

DESCRIPTION OF THE PROCEDURE FOR PERSONALISING STUDIES AT KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION

CHAPTER I GENERAL PROVISIONS

1. *The Description of the procedure for personalising studies at Kauno kolegija Higher Education Institution* (hereinafter referred to as the Description) defines the cases, target groups, and procedures for personalising studies.

2. This Description shall apply to dealing with the individual needs of academically successful students/unclassified students who belong to at least one of the target groups listed in Paragraph 9 in the long term.

3. The Description has been prepared in compliance with the *Standards and Guidelines for Quality Assurance in the European Higher Education Area*, the *Law on Higher Education and Research of the Republic of Lithuania*, the *Strategy for the Rights of Persons with Disabilities 2021-2030 of the European Commission*, the *General requirements for implementing studies*, the *Description of the procedure for assessing learning achievements at Kauno kolegija Higher Education Institution* (hereinafter referred to as Kauno kolegija or KK), the *KK Study Procedure*, and other internal documents regulating learner-centred studies.

4. Personalised studies shall be organised following the principles of academic ethics and confidentiality, which must not contradict the documents regulating study activities that are approved by the Republic of Lithuania and Kauno kolegija.

5. Personalisation of the study process shall be possible under the following conditions:

5.1. individual needs are compatible with the principles of academic ethics;

5.2. meeting the individual needs of a student/unclassified student neither conflicts with nor interferes with the achievement of the learning outcomes anticipated in the course/module description;

5.3. Kauno kolegija has the resources necessary to personalise studies.

6. Personalised studies shall enable the student/unclassified student to achieve the anticipated learning outcomes that are the same for all students/unclassified students.

7. Participation in assessments (dates may be agreed) shall be compulsory for students/unclassified students who undertake personalised studies.

8. Key terms used in the Description:

8.1. **Personalisation of studies** is the process of enabling the student/unclassified student to adjust the study process to their individual needs.

8.2. A **target group** is the persons (students/unclassified students) who may be subject to personalising studies under this Description.

8.3. A **student/unclassified student with individual needs** is a person with needs related to the study process, which, if met, enable the student/unclassified student to study independently and on equal terms with other persons and participate effectively in other activities of Kauno kolegija.

8.4. A **student/unclassified student with a disability** is a person who has a persistent physical, mental, intellectual, or sensory impairment which, in interaction with a range of barriers, may prevent them from participating fully and effectively in society and studying on equal terms with others.

8.5. A **student/unclassified student with learning difficulties** is a person with behavioural, emotional, speech, and speaking impairments and learning difficulties resulting from an unfavourable (cultural/linguistic, pedagogical, socio-economic) environment that may prevent them from studying on equal terms with others.

8.6. **Students' Support Coordinator** (hereinafter referred to as the Coordinator) is a KK staff member who advises students on students' support issues and coordinates the integration of students with individual needs into the study process.

8.7. **Individual Study Plan** is a plan drafted on the request of a student/unclassified student based on the study programmes implemented in Kauno kolegija, having adapted the study process to the individual needs of the student/unclassified student.

8.8. **Free attendance of classes** means that, with the permission of the Dean of the academic division, a student may be allowed to attend not all of the theoretical and practical classes and consultations, except for attendance of assessments (e.g., laboratory assignments, tests, interim assessments, etc.).

CHAPTER II

PERSONALISATION OF STUDIES OF STUDENTS/UNCLASSIFIED STUDENTS

9. This section applies to the following target groups:

9.1. a student with the competencies acquired formally or informally and those who seek recognition of these competencies as learning outcomes;

9.2. a student wishing to acquire additional competencies by studying additional courses/modules (or their components) exceeding the ECTS credits of the study programme;

9.3. a student who is bringing up a child(ren) under 3 years of age and(or) a student who, due to pregnancy and childbirth, is unable to participate in the study process;

9.4. a student who is nursing a family member;

9.5. a student with the status of a refugee who is unable to participate in the study process due to a language barrier;

9.6. a student who promotes the name of Kauno kolegija by participating in international and(or) national competitions, exhibitions, etc.;

9.7. a student/unclassified student with a disability and(or) learning difficulties.

