

**KROK UNIVERSITY
REGULATIONS ON THE INDIVIDUAL CURRICULUM OF STUDENTS OF
HIGHER EDUCATION / PROFESSIONAL PREVIOUS EDUCATION
OF KROK UNIVERSITY**

*Translated into English from the official version
and approved by the Rector of KROK University on March 28, 2024*

1. GENERAL PROVISIONS

The Temporary Regulation on the Individual Study Plans of Higher Education/Professional Pre-Higher Education Students of the “KROK” University and the Professional College of the “KROK” University (hereinafter referred to as the Regulation) is the main regulatory document that governs the procedure for the development, maintenance, and monitoring of the implementation of the individual study plan of a higher education student at the “KROK” University (hereinafter referred to as the University) and a professional pre-higher education student at the Professional College of the “KROK” University (hereinafter referred to as the College). This Regulation is an integral part of the internal quality assurance system for education and educational activities.

Regulatory legal acts used in the development of the Regulation:

Law of Ukraine “On Education” dated September 5, 2017 No. 2145-VIII.

Law of Ukraine “On Higher Education” dated July 1, 2014 No. 1556-VII.

Law of Ukraine “On Professional Pre-Higher Education” dated June 6, 2019 No. 2745-VIII.

Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), adopted at the Ministerial Conference in Yerevan, May 14–15, 2015.

(Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). – Kyiv: CS Ltd., 2015. – 32 p.)

Law of Ukraine “On Amendments to Certain Laws of Ukraine Regarding the Improvement of Educational Activities in the Field of Higher Education” dated December 18, 2019 No. 392-IX.

List of University documents used in the development and implementation of this Regulation:

University Charter.

Regulation on the Internal Quality Assurance System.

Regulation on the Organization of the Educational Process at “KROK” University.

Academic Integrity Code of “KROK” University, University Order dated October 18, 2018 No. 108-3.

Temporary Regulation on the Procedure and Conditions for Students’ Selection of Academic Disciplines at “KROK” University, University Order dated May 14, 2019 No. 45-2.

Regulation on the Organization of the Educational Process at the Professional College of “KROK” University, Protocol No. 4 dated December 21, 2023.

An individual study plan is a document that regulates the educational trajectory of a higher education/professional pre-higher education student. The individual study plan includes information about the student’s personal data (full name, photo, code in the Unified State Electronic Database on Education), field of knowledge and specialty, educational program/educational-professional program to which the student is enrolled (or reinstated), and information about

the curriculum, which defines the list and volume of academic disciplines in ECTS credits, forms of educational activities and their volume, forms of ongoing and final assessment.

A higher education student selects academic disciplines within the limits provided by the relevant educational program and working curriculum, in an amount of no less than 25 percent of the total number of ECTS credits defined for the given level of higher education. A professional pre-higher education student selects academic disciplines within the limits provided by the relevant educational-professional program and working curriculum, in an amount of no less than 10 percent of the total number of ECTS credits. At the same time, students of a certain level of education have the right to choose academic disciplines offered for other levels of higher education, subject to approval by the head of the relevant department and in accordance with the Temporary Regulation on the Procedure and Conditions for Students' Selection of Academic Disciplines at "KROK" University.

The student is obliged to familiarize themselves with their individual study plan, sign it, and submit it to the Student Office (College Dean's Office).

The student implements their individual study plan within a period that does not exceed the maximum allowable duration of study, as defined by the educational program/educational-professional program and the curriculum for training specialists of the corresponding level of education in a specific specialty and educational program.

The student bears personal responsibility for the implementation of their individual study plan. Failure to fulfill the individual study plan within the established timeframe is grounds for expulsion from the University (College).

2. PROCEDURE FOR FORMING THE INDIVIDUAL STUDY PLAN OF A HIGHER EDUCATION / PROFESSIONAL PRE-HIGHER EDUCATION STUDENT

2.1. The academic workload of the student for all types of educational activities is determined by the curriculum and generally amounts to 60 ECTS credits per academic year. It includes time for classroom activities (lectures, practical classes, seminars, laboratory work, individual assignments), independent work, and practical training (various types of internships).

2.2. The individual study plan of the student includes compulsory and elective academic disciplines and other types of academic workload in accordance with the educational program.

2.3. In accordance with the educational program, a higher education student selects elective disciplines in an amount of no less than 25% of the total number of credits. In accordance with the educational-professional program, a professional pre-higher education student selects elective disciplines in an amount of no less than 10% of the total number of credits.

- 2.4. The selection of academic disciplines by the student and their inclusion in the individual study plan is carried out in accordance with the Temporary Regulation on the Procedure and Conditions for Students' Selection of Academic Disciplines at "KROK" University (approved by the Academic Council, Protocol No. 5 dated April 25, 2019, enacted by Rector's Order No. 45-2 dated May 14, 2019).
- 2.5. Changes to the elective part of the individual study plan may be made by the student no later than one month before the start of the academic year, based on a substantiated application addressed to the Rector of "KROK" University (on the basis of which the Student Office / Institute Directorate / College prepares the corresponding directive). Based on the directive, the specified changes are entered into the individual study plan.
- 2.6. In the case of transfer (reinstatement) of a student, the formation of the individual study plan is carried out taking into account the disciplines studied at the previous educational institution, based on the academic transcript.
- 2.7. Upon completion of the academic year, provided the individual study plan has been fulfilled, the student is promoted to the next academic year by Rector's Order.

