



Confirmed

At the FEBA Council meeting on the 11th of September, 2018, No. 210000 / TP - 9 (186)

Revised

At the FEBA Council meeting on the 8th of October, 2019, No. 2110000-TP-8

Revised

At the FEBA Council meeting on the 10th of November, 2020, No. (1.2 E) 210000-TP-1

PROCEDURE FOR TAKING THE SUBJECT (MODULE) EXAM IN EXTERNALLY AND REPEATING THE SUBJECT (MODULE)

At the end of the term for passing the subject (module) exam and having no more than 15 study credit debts or academic debts, the student may:

1. Repeat a subject (module).

- 1.1. The student can repeat all subjects (modules), but only elective subjects (modules) and General university electives (modules) can be replaced by other subjects (modules).
- 1.2. If the subject (module) is no longer taught, the committee of the study programme in which the student is studying suggests a subject (module) with which the discontinued subject (module) can be replaced.
- 1.3. The price of a subject (module) repetition is equal to the price of one study credit multiplied by the number of subject (module) credits. The fee for repeating a subject (module) should be paid until the end of the first month of the semester in which the subject (module) is taught.

2. Retake a subject (module) as external student.

- 2.1. As an external student, a student may take exams of all subjects (modules) of the study programme, except for the following subjects (modules): General University Electives (module); Course Paper / Research Paper; Professional Practice; Bachelor Thesis; Final Exam; Master Thesis Project I, Master Thesis.
- 2.2. Examinations of study subjects (modules) are taken externally in the autumn semester during the first two weeks of November, and in the spring semester during the first two weeks of April.
- 2.3. In the case of subject (module) – Master Thesis Project II – the possibility of retaking the exam with external status applies only in the last semester of studies, in coordination with the head of the study programme committee. Master Thesis Project II cannot be defended until Master Thesis Project I has been defended.
- 2.4. After the deadline for retaking the exams of the penultimate semester and / or the deadline of passing exams of the last semester, students having debts and/or academic debts no more than 15 credits, may be allowed by the Dean of the Faculty to retake exams of the relevant subjects (modules) once more in the status of an external student until the beginning of the defence of the final theses (or the final exams).
- 2.5. Student, as an external student, shall prepare for the subject (module) exam independently. During the exam, the student reports on all the competencies and objectives provided in the subject (module)

description. The requirements for the external exam in the case of a specific subject (module) are provided in the course description of the subject (module).

- 2.6. In the case of failure of passing the exam as an external student, the student receives an academic debt and must repeat the subject (module). During the last semester, a student who has not passed the exam of a subject (module) as an external student suspends his / her studies and takes the examination as a free listener.
- 2.7. The price for the exam with external status is 25 percent of subject (module) price. No later than 3 working days before the exam, the student must pay the fee for taking the subject (module) in an external status.
- 2.8. When the subject's (module's) lecturer changes for reasons beyond the student's control, the student may take the subject (module) exam externally; in other cases, the student must repeat the subject (module).