



RULES

ON STUDENTS WITH SPECIAL NEEDS

Reference number:

Nova Gorica, March 2024

RECIPIENTS:

- Senate of the University
- Deans of schools and academies
- Administration offices of faculties and academies
- Student Office
- Student Council

	Name or body	Date
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<i>Adopted by:</i>	Management Board	24. 3. 2024
<i>Issued by</i>	prof. dr. Boštjan Golob	

Based on the provisions of the Higher Education Act and provisions of Article 33 of the Statutes of the University of Nova Gorica, the Management Board of the University of Nova Gorica, with the prior consent of the Senate of the University, at its 86th meeting on 27 March 2024, adopted the following

RULES

ON SPECIAL NEEDS STUDENTS

I. INTRODUCTORY PROVISIONS

Article 1

These Rules regulate the procedure for obtaining the status of a student with special needs, conditions for obtaining the status of a student with special needs, and the adjustment of study requirements for students with special needs in all study programmes at the University of Nova Gorica (hereinafter: the University) and keeping records.

Under these Rules, students with special needs are blind and partially sighted students and students with visual impairment, deaf and hard of hearing students, students with speech impairments, students with deficits in specific areas of learning, students with mobility impairments, students with long-term illness, students with autism spectrum disorders and students with psychosocial problems (hereinafter: »Special needs students«), who need adjusted delivery of study programmes.

Terms used in these Rules are written in masculine grammatical form and are used as gender neutral.

II. CLAIMING THE STATUS OF A SPECIAL NEEDS STUDENT

Article 2

A student can claim the status of a special need student at the University by submitting a written application to the Dean of the school or academy at which the student is enrolled.

In the application, the student shall identify the difficulties he is experiencing and propose measures to reduce or eliminate the obstacles to the implementation of his studies.

The application shall be accompanied by documents or certificates proving the existence of the handicap, impediment or disability, such as:

- a decision on guidance from the Republic of Slovenia Institute for Education from the last completed level of education and an expert opinion of the commission for guidance of children with special needs in accordance with the Act on guidance of special needs children and the Rules on the organisation and manner of work of commissions for guidance of special needs children; or
- a decision of the Pension and Disability Insurance Institute of the Republic of Slovenia certifying disability in accordance with the Pension and Disability Insurance Act, or

- a medical certificate from a specialised doctor, demonstrating eligibility for the status of a special needs student, set out indicative required adjustments to the study programme.

Article 3

Students usually apply for special needs status when they start their first year of study for the entire duration of their studies, and only exceptionally later, in the event of a handicap, impediment or disability that has arisen during their studies.

Article 4

The application of a student shall be considered by the Student Affairs Committee (hereinafter: the Committee), which shall, in agreement with the Dean, prepare a proposal for a decision and a proposal for a programme of individual adjustment in the implementation of the student's study requirements.

Upon receipt of an incomplete application or an application which is not accompanied by all the required annexes, the Committee shall invite the applicant of the incomplete application in writing to complete it. The Committee may request additional supporting documents in addition to those referred to in Article 2.

Incomplete applications or applications which have not been completed by the student on request shall not be considered by the University Senate and shall be rejected by decision of the Dean of the school or academy.

The University Senate shall decide on the application of a student claiming the status of a special needs student on the proposal of the Dean and the Student Affairs Committee of the school or academy at which the student is enrolled.

A written decision shall be issued on whether or not to grant the status of a special needs student. The status shall normally be granted for the entire duration of the student's studies, but may be granted for a shorter period if the student does not suffer from a permanent handicap, impediment or disability.

Article 5

A student who has been granted the status of a special needs student shall inform the University of any changes to the grounds referred to in Article 3 based on which the student has been granted the status of a special needs student.

If the student's handicap, impediment or disability change during the period for which the student has been granted special needs status in accordance with the preceding Article, a new decision may be issued at the student's request.

III. FORMS OF ADJUSTMENT OF STUDY REQUIREMENTS

Article 6

A student with special needs at the University may apply for an adjustment of the study

requirements set out in a particular study programme.

