

REGULATIONS FOR ADMISSION OF INTERNATIONAL MASTER'S STUDENTS AND FREE MOVERS TO "ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS", UAB

I. GENERAL PART

1 General Provisions

1.1 The Regulations of Admission (hereinafter referred to as "the Regulations") to ISM University of Management and Economics, UAB (hereinafter referred to as "ISM") establishes the procedure for admission to the International Master's Degree (Postgraduate) study programmes conducted by ISM. These Regulations also lay down the procedure for the admission of free movers' applicants to the International Master's Programmes.

1.2 ISM admits students to the following university-based International Master's (postgraduate) full-time study programmes in English:

State code	Title of study Programme	Field of study	Area of study	Duration	Programme scope	Degree awarded
6211LX006	International Marketing and Management	Marketing	International Marketing	2 years	120 ECTS	Master of Business Management
6211JX008	Financial Economics	Economics	-	2 years	120 ECTS	Master of Social Sciences
6211LX007	Innovation and Technology Management	Management	Innovation Management	1,5 years	90 ECTS	Master of Business Management
6211LX099	Global Leadership and Strategy	Management	-	1,5 years	90 ECTS	Master of Business Management
6211LX100	Business Sustainability Management	Management	-	1,5 years	90 ECTS	Master of Business Management

1.3 Admission to the ISM International Master's Degree Programmes shall be by competition in the following stages:

- 1.3.1. ISM early admission for citizens of the Republic of Lithuania;
- 1.3.2. ISM general admission for citizens of the Republic of Lithuania;
- 1.3.3. ISM additional admission for citizens of the Republic of Lithuania;
- 1.3.4. ISM early admission for non-citizens of the Republic of Lithuania;
- 1.3.5. ISM general admission for non-citizens of the Republic of Lithuania;
- 1.3.6. ISM additional admission for non-citizens of the Republic of Lithuania.
- 1.3.7. Admission to additional studies, free movers, and higher years of study.

1.4 The stages of admission for citizens of the Republic of Lithuania are described in Annex No. 1 to these Regulations and for non-citizens of the Republic of Lithuania in Annex No. 2.

1.5 The dates of the ISM admission stages are published on the ISM website ism.lt/admission.

1.6 ISM admission process:

- 1.6.1. submitting an application for admission to study in the apply.ism.lt electronic system;
- 1.6.2. submission of the documents referred to in point 4 of the General Part of these Regulations to apply.ism.lt electronic system;
- 1.6.3. payment of the admission fee, if any;

- 1.6.4. participation in the motivational interviews, if any;
 - 1.6.5. a test for scholarship applicants (if applicable);
 - 1.6.6. publication of the invitation to study;
 - 1.6.7. signing of the study agreement;
 - 1.6.8. payment of the advance payment (if applicable).
- 1.7 Applicants who have applied for admission shall submit the necessary documents on the dates specified on the ism.lt/ admission website. If not all the required documents are submitted, the application for admission will not be considered.
- 1.8 Applicants shall be placed in the competition queue in descending order of the competitive score, with the first number in the selected study programme. The information for the competitive score shall be taken from the relevant educational documents referred to in point 4 of the General Part of these Regulations and, where applicable, from the motivation assessment and additional scores. The cases of applicants with the same competitive score shall be examined at a meeting of the ISM Admissions Committee. The ISM Admissions Committee shall approve the competitive ranking.
- 1.9 Applicants with the highest competitive scores in the competition queue and who fall within the study quota set by ISM shall be considered as invited to study in the study programme.
- 1.10 An applicant is invited to study the programme of study with the higher priority (higher on the application priority list). The applicant's invitation to study depends on the priorities set out in the application, the competitive score, and the competitive order of admission to the study programme. If there are no places left in the study programme listed as the first priority, the applicant will be invited to study in the study programme listed in the next place.
- 1.11 Students are considered to be those persons who sign a study agreement with ISM and fulfil the requirements specified in the agreement and/or the invitation to study and/or the conditional letter. Failure to conclude a study agreement within the time limit set out in the Regulations shall render the invitation to study at ISM null and void. If the person does not fulfil the requirements for admission by the deadlines specified in the invitation to study and does not provide documents proving this, ISM has the right to unilaterally terminate the study agreement.
- 1.12 Admission of applicants and the granting of study funding shall be decided and approved by the ISM Admissions Committee, which consists of:
- 1.12.1. Sales Manager
 - 1.12.2. Director of Sales and Marketing;
 - 1.12.3. Director of Studies;
 - 1.12.4. Director of Academic Affairs;
 - 1.12.5. Vice-Rector for Studies.
- 1.13 International Master's (postgraduate) studies are fee-based. Tuition fees are listed at www.ism.lt/magistranturos-studijos/