10. Personalisation of studies includes the assessment and recognition of the competencies acquired through non-formal and informal learning as learning outcomes; choice of freely elective courses/modules; choice of specialisations; study of additional courses/modules (or their components) exceeding the ECTS credits of the study programme, and the adaptation of the methods of study and assessment of learning achievement and the study environment considering the individual needs of a student/unclassified student.

11. Forms of personalising studies:

11.1. Personalising studies by drafting an individual study plan for a student/unclassified student:

11.1.1. an individual study plan may be drafted for a student/unclassified student upon submitting a request and(or) supporting documents:

11.1.1.1. an individual study plan may be drafted if the student wishes to complete the study programme earlier than provided for in the study plan (see Annex 1);

11.1.1.2. upon a request of a student/unclassified student with a disability and(or) learning difficulties, an individual study plan may be drafted considering the individual needs of the student/unclassified student (see Annex 2);

11.1.2. in the individual study plan (see Annex 1), the duration and volume of studies per semester may differ from the duration and volume of studies per semester as approved by Kauno kolegija; however, the duration of studies per year in the full-time study mode must be at least 45 ECTS credits, and in the part-time study mode, at least 30 ECTS credits;

11.1.3. an individual study plan (see Annex 1) shall be drafted in agreement with the student by the Head of the Department/Academy/Centre/Division/Coordinator of Study Development upon the student's request and approved by the Dean of the Faculty;

11.1.4. the individual study plan (see Annex 1) may provide for a form of organising teaching and learning (e.g., hybrid, etc.);

11.1.5. an individual study plan shall be drafted for a period of at least one study semester;

11.1.6. a student who is studying in a state-funded placement under an individual study plan (see Annex 1) and wishes to complete the study programme in a shorter period than specified in the study plan shall pay a fee for additional course/module credits (exceeding the approved study plan of the study programme) following the *Description of the procedure for paying tuition fees and study-related services, refunding payments, and collecting debts at Kauno kolegija*;

11.1.7. a student studying in a non-state-funded placement under an individual study plan (see Annex 1) and wishes to complete the study programme in a shorter period than specified in the study plan shall pay a fee that shall be calculated in proportion to the volume of the course/module of the study programme being studied (the number of ECTS credits) following the *Description of the procedure for paying tuition fees and study-related services, refunding payments, and collecting debts at Kauno kolegija*.

11.2. Personalising studies by allowing free attendance of classes:

11.2.1. free attendance of classes may be granted at the student's request upon the decision of the Dean of the academic division:

11.2.1.1. to a student bringing up a child(ren) under 3 years of age;

11.2.1.2. to a student due to pregnancy and childbirth;

11.2.1.3. to a student with a disability or chronic illness;

11.2.1.4. in other cases (if the student's average score in the last semester is at least 8.0);

11.2.1.5. in exceptional cases (e.g., nursing a family member).

11.2.2. in case of a need, a student who wishes free attendance of classes shall submit a request and documents justifying the reason to the Dean of the academic division.

11.3. Personalising studies by crediting courses/modules and recognising competencies:

11.3.1. students who have formally or non-formally acquired competencies and seek recognition of these competencies as learning outcomes shall submit all the necessary documents (evidence of competencies) to the Head of the Department/Academy/Centre/Division/Coordinator of Study Development . Recognition of competencies shall be carried out following the *Procedure for assessing and recognising the knowledge and abilities acquired through non-formal, informal and self-education at Kauno kolegija*.

11.3.2. at the request of the student/unclassified student, endorsed by the Head of the Department/Academy/Centre/Division/Coordinator of Study Development, the learning achievements of previous studies may be credited following the *Procedure for crediting learning achievements at Kauno kolegija*.

