


STUDIES ACCORDING TO INDIVIDUAL STUDY PLAN

1. This guideline regulates conditions under which it is possible to obtain the Individual Study Plan at Prague School of Creative Communication, s. r. o.
2. Studies according to the Individual Study Plan (hereinafter “ISP”) are allowed with a permission from the vice rector for academic affairs, depending on the request of a student studying full-time at the Prague School of Creative Communication.
3. ISP is allowed in these cases:
 - a. medical issues (in this case the student needs to produce a doctor’s note confirming the extent of the medical issues);
 - b. pregnancy and care for an under age child;
 - c. sports representation of Czech Republic pursuant to Section 54a(2) of the Higher Education Act
 - d. short-term study or internship abroad;
 - e. studies at a different university, even abroad (in the case of concurrent study at another school the student needs to produce a confirmation of study from the other school) – the applicant has to pay the administration fee regarding the current schedule of charges;
 - f. work experience (internships) as part of studies or a concurrent employment or self-employment – the applicant has to pay the administration fee regarding the current schedule of charges;
4. Form of the request
 - a. student request the ISP only through the Contact center in UIS;
 - b. in the subject of the request student states “Request for individual study plan” and into the text the field the justification;
 - c. the request must be submitted latest 30 days after the start of the semester
5. The request must be re-submitted for every semester the student wishes to study in accordance with the ISP.
6. The request can only cover four individual courses the student is enrolled in each semester. Only in the utmost cases approved by the chancellor the number of courses may be set to five.
7. Each applicant receives a decision in a written form (through the Contact center).
8. In the case of approval of the ISP, the student is then tasked to contact each lecturer who’s classes the student can not attend regularly (in accordance with the requirements of each course) and arrange substitute course work, time line and the means of attestation. This agreement is then written on the annex to this decree which after completion shall be put into the students file at the study department.

In force from 1.10. 2025
In Prague on 11.8. 2025



PhDr. Lenka Šimková, PhD.
Vice rector for academic affairs of VŠKK