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Methodology for creating an individual curriculum of European University Ltd.

2020

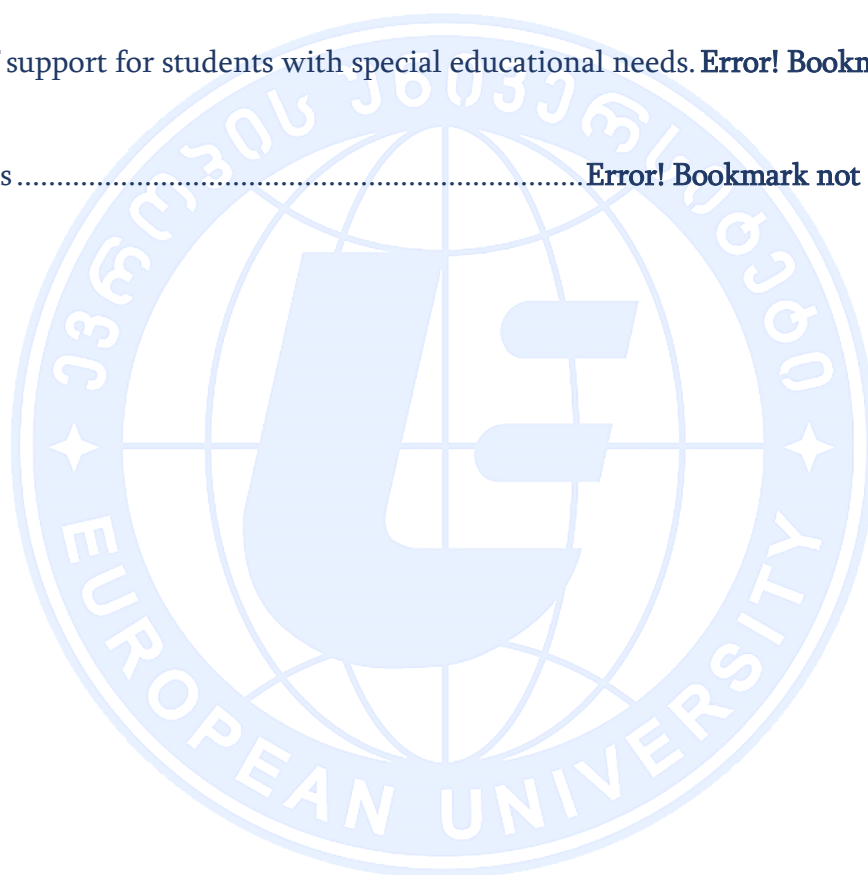
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Article 1. General Provisions

1. The aim of the individual curriculum is to facilitate the active and uninterrupted involvement of students with different abilities and needs in the learning process in order to achieve the learning outcomes provided by the educational program and training courses (syllabi).
2. The individual curriculum is created taking into account the specifics of the program, it is allowed for the student's annual study load to exceed 60 credits or to be less than 60 credits. It is not allowed for a student's annual study load to exceed 75 (ECTS) credit. Under the individual curriculum, summer and winter semester planning is allowed, given that the total number of semesters planned for the academic year, including the rest period, does not exceed 12 continuous calendar months.
3. Creating an individualized curriculum is permitted in the case of restoration of student status, use of internal and external mobility, participation in exchange programs, effective involvement of students with special needs and different levels of academic training. Also, when using an incomplete load within the master program.
4. Creating an individualized curriculum is carried out in agreement with the student with the involvement of the head of the educational program, the manager of the educational process management and the representative of the Quality Assurance Service.
5. The individual curriculum must comply with the requirements of the legislation, must be timely, achievable and realistic, and must also take into account the legitimate interests of the student.
6. The final decision on the continuation of studies in the individual curriculum is made by the student. The student confirms his / her consent to continue his / her studies with the individual study plan by signing.



Article 2. Types of individual curriculum, basics and procedures for creation

1. The types of individual curriculum are:

- a) Individual curriculum for students fully involved in the educational program.
- b) Individual curriculum for part-time students involved in the educational program.
- c) Individual curriculum, within which the annual workload of a student exceeds 60 credits, but not more than 75.
- d) Individual curriculum for students with special educational needs involved in full or partial workload in the educational program.

2. Grounds for creating an individualized curriculum within the framework of the undergraduate and part-time educational program in the conditions of incomplete student loading (partial loading):

- A) the health condition of the student, the marital status, the promotion of a student with special achievements in sports and the arts;
- B) In case of studying simultaneously in two higher education institutions;
- C) Prerequisites defined by the learning course, which does not allow passing the next level of learning courses;
- D) a student of the final semester who has not accumulated the number of credits defined by the educational program within the established period;
- E) implementation of changes in the educational program;
- F) Students with special educational needs;
- G) Internal / external Mobility.

3. A person with special educational needs is a person who is characterized by physical, mental, speech, behavioral, emotional development, as well as impaired vision or hearing, or who needs long-term treatment / hospitalization. The purpose of the individual curriculum is to support



students with special needs and to create appropriate conditions in terms of mastering the educational program, full involvement in the learning process and equal access to student services.

4. A student with special educational needs, in case of need to create an individual curriculum, should apply to the Dean of the relevant faculty for this purpose.

5. The individual curriculum must be prepared in the process of internal and external mobility of the student.

6. The individual curriculum must be prepared in the process of restoring the status of the student if the curriculum of the educational program to which the student is enrolled is changed at this time.

7. An individual curriculum must be prepared in the event that after the renewal of the educational program the achievement of any learning outcome / results of the renewed educational program is not confirmed by the change before the curriculum and the student has to go through any component or components of the educational program to achieve that result.

8. An individual curriculum for a student with part-time work in an educational program may be developed within the framework of a master's degree program, which means that the student's workload is independent of the total volume of independent and contact hours not more than 25 hours per week.

9. To create an individual curriculum within which the student's annual workload exceeds 60 credits (not more than 75 credits) the student is required to consult with the learning process management manager and the relevant faculty, which together with the relevant structural units specified in this rule makes decisions about the appropriateness of an individualized curriculum.

10. The individual curriculum for a student with special educational needs, who is fully or partially burdened with the educational program, is based on the decision of the commission established after the student's application and the submission of the relevant document. The commission is formed on the basis of the Rector's legal act, which includes the training process management manager, a representative of the Quality Assurance Service, the head of the program, the dean of the relevant faculty and medical staff, who can be both university staff and invited persons.



Article 3. Mechanisms of support for students with special educational needs

1. Within the framework of the individual curriculum, based on the conclusion, it is possible to determine the methods of individual teaching and assessment forms and components, as well as the examination time, based on the conclusion of a student with special needs.
2. Within the framework of the individual curriculum, the amendments specified in paragraph 2 of this Article shall be recorded in Minutes and kept in the student's personal file.

Article 4. Final Provisions

1. The methodology for creating an individualized curriculum is a constantly evolving document. Changes into it must be made on the basis of consultation with all relevant parties.
2. Effective implementation of the individual curriculum is facilitated by the relevant structural units / representatives of structural units, in accordance with the legislation and the internal legal acts of the University.