2 Admission Requirements

2.1 Admission to the International Master's Degree programmes is limited to those who meet the following requirements:

2.1.1 have a university degree:

2.1.1.1 Global Leadership and Strategy, Business Sustainability Management and Innovation and Technology Management study programmes are open to graduates who have completed first cycle university studies in business and public management or social sciences or have completed first cycle university studies in other fields of study, and who have completed subjects relevant to the specifics of the chosen study programme during the course of these studies or during additional studies, the list and duration of which shall be determined by the Admissions Committee.

2.1.1.2 Admission to the Financial Economics study programme is open to persons who have completed a bachelor's degree in economics or finance. They may also be admitted if they have

completed university bachelor's studies in other fields of study and, as part of their additional studies, have taken courses in economics, finance, or mathematics relevant to the specifics of their chosen study programme, the list and duration of which shall be determined by the Admissions Committee.

2.1.1.3 The International Marketing and Management study programme admits persons who have completed university bachelor's studies in the group of business and public management study fields or in the group of social science study fields corresponding to the specifics of the chosen study programme and who meet other requirements set by the higher education institution, corresponding to the specifics of the chosen study programme. Also, having completed university bachelor's studies in other fields of study and, during the year of their studies or additional studies, having taken courses in business, management, marketing, human resources, economics, or finance that correspond to the specifics of the chosen programme of study, the list of courses and their duration shall be determined by the Admissions Committee.

2.1. Persons who have completed their college studies and obtained a professional bachelor's degree can apply for admission to the ISM International Master's programme. The Admissions Committee decides on the allocation, eligibility and duration of the additional studies. The complementary studies are intended for persons whose existing college education is insufficient for the Master's degree in the desired field of study. The subjects to be taken in the additional study programme shall be specific to the programme of study chosen and shall be determined by the Admissions Committee in terms of their scope, list and duration.

2.1.3 For applicants who do not have the required number of study credits, the amount of additional study may take into account the applicant's work experience in the field of the programme and reduce the number of credits required accordingly. The scope of the additional studies may be reduced if the candidate has at least one year of work experience in the field of the programme, taking also into account the position held and the complexity of the functions performed. Areas suitable for the International Marketing and Management degree programme are: marketing, advertising, communication, commerce and product and service development. For the Financial Economics programme, suitable areas include: finance, banking (non-customer service positions), analytics, economics, investment and/or portfolio management. For the Business Sustainability Management, Innovation and Technology Management and Global Leadership and Strategy programmes, areas directly related to managerial - leadership roles - product/category/project/area/group/ Operations Managers, or areas related to commercial, business development, business consultancy or process management.

2.1.4 For applicants who do not have the required number of study credits, the amount of additional study may take into account the applicant's existing non-formal and informal learning experience in the field of the programme and reduce the number of credits required accordingly. A person may submit for assessment competences acquired through self-study, unpaid or voluntary work, traineeships, courses, seminars, projects, etc. The procedure for the assessment and recognition of competences is defined in the ISM Procedure for Assessment and Recognition of Competences Acquired through Non-formal and Informal Learning.

2.1.5. Applicants who do not have the required number of study credits are admitted to the International Master's Degree on the basis of the credit requirements indicated in the table below:

Programme		International Marketing and Management	Financial Economics	Business Sustainability Management	Innovation and Technology Management	Global Leadership and Strategy
University qualifications	From the field of studies	-	-	-	-	-

	From non-major studies	18 ECTS	18 ECTS	6 ECTS	6 ECTS	6 ECTS
Professional qualifications	From the field of studies	18 ECTS	18 ECTS	18 ECTS	18 ECTS	18 ECTS
	From non-major studies	30 ECTS	30 ECTS	18 ECTS	18 ECTS	18 ECTS

2.1.6. Admission to the study programmes is open to applicants who have a positive result in the admissions interview (at least 5 points). For more information on the admission interview, see Section 3.2 of the General Part of these Regulations.

