

**KROK UNIVERSITY
REGULATIONS ON INDIVIDUAL STUDY SCHEDULE
AT KROK UNIVERSITY**

*Translated into English from the official version
and approved by the Rector of KROK University on August 28, 2025*

I. General provisions

- 1.1. These Regulations define the procedure for granting and organizing an individual study schedule to ensure the right to education for students of KROK University, as well as the procedure for remuneration of academic staff for conducting individual study schedules.
- 1.2. In these Regulations, the term is used in the following meaning:
"Individual study schedule at the Higher Educational Institution 'University of Economics and Law KROK' (hereinafter – the University)" is a combination of full-time or part-time education with elements of distance learning technologies aimed at developing students' individual abilities.
Other terms are used as defined by the Laws of Ukraine "On Education", "On Higher Education", and "On Professional Pre-Higher Education".
- 1.3. Students studying under an individual study schedule are participants in the educational process. Their rights and responsibilities are defined by the Laws of Ukraine "On Education", "On Higher Education", "On Professional Pre-Higher Education", and other regulatory legal acts in the field of education.
- 1.4. The basis for organizing an individual study schedule is the order of the University Rector.
- 1.5. An individual study schedule may be introduced for persons who:
have high academic potential (no academic or financial debts);
are employed part-time in their field to acquire additional professional competencies;
due to health conditions (including persons with special educational needs, persons with disabilities, and those requiring medical treatment in a healthcare institution for more than one month) cannot attend the University;
reside in the area of the Joint Forces Operation, in temporarily occupied territories of Ukraine, or in settlements where state authorities temporarily do not exercise or exercise incompletely their powers, as well as in cases of emergencies of natural or man-made origin (using the distance learning format) in accordance with the Law of Ukraine "On Ensuring the Rights and Freedoms of Citizens and the Legal Regime in the Temporarily Occupied Territory of Ukraine".

II. Procedure for Granting an Individual Study Schedule

- 2.1. The granting of an individual study schedule is usually carried out at the beginning of each academic semester. The schedule is provided to students who have no academic debts, starting from the second semester of the first year. During martial law, as an exception, it may be granted from the first semester of the first year of study.
- 2.2. The granting of an individual study schedule is based on a student's application, a sample of which is provided in Annex 1 to these Regulations.
The student submits a motivated application addressed to the Rector to the Student Office / Institute / College Dean's Office, stating the need for an individual study schedule. The student agrees on the schedule with the head of the graduating department / College Director.
An individual study schedule tutor is appointed. The tutor is selected from among

academic support staff or faculty of the graduating department (cycle commission) and is responsible for monitoring the student's compliance with the individual study plan and schedule.

For bachelor's and master's degree students, the tutor is usually the distance learning tutor of the respective educational program and course.

For students of professional pre-higher education at the "Professional Junior Bachelor" level, the tutor is appointed from among the academic support staff of the College Dean's Office.

2.3. The order to grant a student an individual study schedule is issued after the student makes an additional payment for the individual study schedule for the current semester. The order specifies the duration of the student's individual study schedule and assigns a tutor.

2.4. Based on the order and after payment for the individual study schedule for the current semester, the student and the tutor agree on the individual study plan for the semester, which is approved by the head of the graduating department (Annex 2).

The plan form (in electronic format) is provided by the Student Office / College Dean's Office. The individual study plan may be generated using the "Dean's Office" automated system.

The schedule of individual consultations, deadlines for individual assignments, time and place of practical training, as well as the schedule of interim and final assessments are agreed upon and signed by the instructors, student, and tutor.

Documents are prepared in two copies (one for the student, one for the tutor). Documents may be generated electronically with appropriate access rights.

2.5. As part of interim assessment, and upon agreement with the head of the department/instructor, the results of completing courses on platforms such as Coursera (<https://www.coursera.org/>), Prometheus (<https://prometheus.org.ua/>), Udemy, and others may be credited. After consultation with the instructor, the student may choose to take interim assessments using distance learning technologies in the Moodle system.

Final assessment is usually conducted during the examination period according to the academic schedule of the respective group.

2.6. In the case of concurrent studies at the University/College or another higher education institution, relevant educational components may be re-credited for the student.

The basis for re-crediting may include the following documents: academic transcript, supplement to the higher education diploma issued by the higher education institution, or the student's academic record card at the University, as well as extracts from the academic record card or grade book/individual study plan certified in the prescribed manner.

2.7. A student under an individual study schedule who fails to meet deadlines for completing individual assignments, interim and final assessments (including defense of term papers and internship reports) may be deprived of the right to study under an individual schedule in the following semester.

- 2.8. A student under an individual study schedule may be issued a session call (according to the procedure established for part-time students) to arrange for leave granted to individuals combining work and study.
- 2.9. The study plan must be detailed by individual educational components, as exemplified in Annex 3. After consultations, the student must mark the consultation as completed in the Student Office / College Dean's Office / Institute for attendance tracking.
- 2.10. Monitoring of students under an individual study schedule, their compliance with the study plan, and adherence to educational standards is carried out by the Student Office / College Dean's Office / Institutes.
- 2.11. Distance learning technologies used in the individual study schedule must comply with the requirements of the University's Regulations on Distance Learning.