11.4. Personalising studies through the student's choice of study courses/modules and(or) specialisations:

11.4.1. the student shall choose freely elective courses/modules from the list of freely elective courses/modules offered by Kauno kolegija. Registration for the studies of freely elective courses/modules shall be carried out following the *Description of the procedure for planning and organising studies of freely elective courses/modules chosen by the KK students*;

11.4.2. a student wishing to acquire additional competencies by studying additional study courses/modules (or their components) exceeding the volume of study credits of the study programme shall submit a request to the Dean of the academic division;

11.4.3. for the credits of the additional courses/modules (or their components) exceeding the volume of the study credits of the study programme, the student shall pay a fee calculated following the *Description of the procedure for paying tuition fees and study-related services, refunding payments, and collecting debts at Kauno kolegija*;

11.4.4. the student shall be allowed to choose a specialisation (if such a specialisation is offered and the minimum number of students who have chosen the specialisation is reached (see *KK Study Procedure*). A student wishing to choose a specialisation shall submit a request to the Dean of the academic division at least 10 calendar days before the beginning of the new academic year;

11.4.5. the student shall be allowed to change their chosen specialisation if there are vacancies in the specialisation they wish to study and if the minimum number of students in the specialisation

chosen remains. A student wishing to change their specialisation shall apply in writing to the Dean of the academic division at least 10 calendar days before the start of the study of the courses/modules of the specialisation;

11.4.6. students with refugee status and(or) students who are unable to participate in the study process due to a language barrier shall be provided with the opportunity to learn the Lithuanian language. A student with refugee status and(or) a student who is unable to participate in the study process due to a language barrier, with the endorsement of the Dean of the academic division, shall apply in writing to the Head of the Language Centre of Kauno kolegija.

CHAPTER III PERSONALISATION OF STUDIES FOR STUDENTS/UNCLASSIFIED STUDENTS WITH DISABILITIES AND(OR) LEARNING DIFFICULTIES

12. A student/unclassified student with a disability and(or) learning difficulty may, at their request, have an individual study plan drafted considering their individual needs (see Annex 2).

13. A student/unclassified student with a disability and(or) learning difficulty may have certain study conditions (e.g., study environment, study materials, organisation of assessments, etc.) adapted to their individual needs.

14. A student/unclassified student wishing to have certain study conditions adapted to their individual needs shall apply to the Coordinator by submitting a request together with the documents proving the disability and(or) learning difficulties and(or) information on individual needs related to the study process, as well as a *Consent* for processing personal data (see Annex 3). If the submitted documents are insufficient, the student/unclassified student shall submit additional documents upon the request of the Coordinator.

15. The student/unclassified student shall inform the Coordinator of their individual needs before the beginning of the semester or, at the latest, within 10 calendar days of the new semester. The student's/unclassified student's needs for the current semester shall be met to the greatest possible extent, considering the financial and human resources of Kauno kolegija.

16. If a student/unclassified student applies and submits a request at a later date, or if individual needs become apparent during the semester, their needs shall be met for the remainder of the semester depending on the financial and human resources of Kauno kolegija.

17. Within 2 working days of receipt of the documents, the Coordinator shall submit a request to the Head of the Department/Academy/Centre/Division/Coordinator of Study Development stating the individual needs of the student/unclassified student.

18. Upon receipt of the request, the Head of the Department/Academy/Centre/Division/Coordinator of Study Development, if needed, shall clarify the information provided with the student/unclassified student.

19. Within two weeks of receipt of the request, the Head of the Department/Academy/Centre/Division/Coordinator of Study Development, based on the information provided in Annex 4, shall draft an individual study plan (see Annex 2) for the student with disabilities and(or) learning difficulties and discuss it with the student/unclassified student and the staff directly related to the process of personalising studies for the student/unclassified student (e.g., academics, Head of the Library and Scientific Communication Centre, etc.).

20. Within 3 working days of drafting an individual study plan (see Annex 2), the Head of the Department/Academy/Centre/Division/Coordinator of Study Development shall introduce it to the academic and other staff directly involved in the process of personalising studies.

21. The Individual Study Plan (see Annex 2) may be amended and prolonged or terminated at the request of the student/unclassified student or if needed.