3 Competitive Score

3.1 A scale of 0 to 10 is used to calculate the competitive score. The formula for the competitive score is applicable to the citizens of Lithuania and foreign countries and to persons who have received their education in foreign institutions or under the educational programmes of international organisations:

$$KB = 0,4 \times M + 0,6 \times \frac{\sum_{i=1}^n c_i \cdot g_i}{\sum_{i=1}^n c} + PB$$

KB - Competitive score;

M - Motivation letter (compulsory for all applicants) and motivational interview (compulsory for all applicants). The motivation letter and the motivation interview are assessed on a 10-point scale.

n - is the number of subjects listed in the Diploma Supplement (the final thesis or final examination counts as a subject);

c_i - is the number of credits in the i-th subject;

g_i - the grade of the i-th subject in the 10-point system;

PB - additional points awarded for attending ISM workshop/lecture series for students (0.5 points). Participants are informed about the possibility of receiving extra points for attending events in the description of the event announced. In addition, up to 0.5 points for professional or international experience are added for applicants during the early admission process.

3.2 Motivational interview assesses the following competences: a) subject competences. Non-management graduates may have acquired these competences through work, internships, courses, seminars, projects, self-study, volunteering, NGOs and student organisations; b) personal competences: communication in English, leadership, logical thinking, argumentation.

The motivational interview is understood as an assessment of the applicant's conscious decision to study the chosen programme and an evaluation of his/her academic aptitude and readiness to study.

The assessment of the motivational interview shall be carried out by the Director of the programme of study and/or the lecturer of the programme of study and/or the admissions manager.

4 Application and Admission Procedures

4.1 Applications for admission to study (including applications for higher years of study and free mover status) are submitted and edited in the apply.ism.lt electronic system. The following documents shall be submitted with the application:

4.1.1 copies of the bachelor's diploma and its supplements, or other documents certifying education;

- 4.1.2 a copy of the academic transcript if the applicant has not yet obtained a bachelor's degree at the time of admission;
- 4.1.3 a copy of the passport or identity card;
- 4.1.4 a copy of the document certifying the change of name, if not all the documents submitted are under the same name;
- 4.1.5 a motivation letter;
- 4.1.6 a curriculum vitae (CV);
- 4.1.7 a photo (3x4 cm);
- 4.1.8 copies of documents proving the level of English.

4.2. Applicants are required to have an Upper-Intermediate level of English or above. Applicants' language skills are tested by taking an English language test recommended by ISM or ISM's partners. Applicants who provide one of the following documents proving their level of proficiency in English are exempted from taking the English language test:

- 4.2.1. a secondary or higher education qualification in English;
- 4.2.2. proof of identity in a country where English is the designated state language;
- 4.2.3. proof of studies completed at ISM;
- 4.2.4. a copy of the TOEFL test score of at least 65 IBT;
- 4.2.5. a copy of the IELTS General Test with a score of at least 6 (and each part at least 5.5). If the test result has been credited in lieu of the national language examination, it is considered as a valid proof of English language proficiency, regardless of the 2-year validity period of the results.
- 4.2.6. a copy of the Cambridge English Level B2 Certificate with a score of 175 or higher. If the test result has been taken in lieu of the national language exam, it is considered as a valid proof of English language proficiency, regardless of the 2-year validity period.
- 4.2.7. a copy of the PTE result (minimum level 1 certificate);
- 4.2.8. a copy of the School leaving certificate: the result of the State English language examination of the Republic of Lithuania must be at least 70%; the result of the State English language examination of the Republic of Latvia or the Republic of Estonia must be at B2 or Upper Intermediate level.
- 4.2.9. a document certifying that they have completed at least 30 ECTS credits in English;
- 4.2.10. an official certificate from the employer confirming at least half a year's work experience, in English as the official language of communication. The certificate must indicate the length of service, the position held and the language of communication within the company. In the case of a mixed language of communication in the company (English/Lithuanian), a minimum of one year's work experience is required and the use of English in daily communication should not be less than 70% of the total communication taking place.
- 4.2.11. a certificate proving that you have completed a traineeship abroad in English of at least six months' duration.

4.3 After the motivation interview, which is conducted in English, ISM has the right to ask the applicant to take the ISM English language test, regardless of the document provided to exempt the applicant from taking the test.

