

	Development of an individual curriculum Methodology	Date	July 2019
		Chapter	0
		Page	1/8
		Change	0

"Approved"

Georgian Aviation University
Rector, Professor

_____ p. Tepnadze

_____ 2019

Resolution № _____

Georgian Aviation University

Development of an individual curriculum Methodology

Original copy

	Development of an individual curriculum Methodology	Date	July 2019
		Chapter	1
	Content Table	Page	2/8
		Change	0

1 Content table

1	Content table	2
i.	<u>Changes</u>	3
ii.	<u>The History of changes</u>	4
iii.	<u>List of valid pages</u>	5
2	<u>Document control</u>	6
3	The <u>Main part</u>	7
	<u>Article 1. Purpose of the methodology</u>	7
	<u>Article 2. Basics of developing an individual curriculum</u>	7
	<u>Article 3. Development of an individual curriculum</u>	7
	<u>Article 4. Approval of the individual curriculum</u>	8
	<u>Article 5. Implementation of individual curriculum</u>	8

5	Georgian Aviation University Methodology for developing an individual curriculum	Edition 1 SSU / 01/45		
		Development of an individual curriculum Methodology	Date	July 2019
			Chapter	2
	Document control		Page	6/8
			Change	0

2 Document control

Documentation control is the subject to the procedures specified in the Quality control book. The purpose of these rules and procedures is to create a system that will enable employees to easily recognize documents and use them in the organization. All controlled documents must be created and saved in the format and according to the rules that are described in the Quality control book. This will create a system of procedures by which the creation, updating and distribution of documents will be easy.

The List of documents to be sent

Organization	format	Copy number
Quality Assurance Service	Print	Original copy
Quality Assurance Service	Electronic	Electronic version

	Development of an individual curriculum Methodology	Date	July 2019
		Chapter	3
	The Main part	Page	7/8
		Change	0

3. The main part

Article 1. Purpose of the methodology

1. The goal of the methodology is to develop an individual curriculum for students with different abilities and needs in order to facilitate their active and continuous involvement in the learning process in order to achieve the learning outcomes of the curriculum and training courses/modules.

Article 2. Basics of developing an individualized curriculum.

1. The individual curriculum is developed on the basis of the student's application;
2. The reason for the address can be:
 - 2.1. State of health of students;
 - 2.2. Family situation of a student;
 - 2.3. Outstanding achievements of students in sports and art;
 - 2.4. Prerequisites defined by the course of study, which does not allow the following courses of study in the educational program;
 - 2.5. Failure to use the credits defined by the educational program within the term defined by the student of the last semester;
 - 2.6. Introduction of changes into the educational program;
 - 2.7. Presence of other special educational needs.

Article 3. Development of an individual educational program

An individual curriculum may be developed:

- 1.1 For full-time students participating in an educational program.
- 1.2. For full-time students participating in an educational program.
- 1.3. For a student studying in an educational program, whose annual load exceeds 60 credits, but does not exceed 75 credits.
- 1.4. For a student with special educational needs, fully or partially involved in the educational program.

2. Development of an individual educational program is carried out in accordance with the "Rules for calculating loans for higher education programs" approved by Order of the Minister of Education and Science № 3 of January 5, 2007.

3. In case of the necessity of development of an individual educational program the student should address the dean of the corresponding faculty.

4. For the development of the individual academic program on which the annual load of the student exceeds 60 credits (no more than 75 credits), the student should address in Service of regulation of the academic program and to the corresponding faculty which together with the corresponding structural divisions defined this rule defines conformity of the individual academic program.

5. The individual plan of study for persons with disabilities is developed on the basis of granting by the student of the corresponding medical certificate (which is attached to the student's application).

7	Georgian Aviation University Methodology for developing an individual curriculum	Edition 1 SSU / 01/45	
	Develop an individual curriculum	Date	July 2019
	Methodology	Chapter	3
	The Main part	Page	8/8
		Change	0

Article 4. Approval of the individual curriculum

1. The individual curriculum is approved by the order of the University Rector.

Article 5. Implementation of individual curriculum

1. Based on the individual curriculum, the person implementing the educational program / training course is authorized on the basis of a petition with the Educational Process Regulation Service:

1. Select and apply effective teaching-learning methods for the student;
2. Establish an individual schedule for the distribution of hours for the student;
3. Identify, modify and use the optimal learning environment for the student;
4. Use additional adapted technical equipment if necessary;
5. Modify assessment procedures and forms as per student's ability.

