

APPROVED

Order No V-51 of 6 May 2019 of the Director
of the College of St Ignatius of Loyola

DESCRIPTION OF THE PROCEDURE FOR PROVIDING AN INDIVIDUALISED STUDY/LEARNING PLAN

I. CHAPTER 1 GENERAL PROVISIONS

1. The description of the procedure for the provision of an individualised study plan sets out the requirements for an individualised semester study plan and defines the delivery of studies based on an individualised study plan in formal and non-formal education.
2. Key concepts:
 - 2.1. *Individualised study plan* - a plan that meets the study needs of the student/free learner, as agreed with the College, and that is designed for a specific person to study in a specific semester and in a specific study or non-formal education programme. The plan shall specify the nature and timing of the settlements.
 - 2.2. *Curator of Study Programmes* - A member of the College staff who manages student records, deals with academic and social issues, and provides the student/free listener with the information they need about their studies.
3. A student/free listener who has special educational needs, as evidenced by formal documentation, may study under an individualised study plan.

II. CHAPTER DUTIES AND RIGHTS OF THE CURATOR OF STUDY AND NON-FORMAL EDUCATION PROGRAMMES

4. Inform the student/free listener of the responsibility to draw up a study plan.
5. Provide the student/listener with information about the modules/subjects of study for a particular semester.
6. Monitor the implementation of the student's/listener's personalised plan.
7. Inform the Principal of the College about the student's/listener's failure to meet the obligation to draw up an individualised study plan.
8. To propose to the Principal of the College that the student/questioner should not be allowed to study until an individualised study plan has been established.
9. Submit the student's (listener's) individualised study plan for the semester to the approval of the Director of the College, if this plan has been agreed upon with the curator of study programmes.

III. CHAPTER STUDENT/LISTENER RESPONSIBILITIES AND RIGHTS

10. Make an individualised study plan with the curriculum advisor at least 7 days before the start of each semester.

11. Contact the curriculum/training supervisor during the development of the personalised study plan.
12. Take responsibility for drawing up an individualised study/learning plan.
13. Take responsibility for completing and submitting all required documents proving your studies/learning on time.
14. Undertake to complete the scheduled assignments and assessments according to the specifics of each module/subject in the semester (learning programme).
15. Complete all study assignments that are due before specific deadlines.
16. Attendance at check-ins only is not a reason for crediting a particular module/subject.
17. Arrive at the settlement at the appointed time.
18. Practice cannot be substituted for theoretical work and must be attended in person (not virtually); individual agreement with the teacher on changing the timing of practice is possible.

III. CHAPTER III

ORGANISING THE DEVELOPMENT OF AN INDIVIDUALISED STUDY PLAN

19. An individualised study/learning plan is drawn up for one semester only.
 20. Applications for a personalised study plan must be submitted at least 14 days before the start of each semester.
 21. The student submits an application to the College Principal for the possibility to study according to an individualised study (learning) plan, indicating the study programme and semester and the reasons for this (Annex 1 or 3).
 22. After receiving the approval of the College Principal to study according to an individualised study plan, the student shall apply to the curator of study programmes no later than 7 days before the beginning of the semester.
 23. The curriculum supervisor shall provide the student with the form of an individualised study/learning plan approved by the College Principal (Annex 2 or 4).
 24. The student independently draws up an individualised study/learning plan in consultation with the study/learning programme supervisor.
 25. The personalised study plan must be signed by the student.
 26. The curator of study programmes shall endorse the plan and submit it to the Head of Studies and Research of the College for final review and approval.
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By Order No V-51 of the Principal of the
College of St Ignatius of Loyola of April
2019 Annex

(Student's name)

(Department, Study programme, course)

To Dr. Aivaras Anužis, Director of the
College of St Ignatius of Loyola

APPLICATION
on the establishment of an individualised study plan for the years
20.....d.
Kaunas

Please allow me from 20...m.....d..... (insert as appropriate)
semester to 20m.....d. on.....
enabling you to study according to a personalised study plan.

Student's Name, Surname, Signature

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PERSONALISED STUDY PLAN FORM

Student personalised study plan
(first name, last name)
from 20.....m.....d.....semester to 20...m... d.
(autumn, spring)

Eil. No.	Study at module / name and code of the subject	Number of credits	Date of colloquium	Date of delivery of the self-designed work	Date of examination

Student.....
Name, surname, signature

The personalised study plan was checked by
Curator of Degree Programmes
Name, surname, signature

(Name of audience member)

(Non-formal education programme)

Listener's Name, Surname, Signature

PERSONALISED LEARNING PLAN FORM

Listener personalised learning
(first name, last name)

Plan from 20.....m.....d.....semester to 20...m...d.
(autumn, spring)

Eil. No.	Title of subject	Number of hours	Self-help date of presentation of the thesis	Date of examination

Free listener.....
Name, surname, signature

The personalised learning plan was checked by
Curriculum Curator
Name, surname, signature