



METHODOLOGICAL GUIDELINE No. 5 / 2021

on the procedure for approving an individual study plan at the Faculty of Civil Engineering of the University of Žilina in Žilina

Article 1 Introductory provision

1. The goal of this methodological guideline is in accordance with Act no. 131/2002 Coll. on universities in the current version and Directive no. 209 (Study Regulations for the 1st and 2nd degree of university studies at the University of Žilina in Žilina (hereinafter referred to as 'Guideline No. 209')) define a uniform procedure for approving an individual study plan during bachelor's or master's degree studies in full-time form at FCE UNIZA.

Article 2 Procedure for approving an individual study plan

1. In accordance with Art. 3, par. 9 Directive no. 209, the dean of FCE UNIZA can authorize study according to an individual study plan (hereinafter referred to as 'ISP') based on a written request of the student in the form of full-time study, as a rule, for a complete part of the study (academic year).
2. Who can apply for 'ISP':
 - students with specific needs,
 - students with serious health problems,
 - exceptionally talented students,
 - athletes (representatives of SR or UNIZA in the highest national competition),
 - students with serious personal reasons, which are assessed individually by the dean of FCE UNIZA (pregnancy, maternity, care of the entrusted person).
3. The employment relationship cannot be the reason that the student will refer to in the application for 'ISP'.
4. The student addresses the application for 'ISP' to the dean of FCE UNIZA, if possible, no later than during the first week of the relevant semester and documents the relevant confirmation in the attachments, or professional documentation (doctor's recommendation, sports club). This deadline does not apply to reasons in exceptional personal cases.
4. After the application is approved, the student prepares the 'ISP' in cooperation with the authorized person in the given study program (usually a study advisor) and it is approved by the dean of FCE UNIZA in cooperation with the guarantor of the study program. Within two weeks of the approval of the 'ISP', the student will agree on the conditions of study with the teachers of the subjects in the given semester of the academic year. On the prescribed form "Annex to the 'ISP'", teachers express their agreement with the established conditions and deadlines for the successful completion of the registered duties for a specific semester of the academic year.

5. An approved 'ISP' must enable the student to acquire the same knowledge in the subjects of study as a standard study master using other forms and methods of teaching.
6. The agreed exam date, or evaluation of the enrolled subject must be determined according to the academic calendar of FCE UNIZA for the current academic year as a rule by the end of the examination period for the given semester, at the latest by the end of the examination period for the summer semester of the given academic year. Only in exceptional cases can the date of the exam be agreed on until August 31, 2021, as of this date, the fulfillment of the conditions set for the conclusion of the year of study and enrollment in a higher or the same year of study is carried out.
7. Students with 'ISP', who are enrolled in the last nominal year, must have fulfilled their registered obligations by the set date for the examination of studies in the last nominal year of study according to the academic calendar of FCE UNIZA for the given academic year. The deadline for submitting the bachelor's or master's thesis to the Register of final theses is also binding for them.

Article 3
Final provision

1. The methodological guideline of FCE UNIZA becomes valid on the day of signature by the dean of FCE UNIZA and becomes effective on the day of its publication

In Žilina, 06.12.2021

prof. Ing. Marián Drusa, PhD., v. r.
dean of FCE UNIZA