

REGULATION FOR ARRANGEMENT OF INDIVIDUAL STUDY PLANS AT ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS

I. GENERAL PROVISIONS

- 1.1. The Regulation for Arrangement of Individual Study Plans at ISM University of Management and Economics (hereinafter referred to as the Regulation) defines all the cases when individual study plans shall be arranged, including principles and procedure for arrangement of individual study plans at ISM University of Management and Economics (hereinafter referred to as the University or the ISM).
- 1.2. The Regulations apply to the students of Bachelor Studies and International Master Studies at the University.
- 1.3. Definitions used in the Regulation:
 - 1.2.1. **Individual study plan** is an arrangement of the study courses included in a study programme in a sequence and timescale in compliance with the chosen study programme. The document is arranged following student's request.
 - 1.2.2. **Student** is a person, who studies sequentially according a particular study programme at ISM.
 - 1.2.3. **Learning outcomes** are a totality of knowledge, understanding, skills and attitudes gained during the course of studies.
 - 1.2.4. Other definitions in the Regulation are used as defined in the Regulation of Studies of the ISM University of Management and Economics.

II. PRINCIPLES FOR ARRANGEMENT OF INDIVIDUAL STUDY PLANS

- 2.1. Individual study plans shall be arranged at student's request under the following circumstances:
 - 2.1.1. when a student changes a study programme in order to eliminate any differences in obligatory courses between the study programmes;
 - 2.1.2. when a student's previous learning outcomes have been recognised following the Regulation for the Recognition of Learning Outcomes at the ISM University of Management and Economics;
 - 2.1.3. when a student has failed at least three study subjects;
 - 2.1.4. in case of other objective reasons at student's request.
- 2.2. Individual study plans shall be arranged in compliance with the requirements of a study programme, prerequisites of study subjects and the student's previous study results.
- 2.3. A student with individual study plan must study 1 to 7 subjects per semester.
- 2.4. A full-time student must study for at least 45 credits per academic year.
- 2.5. Individual study plans shall be arranged in compliance with current model of study programme.
- 2.6. When individual plan is established tuition fee is calculated based on The procedure of paying tuition fees at ISM University of Management and Economics requirements.

III. ARRANGMENT OF AN INDIVIDUAL STUDY PLAN

- 3.1. An individual study plan shall be arranged following student's request addressed to the Vice – President for Studies.
- 3.2. A request for arrangement of individual study plan shall be submitted until the 15th of July in the Spring semester and until the 26th of January in the Fall semester.
- 3.3. A request shall be reviewed until the beginning of the upcoming semester. In case a request is approved, a proposed draft of individual study plan is sent to the student via official ISM e-mail.
- 3.4. A student shall approve/change a proposed individual study plan within 5 working days after a draft has been send. In case a student did not approve the draft as described above, the individual study plan comes into force.
- 3.5. A student with individual plan in case schedule or other issues shall ask Studies Office for amendment of individual study plan until the beginning of the upcoming semester.