



**The rule for elaborating the individual curriculum of East European
University**

Chapter I. General Regulations

Article 1.Regulation Scope

1.1. This rule determines the rule for elaborating the student's individual curriculum at the East European University.

1.2. The Training Process Management Service records the process of implementation of individual curriculum.

Article 2. Definition of Terms

2.1. **The Student's Individual Curriculum**–The combination of Training Courses, which is drawn up in accordance with the student's interests, needs and academic training level and provides their uninterrupted engagement in the educational process.

2.2. **Special educational needs** - implies learning difficulties or a limited possibility in the learning process, that the student meets and it is difficult for him/her to overcome this difficulty without special assistance.The issues of individually conducting the learning process are united in the students' special educational needs,in particular:time planning, peculiarities of the course implementation (curriculum training, etc.), assessment component (possible to be modified according the needs), the possibility of movement and etc.

Chapter II.Procedure and Evaluation for elaborating the Student's Individual Curriculum



Article 3. Procedure for elaborating the student's individual curriculum and the student registration

- 3.1. The Individual Curriculum can be elaborated for students with special educational needs, the representatives of ethnic minorities, for the students participating in the Exchange Program without passing Unified National / Common Master's Exams, or the students moved via mobility / internal mobility, or for the students with academic backwardness or special academic achievements and etc.
- 3.2. The title of the learning course(s), the amount of credits, the teaching semester, Study / Teaching, Assessment Appropriate Form and Condition, the different requirements for material resources required for implementation of the study process and etc may be indicated in the Individual Curriculum. The content and structure of the Individual Curriculum depends on the student's needs. The individual curriculum also includes a study table (by indicating time and terms of start and completion of the training course), which is an integral part of the individual curriculum.
- 3.3. The need for formation of the individual curriculum shall be established by the the relevant University Service, and/or at the beginning of the semester, the administrative registration deadlines or as soon as upon revealing special educational needs, the student applies with personal statement to the University Rector with the request to draw up the individual curriculum. The need for drawing up the individual curriculum should be substantiated in the statement. The application must be accompanied by the relevant documentation (if necessary).
- 3.4. The Individual Curriculum will be elaborated by a group, which includes: the student, Head(s) of the relevant educational program(s), implementor(s) of the training courses, Training Process Management Service, Quality Assurance service and the representatives of the relevant faculty.

- 3.5. The Rector of the University approves the individual curriculum for the student by presenting the Dean of the faculty / Head of the relevant program.
- 3.6. The Individual Curriculum can be elaborated no later than one week before the beginning of the semester or within 1 month from the date of revealing the special educational needs.
- 3.7. The Student's Individual Curriculum will be reflected in timeframe set for academic registration in the Training Process Management Database. Different timeframes can be established for students participating in the exchange program without passing unified national / common master's exams.

Article 4. Assessment System

- 4.1. The assessment of the student with special educational needs is carried out according to the Order No. 3 of 2007 of the Minister of Education and Science and the "Regulations regulating the Educational and Research Activity" of the East European University.

Article 5. Assessment of the Student's Individual Curriculum

- 5.1. The Manager (In the direction of Monitoring) of Training Process Management Service monitors the implementation of the individual curriculum, based on which he/she makes the report and submits to the Head of the Service. In case of necessity, in agreement with the Process Management Service the individual curriculum development team prepares a change in the student's individual curriculum and the Rector of the University approves the amendments for the individual curriculum by presenting the Dean / Manager of the relevant program.