

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

1. 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 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 ISM).
- 1.2. The Regulations apply to the students of Bachelor and Master Studies at the ISM.
- 1.3. Definitions used in the Regulation:
 - 1.3.1. 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.
 - 1.3.2. Student is a person, who studies sequentially according a particular study programme at ISM.
 - 1.3.3. Learning outcomes are a totality of knowledge, understanding, skills and attitudes gained during the course of studies.
 - 1.3.4. Other definitions in the Regulation are used as defined in the Regulation of Studies of the ISM.

2. 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 Rules for the Recognition of Periods of Study at other Higher Education Institutions
 - 2.1.3. For students with a debt of more than 15 credits.
 - 2.1.4. In other cases, upon submitting a motivated request to create an individual study plan to the Vice-Rector for Studies (for master's students) or the Director of Academic Affairs (for bachelor's students).
- 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. Individual study plan may include new study subjects that meet the needs of the student and could replace the study subjects provided for in the study program.

- 2.4. A student with individual study plan must study subjects with a volume of not less than 6 and not more than 30 credits per semester. This requirement applies only in the cases set out in point 2.1.3 of the Procedure.
- 2.5. Individual study plan, which allows studying the program full-time, must be arranged in such a way as to allow accumulating at least 45 ECTS credits during the academic year.
- 2.6. Individual study plans shall be arranged in compliance with current model of study programme, however, its duration may not coincide with the duration of the study programme.
- 2.7. In the case of an Individual Study Plan, the tuition fee shall be calculated. When individual study plan is arranged, tuition fee is calculated by ISM on the basis of the cost of the credit for additional study services and the number of credits to be studied, in accordance with Procedure of Payment, Reimbursement and Recovery of Tuition Fees at ISM.

3. ARRANGEMENT OF AN INDIVIDUAL STUDY PLAN

- 3.1. An individual study plan for student shall be arranged following student's request in the form prescribed by the ISM, addressed to the Vice-Rector for Studies (Master's Studies) and Director of Academic Affairs (Bachelor's Studies) and submitted to the Studies Department.
- 3.2. A request for arrangement of individual study plan shall be submitted until the **15th of July** at the end of the Spring semester and until the **26th of January** at the end of the Fall semester.
- 3.3. In case a request is approved, a proposed draft of individual study plan is sent to the student via official ISM e-mail. A student shall approve/change a proposed individual study plan within 5 working days after a draft has been sent. In case a student did not approve the draft as described above, the individual study plan comes into force.
- 3.4. A student studying according to an individual plan, in case of schedule or other issues, must apply to the Studies Department until the beginning of the next semester.
- 3.5. A student studying according to an individual plan is promoted to a higher course when he / she collects the required number of ECTS credits specified in their Individual Study Plan.