APPROVED by

Order No. 2026/01-07-103
21 October, 2026 of the Rector of
ISM University of Management and Economics, UAB

THE PROCEDURE FOR ORGANISING AN EARLY EXAMINATION SESSION FOR BACHELOR STUDIES AT ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS, UAB

1. The Procedure for Organising an Early Examination Session for Bachelor Studies at ISM University of Management and Economics, UAB (hereinafter – ISM) (hereinafter – the Procedure) applies to students of Bachelor studies who want to take their exams prior to the main exam session as foreseen in the exam schedule.

2. A student, who wants to take their examination(s) during an early examination session despite the fact that the course has not finished at the time of an early examination, commits to study the remaining course material on their own and sit an examination from the whole material of the course.

3. An early examination session is organised during the last two weeks of the semester's classes. There are no retake examinations during an early examination session. In case student fails an examination during an early examination session, they have the right to retake an examination during the main examination session as scheduled.

4. An early examination session may cover only those examinations, which are scheduled in the main examination session after 1 June in the spring semester and after 1 January in the autumn semester.

5. Examinations during an early examination session may be scheduled every day and several exams per day.

6. Students can take examination(s) during an early examination session if they are leaving for internships, projects, work or volunteering related activities abroad, those who are leaving or coming under exchange programs, final year students who are defending their theses during the current semester.

7. Students who have overdue financial obligations to ISM are not allowed to take examination(s) during an early examination session.

   Student who wants to take examination(s) during an early examination session shall submit a request to the Studies Services Department not later than two weeks before the start of early examination session. In case students fail to submit the request during the specified period, they are not allowed to take examination(s) during an early examination session. A reply to the student regarding the permission to take examination(s) during an early examination session is provided not later than 14 days.

8. Student who wants to take examination(s) during an early examination session must pay the fee for each early session exam, as specified in the ISM study price list, before the start of the early examination session. The fee for every early examination taken during an early examination session is paid according to the invoice issued to the student.

9. The following are exempted from the fee for preliminary session exams:
   9.1. Students who came under exchange programs during the fall semester;
   9.2. Students leaving under exchange programs, when the academic period at the host institution begins earlier than the ISM;

9.3. Final year students preparing a final thesis during the current semester;
9.4. Students who are unable to attend an examination due to representing ISM University of Management and Economics in competitions, conferences, or other University-recognised activities related to the University's interests, activities, or representation of its name.