The study requirements of a special needs student may be adjusted only to the extent and in the manner provided for in these Rules.

Article 7

The following adjustments may be made in the course of studies, taking into account the deficits, obstacles or disabilities of special needs students:

- adjustments in the delivery of lectures and tutorials (advance provision of materials, use of special teaching aids such as: computer, magnifier and similar, pairing of certain study requirements with a student who does not have the status of a special needs student, longer deadlines for the submission of seminar papers, adjustments in practical exercises and study materials, other reasonable adjustments);
- adjustments to the examination and evaluation of their knowledge to enable them to demonstrate the level of their knowledge (extension of the examination period, provision of a special examination room, adjustment of the room or equipment, examination by computer or other aids, change of the form of the examination, adjustment of the form of the examination material, examinations to be taken on dates to be agreed individually with the student's course coordinator, other reasonable adjustments);
- adjustments to the library's regulations (longer borrowing periods, the possibility of borrowing material that is only available in the reading room, help with finding material, other reasonable adjustments).

Article 8

A student who has established the status of a special needs student may also be granted:

- reduced mandatory attendance at lectures and seminars for legitimate reasons (medical examination, hospitalisation, rehabilitation, etc.);
- extended student's status for a maximum of one academic year, in accordance with the Act governing higher education, if the student is unable to complete his studies on time due to a handicap, impediment or disability.

Article 9

In deciding whether to adjust the study obligations of a special needs student, the obligations of the student related to the established status should be taken into account, provided that the adjustment made shall in no case affect the scope and quality of the knowledge, which the student is required to obtain in the context of the particular study programme or impair or reduce the student's ability to achieve the expected results in the context of his or her education. Despite the adjustments, students must achieve all the requirements set out in the study programme to advance to a higher year.

Article 10

Special needs students and students, whose study requirements are adjusted for them are obliged to meet requirements.

Failure to meet or misuse the adjusted study requirements may result in the loss of the status. Failure to meet the adjusted study requirements, or possible abuse of them, shall be established by the Dean of the school or academy and the Committee, which shall also propose to the school or University Senate that the adjusted requirements be discontinued.

Article 11

The secretariats of the faculties or academies shall inform the providers of the study courses at the school or academy at which the special needs student is enrolled of the adjustments adopted for the individual student.

IV. TERMINATION OF ADJUSTMENTS

Article 12

A student with a granted status of a special needs student shall cease to be subject to the adjusted study requirements set out in these Rules in the following events:

- expiry of the period for which they were granted;
- termination or loss of the status of a special needs student;
- grounds referred to in Article 3, based on which the student was granted the status of a special needs student are abolished or revoked;
- decision of the Senate under Article 10 of these Rules;
- request from the student.

Article 13

Termination of the implementation of adjusted study obligations related to the status of a special needs student shall be decided by the University Senate on the proposal of the Dean and the Committee. A written decision shall be issued on the termination of the adjusted study requirements.

V. RECORDS

Article 14

The University shall keep a special needs students records containing the following information:

- name and surname;
- student's permanent or temporary residence;
- the course, type and field of education or educational programme;
- the year of education;
- date of receipt of the application for the status of a special needs student;
- number and date of the meeting of the University Senate referred to in Article 4 of these Rules at which the student's application was decided;
- details of the document or certificate proving the existence of the handicap, impediment or disability;
- indication of the adjustments;
- period for which the student is granted the status of a special needs student

The provisions of the Personal Data Protection Act shall apply to the collection, processing, storage, transmission and use of data on special needs students.

Data referred to in Article 14 shall be kept for one year following the end of the special needs student's studies at the University.

VI. TRANSITIONAL AND FINAL PROVISIONS

Article 15

The content of the provisions of these Rules shall be interpreted by the University Senate.

Article 16

These Rules shall enter into force on the day of their adoption.

Rector

Prof. dr. Boštjan Golob