4.4 Documents must be submitted in English, with the exception of copies of the Bachelor's diploma and its supplements, or other documents certifying education or academic certificates issued in Lithuanian. If these documents are issued in another language, they must be translated into Lithuanian or English and notarised.

5 Admission Fee

5.1 The admission fee must be paid in the internal ISM admission system apply.ism.lt.

5.2 The amount of the admission fee for International Master's degree programmes is published on ISM website.

5.3 The admission fee is non-refundable.

6 Recognition of Foreign Qualifications at ISM

6.1 For those who have applied for admission to ISM International Master's study programmes in the apply.ism.lt electronic system, the academic recognition of foreign qualifications shall be carried out by the ISM Study Services Unit in accordance with the ISM Regulations on Academic Recognition of Qualifications and Qualifications Related to Higher Education and Obtained Under the Educational Programmes of Foreign Countries and International Organisations.

6.2 The assessment of foreign qualifications shall commence upon submission of all the documents referred to in point 3.1 of these Regulations. When assessing a foreign qualification, the University shall have the right to request additional documents necessary for the decision on academic recognition. A list of the additional documents shall be provided to the applicant by e-mail, indicating the deadline and method of submission.

7 Formalisation of Admission

7.1 Applicants invited to study at the ISM shall conclude a study agreement with the ISM and make an advance payment within the period set out in Annexes 1 and 2 to these Regulations.

7.2 In the case of a direct conclusion of a study agreement (paper study agreement), the original (to display) of all the documents referred to in the application form must be presented at the time of signing, and copies must be handed over.

7.3 In the case of a remote learning agreement (electronic learning agreement), ISM shall have the right to request that the original of all the documents referred to in the application form be submitted on the first day of studies upon arrival at ISM.

8 Dispute Procedures

8.1 Appeals by applicants regarding procedural irregularities in admission to study programmes, procedural irregularities in entrance examinations or motivational interviews, technical errors in the calculation of the competitive score, and other matters directly related to admission procedures shall be submitted to the ISM Admissions Committee on the dates specified on the ISM website at ism.lt/admission.

8.2 The applicant shall be informed of the decision by e-mail within 7 working days from the date of the appeal.

9 Final Provisions

9.1 In all cases not provided for in the Regulations, the ISM Admissions Committee shall take decisions on matters relating to admission.

9.2 The Regulations may be amended, supplemented or revoked by order of the Rector of ISM.

9.3 Information on the admission procedures at ISM is available at the following e-mail address: msc@ism.lt.

10 Annexes:

10.1 **ANNEX NO. 1.** ADMISSION TO INTERNATIONAL MASTER'S (POSTGRADUATE) STUDY PROGRAMMES FOR CITIZENS OF THE REPUBLIC OF LITHUANIA;

10.2 **ANNEX NO. 2.** ADMISSION TO INTERNATIONAL MASTER'S (POSTGRADUATE) STUDY PROGRAMMES FOR NON-CITIZENS OF THE REPUBLIC OF LITHUANIA;

10.3 **ANNEX NO. 3.** ADMISSION TO THE INTERNATIONAL MASTER'S (POSTGRADUATE) FREE MOVERS;

10.4 **ANNEX NO. 4.** ADMISSION TO THE HIGHER YEARS OF THE INTERNATIONAL MASTER'S (POSTGRADUATE) PROGRAMME

ANNEX NO. 1

ADMISSION TO INTERNATIONAL MASTER'S (POSTGRADUATE) PROGRAMMES FOR CITIZENS OF THE REPUBLIC OF LITHUANIA

1. Stages of Admission:

1.1. ISM Early Admission

1.1.1. The ISM early admission process shall include admission to the International Master's Degree Programmes referred to in point 1.2 of the General Part of the Regulations and shall provide the opportunity to receive study grants or to participate in the funding programmes referred to in the ISM Procedure for Granting Tuition Fee Discounts and Scholarships. Applicants are informed of the award of study funding after the general admission period.

1.1.2 Applicants must submit their applications for early admission to the ISM during the period from 1 January to 30 April. The exact dates of admission are published on the ISM website www.ism.lt/priemimas by 1 November of the current year.

