

### **PROCEDURE FOR SETTLEMENT OF ACADEMIC DEBTS**

1. The procedure for settling academic debts has been developed in accordance with Section 13 of the Study Procedure Regulations of the Transport and Telecommunication Institute and determines the procedure for taking the final examinations of the study course and re-acquiring the study course.
2. The study course ends with a final examination, in accordance with the description of the study course included in the study plan of the respective programme. A student is admitted to the final examination if the requirements specified in the description of the study course are met.
3. Any course with a negative final grade (lower than "4") shall be considered as academic debt. If the student has not come to the final examination, the student does not receive an assessment and the lecturer records the fact of absence (by entering "did not appear" on the assessment sheet). In case of non-attendance, this study course counts as academic debt.
4. The settlement of academic debts shall take place based on assignment. By the student's request, the assignment is executed in the Study Department or the Distance Learning Department, depending on the form of study, in the name of the lecturer specified in the study plan. Exceptionally, the assignment may be made in the name of another lecturer in accordance with the instructions of the Dean of the Faculty.
5. Payment for re-passing of academic debts is established by the order of the rector on paid services of the Transport and Communication Institute. The payment made for issuing the assignment is not refundable after the expiration date of the assignment. In justified cases (illness, business trip and other force majeure circumstances), upon presentation of a justifying document, the settlement of the academic debt takes place free of charge (only during the current session). The decision on taking the free examination is made by the head of the Study Department on the basis of the student's application and the attached supporting documents, which prove that the student did not have the opportunity to attend the prescribed final examination.
6. **The student can pass academic debts:**
  - 6.1. During the resit week scheduled in the calendar plan in accordance with the academic

calendar plan. The student must register for the passing of academic debts (in the Student Card). Registration period: from the end of the previous session and 2 weeks before the beginning of the next academic debt settlement week of the study course. During the registration, the student indicates the study courses he / she wants to re-take, considering the following restrictions: full-time students can choose up to 8 CP for re-taking, part-time students up to 6 CP for re-taking. If necessary, the student may request permission to take more CP by writing an application addressed to the Rector with a justification;

- 6.2. During another session, if an examination for this study course is scheduled during the session;
  - 6.3. During the extension of the session, if a positive decision was made regarding the extension of the session, which the student is entitled to request in justified cases, by writing an application addressed to the Rector regarding the extension of the session and attaching justifying document. The following documents are considered justification documents, which indicate that the student could not attend more than 70% of the final exams: the student's medical certificate; sick leave certificate of a minor child of a student; certificate from the employer justifying the impossibility of passing the final exams (for example, a business trip);
  - 6.4. The extension of the session is allowed no longer than the first four weeks of the following semester.
7. If the academic debts are formed during the academic leave due to changes in the study plan of the programme, or the student is admitted to senior courses, the student continues studies according to an individual plan, in accordance with the Individual Study Planning Regulations.
  8. The conditions and terms of settling the academic debts of the study courses are specified in the table in the appendix.

*Terms and conditions of academic debt settlement*

No.	Possibility to pass academic debt	Date, Time	Comments	Fee
1.	Retake the exam <i>(during the current session)</i>	<p>During the session, on the last week:</p> <p>Students of distance learning form according to the schedule of the semester or individual plan</p>	<p>If during the session, according to the examination schedule, a negative final grade is received for the study course, the examination can be repeated.</p> <p>The test can be retaken only after preparing Assignment No.1 in Study department or Distance Learning department by the student request.</p> <p>Assignment No.1 is valid until the end of the current session.</p>	<p>Academic debts are passed for a fee in accordance with the Rector's order on paid services at Transport and Telecommunication Institute.</p> <p>In justified cases, passing is free (only during the current session)</p>
2.	Retake the exam <i>(after the current session)</i>	<p>During the resit week, scheduled in the academic calendar or during the next session;</p> <p>For Distance learning students in accordance with semester schedule or individual plan</p>	<p>During the scheduled time in the academic calendar (one week) or during the next session (if an exam for this course is scheduled during the session) to retake of the exam.</p> <p>Retake of an exam takes place only after issuing of the Assignment No.2 by Study Department or Distance learning Department, upon student's request. Assignment No.2 is valid four weeks after issue.</p> <p>It is necessary to register for the re-examination week specified in the calendar plan two weeks before the</p>	<p>Academic debts are passed for a fee in accordance with the Rector's order on paid services at Transport and Telecommunication Institute.</p>

			beginning of the re-examination week via the student's personal card; full-time students can choose up to 8 CP for re-taking, part-time students up to 6 CP for re-taking.	
3.	Repeated acquisition of the study course after 3 unsuccessful attempts to receive a positive final grade in accordance with the study plan	Only after repeated acquisition of the study course	<p>The student re-study the study course together with an already established study group. The fee for taking the examination is included in the fee for repeated acquisition of the study course.</p> <p>The student repeatedly acquires the study course during the calendar year, but distance learning students - according to the schedule of the semester or individual plan</p>	Academic debts are passed for a fee in accordance with the Rector's order on paid services at Transport and Telecommunication Institute.
4.	Session extension (in justified cases)	During the first 4 (four) weeks of the next semester	Considering to the provisions of paragraph 6.4 of these Rules in the event of an extension of the session.	