

APPROVED  
By Director of Vilniaus kolegija  
Order No. V-312 of 13 December 2022

APPROVED  
By Academic Council Resolution  
No. AT N-13 of 7 December 2022

## **DESCRIPTION OF THE PROCEDURE FOR ORGANISING AN INDIVIDUALISED STUDY PROCESS, TAKING INTO ACCOUNT THE INDIVIDUAL NEEDS OF STUDENTS**

### **CHAPTER I GENERAL**

1. The Description of the procedure for organising an individualised study process, taking into account the individual needs of students (hereinafter referred to as the “Description”) establishes the procedure for the individualisation of the study process at Vilniaus kolegija (hereinafter referred to as the “VIKO”) for students with individual needs arising from disabilities, disorders or learning difficulties.
2. For the purposes of this Description:
  - 2.1. Individual needs means needs arising from a student's disability, impairment or learning difficulty.
  - 2.2. Contact person means a member of the faculty's study department who coordinates the individualisation of the study process.
  - 2.3. Students with disabilities means persons with developmental, sensory, physical or other congenital or acquired health impairments.
  - 2.4. Students with impairments means persons with learning impairments (reading, writing, maths or non-verbal), speech and language, behavioural and emotional difficulties.
  - 2.5. Students with learning difficulties means persons whose disadvantaged (cultural/linguistic, socio-economic) environment or circumstances restrict their ability to fulfil their learning potential.
  - 2.6. Individualised study process means tailoring the study environment, study methods, assessment of learning achievements, etc., to the individual needs of the student.

### **CHAPTER II ORGANISING THE INDIVIDUALISED STUDY PROCESSES**

3. The following conditions allow individualising the study process:
  - 3.1. the student's individual needs do not conflict with the principles of academic ethics;
  - 3.2. meeting the student's individual needs does not conflict or interfere with the achievement of the learning outcomes set out in the course (module) description;
  - 3.3. VIKO has the necessary resources to ensure the individualised study process.
4. A student with individual needs shall submit his/her application for an individualised study process and documents proving his/her individual needs issued by competent institutions (Pedagogical Psychological Service, health care institutions, etc.) to the contact person within two weeks of the first semester. The contact person may request additional documents as required.

5. If individual needs arise in the course of studies, the student must inform the contact person about them by submitting the documents referred to in point 4 of the Description.

6. Within two weeks from the date of receipt of the documents referred to in point 4 of the Description, the contact person, in cooperation with the Head of the Department and/or other competent staff of VIKO, as appropriate, shall draw up a plan of the individualised study process (hereinafter referred to as the "Plan") (Annex 1). The Plan shall be agreed with the student and approved by an order of the Dean of the Faculty.

7. Depending on the individual needs of the student, different ways of individualising the study process may be chosen.

8. The most commonly used methods of individualising the study process are listed in Annex 2.

9. The Plan is drawn up for the duration of the studies. The Plan may be prepared for a limited period of time or may be revised as the need arises or new circumstances occur.

10. The contact person shall record the drawing up of the Plan in the academic information system.

11. The contact person shall make the Plan known to teachers and other staff directly involved in the individualised study process.

### **CHAPTER III**

#### **PERSONAL DATA PROTECTION**

12. Personal data related to the student's individual needs may be used only for the purpose of individualisation of the study process and is processed in accordance with 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, and repealing Directive 95/46/EC, the Republic of Lithuania Law on Legal Protection of Personal Data, the Procedure for Processing of Personal Data in Vilniaus kolegija, as well as with the other legal acts of the Republic of Lithuania and of VIKO regulating personal data protection.

13. Personal data relating to the individual needs of a student shall be obtained from the data subject themselves or from their legal representative.

14. The processing of personal data relating to a student's individual needs is subject to additional organisational and technical requirements:

14.1. personal data related to the individual needs of a student shall be processed at VIKO only by staff members who are bound by the obligation of confidentiality of personal data and only in the exercise of their functions within the scope of their competence;

14.2. documents containing personal data relating to the student's individual needs shall be stored in the academic information system for the duration of the studies or until the date of withdrawal of consent to the processing of personal data. After the expiry of the time limit, the data shall be deleted in accordance with the established procedures;

14.3. personal data relating to a student's individual needs for statistical and research purposes may only be processed on an anonymised basis;

14.4. ensuring the security of the premises where personal data are processed.

15. Persons who violate the requirements of the Description or other legal acts of VIKO related to the protection of personal data shall be held liable in accordance with the procedure established by the legal acts of the Republic of Lithuania and VIKO.

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