

APPROVED
by the Director of the College of Saint Ignatius of
Loyola
By Order No. V-51 of 6 May 2019

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

I. CHAPTER GENERAL PROVISIONS

1. The description of the procedure for the provision of an individualised study plan establishes the requirements for an individualised semester study plan and defines the conduct of studies according to an individualised study plan in formal and non-formal education.
2. Basic concepts:
 - 2.1. *Individualised study plan* - a plan of study for a particular person, in accordance with the study needs of the student/free learner as agreed with the College, in a particular semester and in a particular study or non-formal education programme. The plan shall specify the nature and timing of the settlements.
 - 2.2. *Curriculum tutor* - A College staff member who manages student records, deals with academic and social issues and provides the student/free learner with the information he/she needs about their studies.
3. A student/free listener who has special study needs, as evidenced by formal documentation, may study according to an individualised study plan.

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

4. To inform the student/free listener of his/her responsibility to draw up a study plan.
5. Provide the student/librarian with information on the modules/subjects of study for a given semester.
6. To monitor the execution of the student's/listener's individualised plan.
7. To inform the Principal of the College of the student's/listener's failure to fulfil the obligation to draw up an individualised study plan.
8. To propose to the Principal of the College that the student/learner should not be allowed to study until an individualised study plan has been drawn up.
9. Submit the student's (student's) individualised study plan for the semester to the College Principal for approval, provided that this plan has been agreed with the curriculum supervisor.

III. DEPARTMENT STUDENT/LISTENER RESPONSIBILITIES AND RIGHTS

10. To draw up an individualised study plan with the curriculum tutor at the latest 7 days before the beginning of each semester.
11. To contact the curriculum/training tutor during the process of drawing up the personalised study plan.
12. To take responsibility for the development of the personalised study/learning plan.
13. Take responsibility for completing and submitting on time all the required documents proving the study/learning.
14. Undertake to carry out the tasks and assignments scheduled according to the specifics of each study module/subject in each semester (study programme).
15. To complete all study assignments that are due by the specific reporting dates.
16. Attendance only for the settlement periods shall not be considered as a reason for crediting the study of a specific study module/subject.
17. Arrive at the appointed time for the check-ins.
18. Practice cannot be substituted for theoretical work and must therefore be attended in person (not virtually); individual arrangements with the lecturer to change the timing of practice is possible.

III. CHAPTER ORGANISATION OF THE INDIVIDUALISED STUDY PLAN

19. An individualised study/learning plan is drawn up for one semester only.
 20. Applications for an individualised study plan must be submitted at least 14 days before the start of each semester.
 21. A student shall submit an application to the Principal of the College for the possibility of studying according to an individualised study/learning plan, indicating the study programme and semester and the reasons for doing so (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 the individualised study/learning plan approved by the Principal of the College (Annex 2 or 4).
 24. The student independently develops an individualised study/learning plan in consultation with the study/learning programme tutor.
 25. The individualised study plan must be signed by the student.
 26. The curator of the study programmes shall endorse the plan and submit it to the Head of Studies and Research of the College for final review and approval.
-

By the Director of the College of Saint Ignatius of
Loyola
Order No. V-51 of April 2019
Annex 1

(Name of student)

(Department, Study Programme, Course)

College of Saint Ignatius of Loyola
to the Director, Dr. Aivaras Anužis

REQUEST
FOR THE ESTABLISHMENT OF AN INDIVIDUALISED STUDY PLAN
20.... m. d.
Kaunas

Please allow me to study from 20.....m.....d.....(insert required)
 semester to 20m.....d. for.....
 to enable me to study according to an individualised study plan.

Student's name, surname, signature

.....

FORM OF THE PERSONALISED STUDY PLAN

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

Eil. No.	Name and code of study module/subject	Number of credits	Date of colloquium	Date of self-study presentation	Date of examination

Student.....
Name, surname, signature

The personalised study plan was checked by
Curriculum supervisor
Name, surname, signature

APPROVED
Head of Studies and Research of the College
(Signature)
Prof. hab. dr. Vilma Žydžiūnaitė
(Date)

(Name of the listener)

(Non-formal education programme)

Name, surname, signature of the student

FORM OF PERSONALISED LEARNING PLAN

Listener's personalised learning
(name)
plan from 20.....m.....d.....semester to 20...m.....d.
(autumn, spring)

Eil. No.	Name of the subject	Number of hours	Date of presentation of the self-study	Date of examination

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

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