3. PROCEDURE FOR MAINTAINING THE INDIVIDUAL STUDY PLAN

- 3.1. The individual study plan of the student is compiled with the participation of the higher education / professional pre-higher education student, formed using the ASC "Dean's Office" / AcademicAdminPanel system, and stored in paper format in the Student Office / College Dean's Office / Institute Directorate. The individual study plan is formed for each academic year and printed annually after the procedure of selecting elective disciplines by students, usually for the next academic year at the end of the previous one. The individual study plan is approved by the Director of the Student Office, the Head of the Department (Director of the Institute / Head of the College Department), and the First Vice-Rector. (Appendix 1.)
- 3.2. The individual study plan is maintained in both paper and electronic formats. The paper copy is stored in the Student Office / College Dean's Office. (Appendices 2, 5.)
- 3.3. Instructors who conduct classes and assessments record the results using the University grading scale and the ECTS grading scale in the grade-exam sheet. A failing grade received by the student in a discipline is recorded using both grading scales only in the exam sheet and is not entered into the Individual Study Plan. Student Office staff enter the grade into the corresponding field in the ASC "Dean's Office" / AcademicAdminPanel after the completion of the exam session and print the paper version of the individual study plan of the higher education / professional pre-higher education student. (Appendices 2, 6.)

- 3.4. The results of the student's defense of all types of practical training are recorded in the "Practical Training" section (Appendices 3, 5). In the corresponding semester, only the name of the practice and the number of ECTS credits assigned to it are indicated when filling out the study program.
- 3.5. The results of the state certification, depending on its type (certification exam or defense of the qualification work), are recorded accordingly in Appendices 4 and/or 5.

4. MONITORING THE IMPLEMENTATION OF THE STUDENT'S INDIVIDUAL STUDY PLAN

- 4.1. Ongoing monitoring of the implementation of the individual study plan by the student is carried out by the Student Office / College Dean's Office / Institute Directorate. These units are responsible for the following tasks:
- providing qualified consultations regarding the formation of the individual study plan and its implementation throughout the entire period of study;
 - approving the student's individual study plan;
 - monitoring the implementation of the individual study plan based on the records of ECTS credits earned by the student, followed by submitting proposals regarding the continuation of the student's education or their expulsion.
- Monitoring of the implementation of the individual study plan at specific stages of the educational program (semester, academic year) is carried out by the Student Office / College Dean's Office, academic departments, and the academic group advisor (if assigned).
- 4.2. The individual study plan is mandatory for fulfillment by the higher education / professional pre-higher education student.
- 4.3. The implementation of the student's individual study plan is carried out in accordance with the approved academic calendar, class schedules, and schedules for assessment activities, or according to an individual study schedule established for the student.
- 4.4. Upon successful completion of the individual study plan, the student is awarded a diploma. The individual study plan is stored in the student's personal file after graduation.

**Appendix 1
to the Regulation**

Title Page of the Individual Study Plan

Full Name of the Higher Education Student

**Student Code in the
Unified State Electronic Database on Education (USEDE)**

Photo

Signature

Field of Knowledge (Code and Title)

Specialty (Code and Title)

Educational Program

Level of Higher Education

Form of Study

Group

Vice-Rector

Head of the Graduating Department

Director of the Student Office

Appendix 2 to the Regulation

Internal pages of the individual curriculum according to the number of academic years/semesters

No. course No. semester	Student Full Name, Student Code in the Unified State Electronic Database on Education (USEDE)						
Group NAME							
Code	Names of academic disciplines and types of educational work	Department	Form of control	ECTS credits		Teacher's name	grade date of preparation
				Total	Period		
	Total	homework exam					
			Student				signature
			Student Office Director				signature

**Appendix 3
to the Regulation****Practice**

No	Name of practice	Place of practice	Position	Evaluation	
				number of points	on the national scale

Appendix 4 to the Regulation

Certification

No	Name of academic discipline	Date and number of the examination commission protocol	Evaluation	
			number of points	on the national scale

The diploma (qualification) work (project) was completed on the topic

_____ and
defended with a grade (on the national scale): _____
By the decision of the examination commission (protocol dated "___" _____ 20__ year
No. ___) the
qualification _____ **was**
assigned _____

Director of the student office

**Appendix 5
to the Regulation**

Higher Educational Institution "University of Economics and Law "KROK"

Professional College of KROK University

**INDIVIDUAL CURRICULUM PLAN OF A RECIPIENT OF PROFESSIONAL PRE-
HIGHER EDUCATION
for the 202_ / 202_ academic year**

Last name, first name, patronymic _____

Field of knowledge _____
(code and name)

Specialty _____

Educational program _____
(code and name)

Educational and professional degree _____

Form of education *full-time*

Enrolled in the course Order dated « » 202__ No.

Contract on the provision of educational services dated « » 202__ No.

Head of department _____
(Signature) (Name, surname)

Recipient of professional pre-higher education _____
(Signature) (Name, surname)

Appendix 6 to the Regulation

Course	Semester	Name of educational components, disciplines	Total hours	Semester control, assessment	Date of semester control	Teacher's full name	Teacher's signature
				on the national scale			
Course 1 ____ year							