III. Organization of the Individual Study Schedule

The organization of the educational process under the individual study schedule requires full implementation of the student's individual study plan and includes the following features:

- 3.1. Students have the right to initiate adjustments to their individual study plan and extend the overall duration of study to obtain the corresponding level of education by up to one year, considering the structural and logical scheme of training under the relevant educational program (specialty)/educational-professional program and the rules for organizing the educational process at the University.

Exceeding the total amount of study time for a student under an individual schedule during the academic year is not permitted.

- 3.2. Students have the right to attend all types of classes for educational components studied under their individual study plan, regardless of the form of education.
 - 3.3. Students have the right to freely attend lectures and are exempt from making up missed seminars, practical, and laboratory classes, provided they successfully pass the interim assessment.
 - 3.4. Final assessments (exams, credits) are usually conducted during the examination period according to the academic schedule of the respective group.
- Students have the right to take interim assessments, defend term papers, and submit internship reports individually according to their individual schedule.
- 3.5. Students have priority access to necessary educational literature and methodological materials in the University's academic library, including through the lending service.
 - 3.6. Students have the right to choose a term paper topic outside the list proposed by the department (cycle commission), provided the chosen topic aligns with the objectives of the educational component and is related to the practical needs of the specialty.

- 3.7. Students have the right to undergo practical training at their place of employment, receive individual assignments from their direct supervisor at work, and are exempt from filling out a practice diary. Instead, they must provide a certificate from the place of internship with a characterization of the student (the internship report is submitted in the general manner).

IV. Remuneration of Academic Staff Involved in the Educational Process Under the Individual Study Schedule

- 4.1. Remuneration of academic staff for conducting the educational process under the individual study schedule, including the use of distance learning technologies, is carried out based on payment for each of the three individual consultations, calculated as 0.25 hours per consultation, and for the final assessment in each academic discipline included in the individual study schedule plan. Remuneration is recorded after confirmation in the detailed plan-schedule. Final assessment is recorded during the examination period or during retakes. Tutor remuneration is provided after the student completes the individual study plan and in accordance with the principles of tutor compensation.

Appendix 1 to the Regulations

To Rector of the KROK University

_____ of a higher education applicant
/ professional pre-higher education I (II, III, IV)
course of the educational and professional degree
professional junior bachelor
of the Professional College of the University "KROK" /
educational degree bachelor / master
of the department _____
Educational and Scientific Institute _____
specialties _____
educational program _____
form of obtaining education _____
Surname, first name and patronymic _____

Phone _____
e-mail _____

Application

I would like to request an individual study schedule from _____ 202____
year.

date

personal signature

**Appendix 2
to the Regulations**

KROK UNIVERSITY

APPROVED
Head of Department /
Director of the College
Full Name
_____ «__» _____ 202__ .

INDIVIDUAL PLAN

of a higher/professional pre-higher education applicant (individual study schedule)

Specialty _____

Educational program _____ course _____ group

(Full Name)

For _____ semester 202__-202__ academic year

Contact phone e-mail

Kyiv 202__

№	Name of the discipline, number of hours, credits, form of final control	Notes (provide links to the course syllabus and MOODLE)

Familiarized

Tutor

Name, signature

INDIVIDUAL CONSULTATION SCHEDULE

Discipline	Interim control 1		Interim control 2		Interim control 3		Final control according to the group schedule	Teacher signature	Student signature
	Date	Control form	Date	Control form	Date	Control form			

Agreed by:

Tutor _____
signature

_____ date

Appendix 3 to the Regulations

RESULTS OF QUALITY CONTROL OF THE KNOWLEDGE OF THE EDUCATIONAL RECIPIENT

Discipline: _____

Total number of hours _____

Teacher: _____

Discipline study schedule:

№	Module/section name and independent assignment	Date of assessment	Grade	Teacher's signature	Student office stamp

Intermediate control (if provided for by the educational process schedule):

№	Control measure	Date of completion	Grade	Teacher's signature
1				

Final semester control:

Control form	Date of completion	Grade	Teacher's signature

Final score:

On a 100-point scale	According to the national grading system	Teacher's signature

Functional Responsibilities of Tutors for the Individual Study Schedule

1. Online meeting with each student at the beginning of each semester for the purpose of:
informing about the list of semester disciplines, forms of current and final assessment;
consulting on organizational matters, working in MOODLE, and the tuition payment regulations;
outlining the rights and responsibilities of the parties (student, tutor, course instructor, etc.);
2. Preparation and coordination of the student's work plan (with defined deadlines and types of tasks) for each discipline of the semester, as well as for term papers, bachelor's and master's theses. The plan is legitimized by its implementation and signing by both the student and the tutor.
3. Ongoing monitoring of the student's progress according to the approved work plan for semester disciplines, adjusting the plan if necessary, and informing the department (cycle commission) about the plan's implementation.
4. Monitoring the implementation of the individual study plan.
5. Weekly consultations with students at a clearly defined and regulated time regarding organizational and methodological issues.
6. Facilitating communication between students and instructors of academic disciplines in case of any disruption in communication.
7. Establishing and maintaining informational connections and interaction between students and other participants in the educational process, resolving conflicts, and supporting students' adaptation to studying under the individual schedule.