



The Document is approved by the Order N89
of the University Rector From March 21,
2020 by the Rector of the University
Amendments made by the order #174,
dated July 11, 2020 by the Rector of the University.

Methodology for the development of the individual curriculum of the Ltd European University

2020

Content of the document:

Article 1. General Provisions.....	3
Article 2.Types of individual curriculum, basics and procedures for its development..	4
Article 3. The support mechanisms for students with special educational needs.....	6
Article 4. Final provisions.....	6



Article 1. General Provisions

1. The purpose 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 (by the syllabus of the educational course) the educational program and learning courses.
2. An individual curriculum is developed taking into account the peculiarities of the program, the annual academic workload of a student is allowed to exceed 60 credits or be less than 60 credits. The annual academic workload of a student should not exceed 75(ESTS) credits. It is permissible to plan summer and winter semesters within the individual curriculum, considering that the total number of semesters planned during the academic year, including the holiday/vacation period, does not exceed 12 consecutive calendar months.
3. Elaboration of the individual curriculum is allowed under the legislation in order to restore the student's status, to use the internal and external mobility, to effectively engage the students with special needs and different levels of academic preparation in the teaching process. Also during using incomplete workload within the MA program.
4. The development of an individual curriculum is carried out in agreement with the student and with the involvement of the head of the educational program, the manager of the educational process management and a representative of the quality assurance service.
5. The individual curriculum must comply with the requirements of existing legislation, must be scheduled, achievable and realistic, and the legitimate interest of the student must be taken into account.
6. The final decision on continuing the study according to the individual curriculum is made by the student. The student agrees to continue his / her studies according to the individual curriculum by signing.



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

1. The types of individual curriculum:

- a) Individual curriculum for students fully involved in an educational program.
- b) Individual curriculum for students partially involved in an educational program.
- c) Individual curriculum, under which the annual student workload exceeds 60 credits, but not more than 75 credits.
- D) Individual curriculum for students with special educational needs and who are fully or partially involved in the educational program.

2. The basics of developing an individual curriculum, under the conditions of the part-time workload of the student(students partially involved), within the undergraduate and one-cycle educational programs.

- 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 an individual who is characterized by physical, mental, behavioral, emotional development, speech as well as eyesight or hearing disorders, or someone who needs a long-term treatment/hospitalization. The purpose of the individual curriculum is to support the student with special educational needs and create appropriate conditions for mastering the educational program,



full involvement in the educational process and equal access to student services.

4. A student with special educational needs should apply to the dean of the relevant faculty in case of need for admission to an individual curriculum.

5. An individual curriculum is mandatory to be prepared in the process of internal and external mobility of the student.

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

7. An individual curriculum required to be prepared, when after the renewal of educational program can not possible to confirm the achievement of any learning outcome / results of the renewed educational program by the change before the curriculum and the student has to go through any extra component or components of the educational program in order to achieve the results below.

8. The development of the individual curriculum is implemented in accordance with the "Rule of calculation credits of higher education programs" approved by the Order N3 of the Minister of Education and Science of January 5, 2007.

9. An individual curriculum for a part-time student involved in an educational program can be developed under the Master's Degree Program, which implies a student workload of no more than 25 hours of independent and contact hours per week.

10. For the development of an individual curriculum within which the student's annual workload exceeds 60 credits (not more than 75 credits), the student is required to apply for a consultation with the manager of the educational process management and the relevant faculty, which, together with the relevant structural units defined by this rule, decides on the appropriateness of the individual curriculum.

11. An individual curriculum for a student with special educational needs fully or partially involved in the educational program is prepared based on the decision of the commission established after the application of the student and the submission of the relevant document. The commission is formed based on the rector's legal act, which includes the manager of the educational process management, a representative of the quality assurance service, the program manager, the dean of the relevant faculty and the medical staff, which can be both university staff and invited staff.



Article 3. The support mechanisms for students with special educational needs.

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

Article 4. Final provision

1. The methodology for developing an individual curriculum is a constantly evolving document. Changes to the document shall be made based on consultations with all respective parties.
2. The effective implementation of the individual curriculum is facilitated by the representatives of the relevant structural units / structural units of the University, in accordance with the legislation and internal legal acts of the University.