

## General Information

The students' presence is strictly required; a **maximum of two unexcused absences** is tolerated.

Students are allowed to **substitute a maximum of TWO classes with another group**. Substitutions are not possible in the weeks when Progress Test take place. Students must inform the teacher of the group in which they intend to substitute their missed class in writing in advance. If they fail to do so, they will not be allowed to attend the class.

If a student has **more than two unexcused absences**, they will not be allowed to take the Final test.

A student is obliged to provide a **written excuse letter** to the faculty Office for Studies justifying his/her absence within **five workdays** of the teaching activity he/she was absent from.

The tuition is finished by an end-of-term examination (ETE) consisting of a **WRITTEN and an ORAL** part. Passing the examination is conditioned by proper attendance, active participation in practical courses, sitting for Progress Tests and successful passing of written and oral exams.

The basic limit for passing all tests is **70%**. In case of **passing five class tests**, which are obligatory for all students, the **basic limit in the written exam is reduced by 10%**. Without successful passing the written exam students will not be allowed to sit for the oral part!

Any **copying, recording or leaking tests, use of unauthorized tools, aids and communication devices**, or other disruptions of objectivity of exams (credit tests) will be considered non-compliance with the conditions for course completion as well as a severe violation of the study rules. Consequently, the teacher will finish the exam by awarding grade "F" in the Information System. The Dean will initiate disciplinary proceedings that may result in study termination.