



UNIVERSITY OF ECONOMICS IN BRATISLAVA

INTERNAL DIRECTIVE

3/2024

Individual Study at University of Economics in Bratislava

2024

The Rector of the University of Economics in Bratislava (hereinafter also referred to as "EUBA") is issuing, in accordance with Article 11(9) of the Constitution of the University of Economics in Bratislava, this internal directive entitled Individual Study at University of Economics in Bratislava (hereinafter also referred to as "individual study").

Article 1

General Provisions

1. The internal directive on individual study (hereinafter also referred to as "the Directive") follows Article 7 of the EUBA Academic Regulations (hereinafter also referred to as "the Academic Regulations"), and governs rules applicable to granting individual study as well as requirements concerning its fulfilment.
2. Individual study may be granted by the Dean of the relevant EUBA faculty at the request of an applicant for an individual curriculum (hereinafter also referred to as "the Applicant") for the given semester of the academic year.
3. For the purposes hereof, the Applicant is deemed to mean a full-time or part-time student at the first or second level of study.
4. There is no established right to the granting of individual study. The Dean's decision concerning individual study is final and cannot be appealed against.

Article 2

Requirements for Obtaining Individual Study

1. Individual study may be granted to the Applicant, if the Applicant:
 - a) has demonstrably serious health problems, lasting for more than one year, or has been diagnosed with high-risk pregnancy,
 - b) provides permanent care for a child of up to three years of age, or provides care for a child with health disability, or the Applicant is a pregnant student,
 - c) is a sportsperson representing the country/EUBA under paragraph 7 of this Article hereof,
 - d) is a student with outstanding academic performance.
2. The Applicant is obliged to demonstrate reasons for granting individual study under paragraph 1(a) through 1(c) by a credible document proving facts more closely characterising obstacles to the student's participation in educational activities according to the provisions of the Academic Regulations.
3. The Applicant who has demonstrably serious health problems lasting for more than one year must attach a medical report not older than one month, issued by a specialist doctor. The Applicant who is pregnant or who has been diagnosed with high-risk pregnancy must attach a medical certificate to her request. The Applicant who provides permanent care for a child of up to three years of age must attach to the request a copy of the child's birth certificate, or a relevant document on taking maternity/paternal leave. The Applicant who provides care for a child with health disability must attach to the request a document confirming the child's health disability. If both parents of a minor child are EUBA students, only one of the parents may request individual study. The Applicant who is a sportsperson representing the country/EUBA must attach a certificate not older than one month issued by the sports association concerned.

4. The Applicant for individual study under paragraph 1(d) of this Article hereof may only be a student in their second and third year of first-level studies, or in their second year of second-level studies, who has fulfilled all the requirements for the previous academic year as stipulated by the curriculum, who has not exceeded the standard duration of their studies and who has also achieved a study average of up to 1.10 inclusive for the previous academic year.
5. The Applicant's full-time or part-time employment constitutes no reason for submission of a request for granting individual study.
6. The student who personally cares for a child means a student who personally cares for his/her own minor child, including alternating custody, as well as a student who personally cares for a minor child placed in foster care under a court ruling, from the day when such student notifies the University in writing that he/she provides permanent care for the child until the day when the student ceases to provide permanent care for the child. The student is obliged to notify the University in writing, without undue delay, of termination of the permanent care for the child.
7. The EUBA sportsperson representing the country/EUBA is a EUBA student who is:
 - a) on a Slovak national team or on the coaching team of a Slovakian national team in any of the sports at the all-Slovak or international levels,
 - b) a member of any of EUBA's official sports teams, representing EUBA in sports competitions at the all-Slovak level.

Article 3

Request for Granting Individual Study

1. The request for granting individual study is submitted by the Applicant in writing to the Dean of the relevant faculty in a prescribed manner (Annex 1).
2. The Applicant must submit their request for granting individual study no later than 10 September of the academic year, if individual study for the winter semester is requested, or no later than 15 January of the academic year, if individual study for the summer semester is requested.
3. If any of the events under Article 2(1)(a) through 2(1)(c) hereof occurs in the course of the academic year, the Applicant may, in justified cases, submit their request for granting individual study also during the academic year.