1.1.3 Students invited to study at the time of early admission may sign a study agreement. Applicants wishing to make a final reservation of their place of study must, within the deadlines specified on the ISM website, transfer the study place reservation fee of EUR 500 (advance payment) to the University's account. This fee is included in the tuition fee for the autumn semester. The advance payment is non-refundable upon termination of the study agreement unless the University decides otherwise.

1.2. ISM General Admission

1.2.1. During the general admission to the International Master's programme, applicants may apply to the International Master's programmes referred to in point 1.2 of the General Part of the Regulations and receive study grants or participate in the funding programmes referred to in the ISM Procedure for Granting Tuition Fee Discounts and Scholarships. Applicants are informed about the award of study funding after the general admission period.

1.2.2. Applicants must submit their applications for the ISM general admissions starting 1 May by the closing date of the admission period, as published on the ISM website www.ism.lt/admission.

1.2.3. Persons admitted to the ISM International Master's programme during the general admission period must pay a study place reservation fee of EUR 500 (advance payment). This fee is included in the tuition fee payable for the autumn semester. The fee is non-refundable upon termination of the study agreement unless the University decides otherwise.

1.3. ISM Additional Admission

1.3.1. If there are vacancies available after the general admission, during the additional admission, applicants may apply for the study places not funded by the International Master's degree programmes referred to in point 1.2 of the General Part of the Regulations. The exact dates of admission are published on the ISM website www.ism.lt/admission by 1 November of the current year.

1.3.2. The ISM additional admission is open to candidates who participated in both early-admissions and general admissions, or did not participate in any admissions.

1.3.3. Persons who have signed study agreements during the additional admission process have to transfer the study place reservation fee of EUR 500 to the ISM account within 7 calendar days from the date of signing the study agreement, but no later than 27.08.2024. The reservation fee (EUR 500) is included in the first semester tuition fee. In the event of termination of the study agreement, the tuition place reservation fee (EUR 500) is not refundable, unless the University decides otherwise.

ANNEX 2

ADMISSION TO INTERNATIONAL MASTER'S (POSTGRADUATE) STUDY PROGRAMMES FOR NON-LITHUANIAN CITIZENS

1. Stages of Admission:

1.1. ISM Early Admission

1.1.1 Applicants must submit their applications for admission to the ISM during the period from 1 November to 30 April. The exact dates of admission are published on the ISM website www.ism.lt/admission by 1 November of the current year.

1.2 ISM General Admission:

1.2.1. Applicants must submit their applications to study at ISM during the general admission period from 1 May until the closing date of the admission phase, as published on the ISM website www.ism.lt/dmission. Admission dates and application deadlines for foreign nationals from different countries vary.

1.3 ISM Additional Admission:

1.3.1. If there are vacancies available after the general admission, applicants may apply for the unfunded study places for International Master's Degree programmes referred to in point 1.2 of the General Part of the Regulations during the additional admission. The exact dates of admission are published on the ISM website www.ism.lt/admission by 1 November of the current year. Admission dates and application deadlines for foreign nationals from different countries vary.

2. General Provisions:

2.1. During the ISM early admission and general admission period, applicants may apply for the International Master's Degree Programmes referred to in point 1.2 of the General Part of the Regulations and receive study grants or participate in the funding programmes referred to in the ISM Procedure for Granting Tuition Fee Discounts and Scholarships. Applicants are informed about the award of study funding after the end of the early-admission and additional admission. In the case of late admissions, the student is informed of both the admission decision and funding decision at the same time.

2.2 If there are vacancies available after the early admission and the general admission, applicants may apply for the unfunded study places in the International Master's degree programmes referred to in point 1.2 of the General Part of the Regulations during the late admission period.

2.3. The ISM additional admission is open to both applicants from the early-admission and the general admission, and those who did not apply.

2.4 A study agreement shall be signed with the persons invited to study at the time of early, general and additional admission. If the person concerned fails to fulfil the requirements within the time limits specified in the invitation letter and fails to provide documentary evidence of this, ISM shall have the right to terminate the study agreement unilaterally.

2.5 Foreign nationals who have been admitted to ISM through early admission must pay the study place reservation fee (EUR 500) no later than 31 May. The study place reservation fee is credited as part of the tuition fee. In the event of termination of the study agreement, the study place reservation fee (EUR 500) is not refundable unless the University decides otherwise. Advance payment equivalent to the semester tuition fee for applicants admitted through the ISM early admission must be paid by 15 June at the latest.