CHAPTER IV PERSONAL DATA PROTECTION

22. The personal data of the student/unclassified student shall be used only for personalising studies and processed in compliance with the *General Data Protection Regulation*, the *Law on the Legal Protection of Personal Data of the Republic of Lithuania*, the *Description of the procedure for processing personal data at Kauno kolegija* and other legal acts of the Republic of Lithuania and Kauno kolegija regulating the protection of personal data.

23. The personal data of a student/unclassified student shall be obtained from the data subject personally or their authorised representative.

24. The student's/unclassified student's request is stored in the personal file. The request, together with the documents proving individual needs, shall be destroyed upon termination of the study agreement or at the student's request immediately after the decision on drafting an individual study plan has been taken.

CHAPTER V FINAL PROVISIONS

25. The Description shall be approved, amended and recognised as having lost its validity by the resolution of the Academic Council.

26. The Description shall enter into force, having approved it by the resolution of the Academic Council. The Description shall be announced in the KK internal information system within at least 2 working days.



FACULTY OF _____

APPROVED
by the Dean of the Faculty of

(name surname)

(date)

INDIVIDUAL STUDY PLAN

of the first-year student **name, surname**

of the study programme of _____ of the Department of _____
of the Faculty of _____

day/month/year No.
Kaunas

No	Study course/ module (module component)	Credits (ECTS)	Semester	Form of teaching	Name and surname of the academic
1.					
2.					
3.					
4.					

Head of the Department/Academy/Centre/Division/Coordinator of Study Development

(date)

(signature)

(name, surname)

INDIVIDUAL STUDY PLAN

day/month/year No.
Kaunas

Study semester _____

1. Information about the student/unclassified student:

Name, surname	
Date of birth	
Academic division	
Study programme	
Academic year, group	

2. Study personalisation to suit study conditions:

2.1. Study environment	
Lecture rooms, laboratories, and other premises	
Additional equipment and(or) software and information resources required for studies	
Parking lot	
Other	

2.2. Study materials	
Font	
Format (DOC, DOCX, PPT, PPTX or PDF)	
Method and timing of submission (e.g., in the virtual learning environment, in advance)	
Other	

2.3. Organisation of assessments	
Time and date (extension, change)	
Additional breaks	

Methods and forms of assessment (remote, written/oral)	
Other	

2.4. Other individual needs	

Additional information: _____

Head of the Department/Academy/Centre/Division/
 Coordinator of Study Development _____ (signature) _____ (name, surname)

Student/unclassified student _____ (signature) _____ (name, surname)

NOTIFICATION ON PROCESSING PERSONAL DATA

This document specifies how Public Institution Kauno kolegija Higher Education Institution (hereinafter referred to as **Kauno kolegija or KK**) processes personal data that Kauno kolegija receives from you as the **data subject** (hereinafter referred to as the Data Subject) when you submit a request for personalising studies.

The personal data of the data subjects shall be processed in compliance with the *General Data Protection Regulation* (EU) 2016/679 (hereinafter referred to as the GDPR), the *Law on the Legal Protection of Personal Data of the Republic of Lithuania*, other legal acts, and the *Description of the procedure for processing personal data at Kauno kolegija* (www.kaunokolegija.lt).

Data Controller	Kauno kolegija Higher Education Institution, code 111965284, address Pramonės pr. 20, Kaunas, tel. (+370 37) 352325, email info@go.kauko.lt (hereinafter referred to as Kauno kolegija or KK)
KK Data Protection Officer	Neringa Lisina, tel. (370 37) 751123, email dap@go.kauko.lt
The purpose of personal data processing	Data are processed for the target groups of students/unclassified students to personalise the study process
The scope of personal data processed by Kauno kolegija	<p>For people with disabilities and(or) learning difficulties: name, surname; date of birth; academic division, study programme, academic year, group; fact of persistent physical and(or) mental and(or) intellectual and(or) sensory impairment; fact of behavioural and emotional, speech and speaking impairment and learning difficulties that may hinder the person’s ability to participate in studies on equal terms with other persons; dates of commencement and end of the study personalisation process</p> <p>For those bringing up a child under 3 years of age: name, surname; date of birth; academic division, study programme, academic year, group; copy of child’s birth certificate</p> <p>For those unable to participate in the study process due to pregnancy and childbirth: name, surname; date of birth; academic division, study programme, academic year, group; medical certificate for pregnancy</p> <p>For those nursing a family member: name, surname; date of birth; academic division, study programme, academic year, group; identity document; family member’s identity document; proof of relationship, and documents justifying the need for permanent care and(or) nursing of the family member</p> <p>For those with refugee status who are unable to participate in the study process due to a language barrier: name, surname; date of birth; academic division, study programme, academic year, group; the documents issued by the Migration Department under the Ministry of the Interior of the Republic of Lithuania confirming the refugee status, and the residence permit granted to the person</p>
Kauno kolegija processes the data	To satisfy the request for personalising the study process considering the needs of the data subject

