



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, N4609 dated June 25, 2021, N139455 dated November 29, 2022 and N13976 dated May1, 2023 by the Rector of the University.

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

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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 study plan is drawn up taking into account the features of the program, it is allowed for the student's annual study load to exceed 60 credits or be less than 60 credits. It is not allowed for the student's annual academic load to exceed 75 (ECTS) credits. Taking into account the duration, volume and structure determined by the relevant field characteristics within the educational program of a Medical Doctor the student's study load during one academic year includes 60 (ECTS) credits. With the student's individual study plan, the student's study load during one academic year can be determined by more than 60 credits, The total number of credits added above 60 within the duration determined by the sectoral characteristics of the educational program of the Medical Doctor should not exceed 15 credits in total. Summer and winter semesters are allowed to be planned within the framework of an individual study plan, provided that the total number of semesters planned during the academic year, including the rest period, does not exceed 12 continuous 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 with the involvement of the head of the educational program/co-head of the program, the manager of the learning process and the 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.



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) failure to accumulate the number of credits determined by the educational program within the set period and, accordingly, the non-standard number of credits remaining in the graduating semester;
- E) implementation of changes in the educational program;
- F) Student with special educational needs;
- G) Internal / external Mobility.

3. A person with special educational needs is a person who is characterized by a physical, mental, speech, behavioral, emotional development, as well as visual or hearing impairment, or who has a need for long-term treatment/hospitalization. The goal of the individual curriculum is to support the student with special needs and create appropriate conditions in terms of assimilation of the educational program, full inclusion in the educational process and equal acceptance of student services.

4. An individual study plan for a student with special educational needs included in the educational program with full or partial load is drawn up based on the decision of the commission created after the student's application and presentation of the relevant document. The commission is established on the basis of the legal act of the rector, which includes the manager of the educational process management, the representative of the quality assurance service, the head of the program/co-head of the program, the dean of the relevant faculty and medical staff, who can be both university employees and invited people.



5. An individual study plan must be prepared during the student's internal and external mobility.
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. 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.
9. 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.
10. The development of the individual curriculum is carried out in accordance with the "rules for calculating credits for higher education programs" approved by the Order N3 of the Minister of Education and Science of Georgia on January 5, 2007.
11. Introduction of an individual curriculum during mobility is done on the basis of the dean's appeal by the commission created for this purpose by the rector's legal act. The commission should include: head of the relevant educational program/ co-head of the program, representative of the quality assurance service, and specialist academic or guest staff. If necessary, another person can be added to the commission.



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

1. Within the framework of the individual curriculum, a student with special needs can be determined on the basis of the commission's conclusion of individual teaching and evaluation methods, as well as a different examination time than the prescribed one.
2. Within the framework of the individual curriculum, the changes specified in paragraph 1 of this article shall be recorded in the protocol and stored in the student's personal file.

Article 4. Final provision

The relevant structural units of the university/representatives of the structural units contribute to the effective implementation of the individual curriculum, in accordance with the legislation and internal legal acts of the university.