2.6. Foreign nationals who have entered ISM through the general or additional admissions shall, within 7 calendar working days from the date of signing the agreement, transfer to the University's account an advance payment of one (1) semester's tuition fee, which shall be credited as part of the tuition fee. The advance payment shall not be refunded upon termination of the study agreement, except in cases where

the applicant's diploma is not recognised or a visa is not obtained. The reservation fee (EUR 500) is included in the tuition fee for the first semester. In the event of termination of the study agreement, the reservation fee is not refundable, unless the University decides otherwise.

ANNEX 3

ADMISSION OF FREE MOVERS TO THE INTERNATIONAL MASTER'S (POSTGRADUATE) PROGRAMMES

- 1.1 Admission to the free movers' studies shall be based on the assessment of the documents submitted by the candidate and the remaining vacancies in the subjects. Admission to the free movers is subject to availability of vacancies at the time of admission.
- 1.2 Admission to the International Master's degree courses is open twice a year. Admission for the autumn semester runs from **1 July to 15 August**. Admission for the spring semester shall take place from **1 January to 15 January**.
- 1.3 Applicants must apply to the ISM Admissions Committee by e-mail: msc@ism.lt at least 1 month prior to the start of the admission period for the courses to be offered in the respective semester.
- 1.4 Admission process for free movers:
 - the application for admission to study is made in the apply.ism.lt online system for people who have not previously studied at ISM as free movers. Persons who have previously studied at ISM as free movers shall apply directly to the ISM Study Department by filling in the application form for studying as a free mover at ISM, approved by the Rector's Order.
 - submission of application documents at apply.ism.lt or directly to the ISM Study Department;
 - payment of the admission fee;
 - invitation to study as a free mover;
 - signing the study agreement.
- 1.5 The following documents must be submitted with the application:
 - 1.5.1. evidence of education and supporting documents (bachelor's diploma and its supplement). This requirement applies to persons who have not previously studied as free movers.
 - 1.5.2. a copy of an identity card or passport;
 - 1.5.3. a receipt confirming admission fee payment;
 - 1.5.4. a name change document if the applicant's name at the time of admission is different from the one stated in the personal documents.
- 1.6 Admission to the ISM International Master's Degree as a free mover is open to persons who have a documented higher education degree and its equivalent, or an academic study certificate if the applicant is studying at a higher education institution.
- 1.7 The cost of free movers' tuition depends on the number of credits taken. The price per ECTS credit for the International Master's programme is specified in the ISM Tuition Fees and Services Price List.
- 1.8. The amount of the admission fee is published on the ISM website. The admission fee is non-refundable.
- 1.9 Upon acceptance of an invitation to study as a free mover, individuals shall sign a free mover agreement with ISM. The start date of the studies for free movers shall correspond to the start of the autumn or spring semester, or the start of the subject to be studied.

ANNEX 4

ADMISSION TO THE HIGHER YEARS OF THE INTERNATIONAL MASTER'S (POSTGRADUATE) PROGRAMME

1.1 Applicants who have completed higher education or equivalent, who wish to pursue postgraduate studies after the termination of their studies or who have studied at other higher education institutions shall be admitted to the spring semester of the first year and to the higher years on a competitive basis.

1.2 Admission to higher years shall take place twice a year. Admission to the autumn semester shall take place from **1 July to 15 August**. Admission to the spring semester shall take place from **1 January to 15 January**.

1.3. The results obtained in previous studies are taken into account when enrolling in a higher year of study, in accordance with the Procedure for the Crediting of Study Results. A person's programme of study shall be based on the model of the relevant study programme in force at the time.

1.4 Applications, the form of which is approved by the Rector's Order, for admission to a higher year of an ISM study programme shall be approved after confirmation of admission to the desired International Master's study programme has been received. Proof of education and its annexes (diplomas and their supplements) must be submitted in accordance with the application process set out in the General Part of these Regulations, if the person has not studied at ISM.

1.5 The application must be accompanied by evidence of education and its annexes (diplomas and their supplements), or an academic certificate issued by the university where the applicant has completed part of his/her studies.

1.6. For those admitted to a higher year of study, the beginning of studies shall correspond to the beginning of the autumn or spring semester. In the event of a mismatch, an individual study plan shall be drawn up for the student and the tuition fee shall be calculated according to the cost of additional study services.