for the following purposes	
Legal basis for processing personal data	Consent
Data source	Data subject
Recipients of personal data and their categories	<ul style="list-style-type: none"> • providers of data centre and cloud computing services; • providers and maintainers of software
Period of storage of personal data	Personal data shall be retained for no longer than it is necessary to meet the purpose for which the personal data were obtained
Enforcement of data subjects' rights	<p>The data subject shall have the right to request Kauno kolegija:</p> <ul style="list-style-type: none"> • to have access to personal data processed by Kauno kolegija (GDPR, Article 15); • to rectify or erase them (GDPR, Articles 16, 17); • to restrict the processing of personal data (GDPR, Article 18); • to lodge a complaint with the State Data Protection Inspectorate (for more information, see www.vdai.lrv.lt).
Procedure for appealing against the actions (inactivity) of Kauno kolegija	The processing of the Data Subject's personal data by Kauno kolegija as a data controller may be subject to a complaint by the Data Subject to the State Data Protection Inspectorate
Other	The data shall be stored until the termination of the study agreement or cancellation of the consent to process such data. Thereafter, the data shall be destroyed. For statistical purposes, only depersonalised data shall be collected. At Kauno kolegija, collecting, processing, and destroying personal data is the responsibility of the Coordinator of Students' Support and the Head of the relevant Department/Academy/Centre/Division/Coordinator of Study Development

* *Law on the Legal Protection of Personal Data of the Republic of Lithuania*

** Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, which repeals Directive 95/46/EC (*General Data Protection Regulation*)

CONSENT

Day/month/year

Kaunas

Do you consent to processing your personal data for the purposes and under the conditions set out above? Please be informed that if you do not consent, we will not be able to provide the service regarding the personalisation of studies.

(will, name, surname, signature, date)

I undertake to inform the personal data subject about the transfer of their personal data to Kauno kolegija if I transfer such data on the basis of this consent.

(name, surname, signature, date)

Please be informed that you may cancel your consent at any time by submitting a request directly to the Data Protection Officer of Kauno kolegija or by emailing dap@go.kauko.lt from the email address assigned to you by Kauno kolegija.

FORMS OF PERSONALISING THE STUDY PROCESS FOR STUDENTS WITH DISABILITIES AND(OR) LEARNING DIFFICULTIES

1. Different forms of personalising the study process may be chosen depending on the student's/unclassified student's disability and(or) learning difficulties and the needs arising from them.

2. The forms of personalising the study process must not contradict the legislation regulating studies at Kauno kolegija and the terms and conditions specified in Paragraph 9 of this Description.

3. The forms of personalising the study process may be categorised depending on the type of disability and(or) learning difficulties:

3.1. Students/unclassified students with mobility disabilities:

3.1.1. suitable adaptation of the study environment (e.g., easily accessible lecture rooms and other premises; study spaces and(or) furniture adapted to a person with a mobility impairment);

3.1.2. adjustment to the timetable by moving study classes to easily accessible lecture rooms and(or) other facilities;

3.1.3. making the study materials that are inaccessible due to disability during classes available in advance using the virtual learning environment;

3.1.4. access to a computer and necessary software during classes and assessments;

3.1.5. providing additional rest breaks during classes and assessments;

3.1.6. the possibility to take assessments remotely and(or) using alternative methods of assessing learning achievements;

3.1.7. rescheduling semester interim assessments, examinations, or other final assessments if the student/unclassified student is unable to attend for objective reasons;

3.1.8. extending the duration of semester interim assessments, examinations, or other final assessments.

