

## Rector's Directive on Study Support Provided to Applicants and Students with Specific Educational Needs

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### 1. Purpose

The Rector's Directive on Study Support for Applicants and Students with Special Educational Needs (hereinafter referred to as "SEN") regulates the procedures followed by the University in dealing with applicants and students with SEN. The Directive seeks to equalise the learning opportunities for students with SEN and regulate the admission procedure and terms of admission and enrolment of applicants with SEN.

### 2. Application scope

Admission procedure, study, verification and control of study results.

### 3. Basic concepts

An SEN applicant or student shall be understood as an applicant or student with a severe physical or sensory disability, a severe chronic disease, a psychological disorder or specific learning disabilities who, due to the nature of their health condition, requires adjustments to the admissions procedure, study conditions, verification and control of study result terms, or other special adjustments, including the layout of teaching and other premises of the University.

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A serious change in health condition shall be understood as a change that prevents the student from continuing to study under regular or individually determined specific study conditions (serious deterioration of health condition) or, on the contrary, no longer requires specific study conditions or does so to a lesser extent (serious improvement of health condition).

#### **4. Competencies**

The Study Affairs Department is responsible for providing or mediating specific conditions or support for SEN applicants or students; in the case of international students, in cooperation with the International Department.

All University staff are obliged to treat SEN applicants or students in such a way as to accommodate their specific needs as far as possible.

#### **5. Consideration of SEN by the University**

- a) Should an applicant or student request it and agree to the processing of sensitive personal data on their medical condition and to the storage and recording of such data for the necessary period, the SEN of the applicant or student shall be taken into account in the course of the admission procedure and studies, including the verification and control of study results. An applicant or student who has applied to have their SEN taken into account is obliged to cooperate fully with the University in establishing the specific conditions for their studies. They are also obliged to notify the University of any serious changes in their health (serious deterioration or serious improvement). The University may require proof of the applicant's or student's SEN (e. g., medical report, disability certificate, etc.).
- b) The University is obliged to inform all applicants and students in a transparent, clear and comprehensible way that they have to request to have their SEN considered and that they have to grant the University consent to the processing of sensitive personal health data and their storage and recording for the necessary time if the applicant or student wishes to have their SEN considered by the University. The University may reject a student's application for SEN and disregard their SEN if the student applies during their studies without a significant deterioration in their health.
- c) The University shall provide specific material conditions for the study of SEN students and a specific educational approach to SEN students to the extent appropriate to its financial, material, and personnel capabilities. To the extent appropriate to its capabilities, the University shall undertake continuous efforts to improve the conditions and expand the opportunities for the study of students with SEN, both in terms of the material equipment of the University and the services and learning support provided.

- d) Should the health condition of an SEN student change (seriously deteriorate) in such a way that the University is no longer capable of providing the specific conditions of study to the student with SEN to the extent required, the University undertakes all possible efforts to provide the student with the possibility of continuing their studies in an identical or related study programme at another university that is capable of providing such conditions.

## **6. Admission procedure for SEN applicants**

In the course of the admissions procedure of an applicant requesting recognition of their SEN, the University shall consider whether the chosen study programme, including any specialisation, is compatible with the applicant's medical condition and the SEN and whether it is capable of providing specific study conditions appropriate to the applicant's SEN. If this is not the case, the university shall not admit such an applicant to the studies. At the same time, the University shall offer such an applicant to study in another study programme or specialisation that is compatible with their medical condition and the SEN provided that such study programme or specialisation is accredited and the admission procedure is ongoing, it is feasible to provide the student with specific study conditions appropriate to their SEN within the framework of such study programme or specialisation.

## **7. Effectiveness**

This Directive shall enter into force on the date of its issue.