Article 4

Decision on Granting/Rejecting Individual Study

1. The decision on granting/rejecting individual study is issued by the Dean of the relevant faculty usually within 14 days of the request delivery.
2. When considering the request, the Faculty Dean has the right to make his/her decision based on the set of several individual circumstances of the Applicant.
3. The decision on granting/rejecting individual study is made in writing.
4. The Faculty Dean may revoke a positive decision on granting individual study also in the course of individual study, if:
 - a) the Applicant fails to comply with the requirements set in the individual curriculum,
 - b) the student requests in writing that his/her individual study be cancelled.

5. The decision on revocation of individual study is made in writing, effective immediately. As of the day of revocation of individual study, the student is obliged to fulfil their study obligations under the Academic Regulations in the same way as a student with no individual study granted.

Article 5

Individual Curriculum and Its Fulfilment

1. The Applicant who has been granted individual study is obliged, within 7 days of the date of personal acceptance or delivery of the decision on granting individual study, to prepare an individual curriculum in cooperation with the guarantor of the appropriate subject according to the recommended curriculum (Annex 2) and to arrange for how the study obligations in the semester are to be fulfilled. The student is obliged to seek agreement of the subject's guarantor on the requirements for obtaining a continuous and final assessment for the subject.
2. The subject's guarantor will confirm its consent to the agreed requirements for individual study.
3. For the preparation of the individual curriculum the current Academic Calendar applies.
4. The individual curriculum is made in two original copies, of which one is kept by the student to allow recording of assessments of how individual study requirements have been met and the other is submitted by the student to the Registration and Records Office of the relevant faculty.
5. The student is obliged to submit his/her individual curriculum to the appropriate Registration and Records Office no later than 7 days of the date of preparation thereof and confirmation thereof by the subjects' guarantors.
6. Should the student fail to prepare and submit his/her individual curriculum within the stipulated time limits, the decision on granting individual study becomes invalid.
7. During his/her individual study, the student duly fulfils his/her obligations arising out of the study programme and out of the requirements agreed in the individual curriculum.
8. The assessment of how obligations arising out of the individual curriculum have been met is performed by the relevant teacher. How the individual curriculum requirements have been fulfilled is recorded by the subject's teacher in the Individual Study Form (Annex 2).
9. The student granted individual study submits the form for assessment of meeting individual study requirements to the Registration and Records Office of the relevant faculty within 7 days of completion of instruction in a semester.

Article 6

Final Provisions

1. The student studying under an individual curriculum is subject to all provisions of the Academic Regulations, except for the obligations regulated differently by the individual curriculum.
2. Granting individual study has no effect on the fulfilment of requirements stipulated in the Academic Regulations, concerning advancement to the next year of study, or on basic rules concerning the standard duration of studies.
3. This internal directive shall become valid on the date of signing thereof, and effective on 1 September 2024.

Bratislava, on this day of

Prof. Dipl. Ing. Ferdinand Daño, PhD.
EUBA Rector

Annex 1

Request for Granting Individual Study

Academic year:

Semester: winter / summer *

Name of applicant: Date of birth:

Domicile:

Study level: first / second *

Year of study:

Study programme:

Reasons for filing the request: **

Based on the information provided above, I request to be allowed to study under an individual curriculum and to be granted an individual schedule for meeting study obligations.

I declare on my word of honour that all information and reasons for my requesting individual study provided herein are true and complete.

Date: Signature of applicant:

Annexes***:

Faculty Dean's Opinion:

I agree *

I disagree *

Faculty Dean's Signature:

* delete as applicable

** according to Article 2(2) of the Internal Directive 3/2024 Individual Curriculum at University of Economics in Bratislava

*** to be completed according to Article 2 of the Internal Directive 3/2024 Individual Curriculum at University of Economics in Bratislava

Individual Curriculum - Schedule for Meeting Study Obligations

First name and surname:	Academic year:	Semester:
Study programme:	Study level:	Year of study:

Subject name	Means of meeting study obligations *	Time limits for assessment of how study obligations are met	Subject guarantor's signature	Assessment (date and teacher's signature)

* e.g. individual consultations with the teacher, independent tasks, seminar paper, direct attendance of face-to-face instruction, participation in continuous assessment, participation in final assessment etc.

Subject name	Means of meeting study obligations *	Time limits for assessment of how study obligations are met	Subject guarantor's signature	Assessment (date and teacher's signature)

Subject name	Means of meeting study obligations *	Time limits for assessment of how study obligations are met	Subject guarantor's signature	Assessment (date and teacher's signature)

Student's signature:

Confirmation by Registration and Records Office:

The individual curriculum contains all subjects according to the curriculum as enrolled in by the student in the given semester of the academic year.

Date:

Student administrator's signature: