteria**

- 3.1 Within each cohort defined in Article 2.1, students are ranked in descending order according to their GPA for the reference academic year.
- 3.2 The President's List comprises the top **5 %** of eligible students in each cohort, based on the total number of students in that cohort who meet the eligibility conditions set out in Article 4.

- 3.3 The number of places allocated to each cohort is calculated as 5% of the eligible students in that cohort and rounded up to the nearest whole number. Each cohort shall have at least one place, provided that at least one student meets the eligibility conditions.
- 3.4 Where two or more students have the same GPA at the 5 % cut-off, all such students are included in the President's List, even if this results in more than 5% of the eligible students in the cohort being included.

#### **4. Additional Eligibility Conditions**

- 4.1 To be eligible for inclusion in the President's List, in addition to ranking within the top 5%, a student must, during the reference academic year:
- a) have been enrolled as a full-time student throughout the entire academic year;
  - b) have completed the full credit load prescribed by the study programme for that academic year (all scheduled ECTS credits), subject to the provisions applicable to outgoing exchange students under Article 6.2;
  - c) have passed all subjects on the first attempt;
  - d) have no academic integrity or disciplinary violation established in respect of the reference academic year.
- 4.2 A student who fails to meet any of the conditions set out in Article 4.1 is not eligible for inclusion in the President's List, irrespective of their GPA.

#### **5. Calculation of Academic Results**

- 5.1 The reference academic year is the academic year immediately preceding the compilation of the President's List.
- 5.2 The GPA is calculated by the Data Management Department based on the official grades recorded in the Unimetis system.
- 5.3 Only grades for subjects belonging to the student's study programme and its corresponding study year are included in the calculation.

#### **6. Students on Exchange**

- 6.1 Incoming exchange and visiting students are **not eligible** for inclusion in the President's List.
- 6.2 ISM degree-seeking students who spent one semester of the reference academic year on an outgoing exchange remain eligible for inclusion in the President's List. For the purpose of calculating their GPA, only grades earned at ISM during the reference academic year are taken into account. Grades obtained at the host institution are excluded from the GPA calculation due to differences in grading systems and assessment practices. ISM degree-seeking students who spent the entire reference academic year on an outgoing exchange are not eligible for inclusion in the President's List.

#### **7. Selection Procedure and Timing**

- 7.1 The President's List is compiled once per academic year, after all grades for the reference year have been finalised.
- 7.2 The proposed President's List, together with the ranking of students within each cohort, is prepared and submitted by the Study Services Department.
- 7.3 The proposed President's List is reviewed by the Dean of Undergraduate Studies in respect of the Bachelor's cohorts and by the Dean of Graduate Studies in respect of the Master of Science cohort.

- 7.4 The President's List is approved by the President of ISM.
- 7.5 The approved President's List is announced before the start of the following academic year, normally in mid-August. Students included in the President's List are notified accordingly.

## **8. Recognition**

- 8.1 Each student included in the President's List receives a certificate signed by the President of ISM. The certificate is sent to the student's ISM email address.
- 8.2 Students included in the President's List are invited to attend a dedicated annual recognition event organised exclusively for them.
- 8.3 Information about the students included in the President's List is published on the ISM website and remains available until the President's List for the following academic year is announced.

## **9. Data, Review and Final Provisions**

- 9.1 Personal data is processed only to the extent necessary for the compilation, approval and announcement of the President's List, in accordance with ISM's applicable data protection rules.
- 9.2 A student may request a review of the calculation of their GPA and the application of the eligibility criteria within 10 working days after the announcement of the President's List.
- 9.3 These Regulations enter into force on the date specified in the President's Order approving these Regulations and apply from the academic year specified therein.