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| <p>Processed and approved: (issuer of the document) Dr. Martina Mannová Rector</p> | | <p>Datum: 1. 2. 2019</p> |
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Art. I General principles

- (1) According to the Order of studies and examinations of the AMBIS college the student may ask for permission to attend part of studies under individual schedule of studies, especially due to health or social reasons.
- (2) During the first year of studies there is the individual schedule of studies permitted in absolutely exceptional cases only.
- (3) The application shall be submitted within 14 calendar days since the semester commencement, later on in entirely exceptional cases only.
- (4) In case that the reasons for studies under individual schedule of studies still persist then the student may ask for schedule extension for another semester or year.
- (5) Resolution on application for the individual plan of studies is determined by the Rector or employee authorised by the Rector.
- (6) The studies within the mode of the individual schedule of studies is substantially hard. The student has to consider carefully his experiences so far and outer conditions under which the studies shall be carried on.
- (7) Department of studies keeps records of approved individual schedules of studies.

Art. II Application for the ISS

- (1) The attended mode of studies students may ask for the individual schedule of studies in serious cases only (for example childcare, long term grave illness, etc). In case of permanent employment, it is recommended to opt for a combine mode of studies.
- (2) The students within combine mode of studies shall state reasons in the application preventing them from studies under standard schedule.

Art. III Resolution on ISS permit

- (1) Resolution on individual schedule of studies permit is issued in written. This resolution is submitted by respective student to the academic employees by negotiation of conditions of respective subject completion.
- (2) Student is obliged to negotiate conditions of respective subject passing within three weeks from the date of the individual schedule of studies approval. Student is obliged to agree with the tutor the specific conditions of individual schedule of studies development, to verify requirements of the tutor, conditions of the successful passing respective subject, conditions of individual consultations or terms of works delivery.

Art. IV
Closing stipulations

- (1) This inner directive is published at Official desk in a section of regulated documentation.

Art. V
Distribution list

- (1) Copy No. 1 administrator's printout
(2) Copy No. 2 print on the loan