3.2. Visually impaired students/unclassified students:

3.2.1. visually impaired:

3.2.1.1. adequate lighting in corridors, lecture rooms, and other study premises;

3.2.1.2. appropriately adapted facilities with warning stickers marking changes in surfaces, stairs, and other obstacles;

3.2.1.3. displaying study materials and learning achievement assessment tasks in an acceptable font; it is recommended to use Verdana or Arial font sizes 16 to 18, not to use italic or underline and use bold to highlight relevant parts of the text (e.g., important information or headings);

3.2.1.4. making the study materials for lectures and other classes that are inaccessible during them due to an impairment available in advance using the virtual learning environment;

3.2.1.5. providing access to a computer and the necessary software during study classes, interim assessments, examinations, or other final assessments;

3.2.1.6. extending the duration of semester interim assessments, examinations, or other final assessments;

3.2.2. the blind:

3.2.2.1. appropriately adapted facilities with warning stickers marking changes in surfaces, stairs, and other obstacles;

3.2.2.2. providing access to a computer and appropriate software;

3.2.2.3. commenting visual materials or information presented on a board/screen;

3.2.2.4. making the study materials that are inaccessible due to impairment during classes available in advance using the virtual learning environment;

3.2.2.5. submitting study materials and learning achievement assessment tasks in electronic DOC, DOCX, PPT, PPTX, or PDF format;

3.2.2.6. providing the possibility of oral assessment of learning achievements;

3.2.2.7. providing access to a computer and the necessary software during study classes, interim assessments, examinations, or other final assessments;

3.2.2.8. extending the duration of semester interim assessments, examinations, or other final assessments.

3.3. Hearing impaired students/unclassified students:

3.3.1. the deaf:

3.3.1.1. permitting the use of the services of a facilitator who makes notes during lectures or other study classes;

3.3.1.2. providing a seat during lectures or other study classes that makes it possible to see the speakers' faces;

3.3.1.3. permitting the use of the services of a sign language interpreter during lectures or other study classes, interim assessments, examinations, or other final assessments;

3.3.1.4. extending the duration of semester interim assessments, examinations, or other final assessments;

3.3.2. students who are hard of hearing:

3.3.2.1. making it possible to use an FM system or other devices that allow better hearing during study classes;

3.3.2.2. providing a seat during lectures or other study classes that makes it possible to see the speakers' faces;

3.3.2.3. extending the duration of semester interim assessments, examinations, or other final assessments.

3.4. Students/unclassified students with psychosocial disabilities (autism, mental disorders, etc.):

3.4.1. providing the possibility to take semester interim assessments, examinations, or other final assessments in a familiar environment (e.g., in the lecture room where the course unit was studied);

3.4.2. providing the possibility to take semester interim assessments, examinations, or other final assessments in a separate room;

3.4.3. extending the duration of semester interim assessments, examinations, or other final assessments.

3.5. Students/unclassified students with somatic diseases (diabetes mellitus, multiple sclerosis, etc.):

3.5.1. extending the duration of semester interim assessments, examinations, or other final assessments (e.g., in case of a drop in sugar levels) or interrupting the assessment (e.g., in case of a seizure);

3.5.2. providing the possibility to leave the class (e.g., to take medication, etc.).

3.6. Students/unclassified students with learning difficulties:

3.6.1. providing access to a computer and necessary software during study classes and assessments;

3.6.2. providing the possibility to perform assessment assignments orally and(or) in writing;

3.6.3. extending the duration of semester interim assessments, examinations, or other final assessments.

4. The list of the forms of personalising studies provided in Paragraph 3 of this Annex is not exhaustive. Other forms of personalising studies may be applied depending on the individual needs of the student/unclassified student.
