

## 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 the University or ISM).
- 1.2. The Regulations apply to the students of Bachelor Studies and Master of Science Studies at the University.
- 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 University of Management and Economics.

### 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 Learning Outcomes at the ISM University of Management and Economics;
  - 2.1.3. when a student has failed three or more study subjects;
  - 2.1.4. in case of other objective reasons at student's request addressed to the Vice-President for Studies and Research.
- 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 45 credits per semester.
- 2.5. Individual study plan, which allows studying the program full-time, must be arrange 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. When individual study plan is arranged, tuition fee is calculated based on requirements of the Procedure of Paying Tuition Fees at ISM University of Management and Economics.

### 3. 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 and Research and submitted to the Study Department.
- 3.2. A request for arrangement of individual study plan shall be submitted until the **15<sup>th</sup> of July** at the end of the Spring semester and until **the 26<sup>th</sup> 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 send. 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 Study Department no later than one week before 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.