



**TECHNICAL UNIVERSITY IN ZVOLEN**

**Organizational Directive**

**No. 5/2013**

**Support for students and applicants  
with specific needs**

**Zvolen, 2013**

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## Organizational Directive No. 5/2013

### Support for students and applicants with specific needs

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**Scope:** Technical University in Zvolen

#### **Person responsible for compliance checking:**

Vice-rector for Education

**Elaborated by:** Pedagogical Department

**Effectiveness date:** 03. 04. 2013

## **Introduction**

- (1) In accordance with § 100 of Act No. 131/2012 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the Higher Education Act), the Technical University in Zvolen (hereinafter referred to as the TU in Zvolen) issues the following Organizational Directive No. 5/2013 (hereinafter referred to as the Directive), which is of university-wide scope.

## **Article 1**

### **Introductory provisions**

- (1) This Directive regulates the procedure of TU Zvolen in building a generally accessible academic environment and appropriate study conditions for students with specific needs without reducing the requirements for their study performance.

## **Article 2**

### **Students and applicants with specific needs**

- (1) A student with specific needs (hereinafter referred to as a student) is a student
  - a) with sensory, physical, and multiple disabilities,
  - b) with a chronic disease,
  - c) with a health impairment,
  - d) with a mental illness,
  - e) autism or other pervasive developmental disorders,
  - f) with learning disabilities.
- (2) For the purposes of assessing the student's specific needs and the extent of study support services, the student shall submit in particular:
  - a) a medical certificate not more than three months old, being a medical report, a report on the course and progress of the illness and disability, or an extract from the medical records; or
  - b) a statement from a psychologist, speech and language therapist, school psychologist or special educator.
- (3) A student referred to in subsection (2) who agrees with an assessment of his or her specific needs is entitled to support services, depending on the extent and type of specific need, in particular:
  - a) providing the opportunity to use specific educational resources,
  - b) individual educational approaches, in particular individual teaching of selected units of the study program for students with sensory disabilities,
  - c) special conditions for the performance of study duties without reducing study

- performance requirements,
- d) the individual approach of university teachers,
  - e) remission of tuition fees in justified cases where the course of study is longer than the standard length of the program of study concerned.
- (4) Details of the minimum entitlements of a student under subsection (1) for support services according to the type of specific need are set out in Decree of the Ministry of Education and Science of the Slovak Republic No. 458/2012 on the minimum entitlements of a student with specific needs.
- (5) The specific needs of a student under subsection (1) who receives support services may be re-assessed, including at the request of the student.

### **Article 3**

#### **Coordinator for students with specific needs**

- (1) There is a coordinator for students with specific needs at TU in Zvolen (hereinafter referred to as the coordinator). The University Coordinator shall be appointed by the Rector.
- (2) The role of the coordinator is in particular
- a) to take an active part in identifying applicants for study with specific needs and students with specific needs,
  - b) to assess the specific needs of applicants with specific needs and students with specific needs, the range of appropriate support services and participate in their provision,
  - c) to ensure cooperation with departments and special-purpose facilities of the university or faculty and with university staff, by providing information and advice in relation to the specific needs of students,
  - d) to advise and coordinate the provision of support services for students in accordance with Article 2 (1),
  - e) to prepare an annual proposal for the use of funds to support the studies of students with specific needs, for the provision of material and technical aids and equipment,
  - f) annually (usually in October) to submit a report on the conditions of the use of support services at the university to the Management of TU in Zvolen.
- (3) A student with specific needs may contact the coordinator with a request for:
- a) providing information about the university and faculties,
  - b) providing information about studies,
  - c) providing information about entrance examinations, arranging the form of the entrance examination,
  - d) assistance in solving problems and provision of conditions during studies.

**Article 4**  
**Admission procedure**

- (1) Before applying for studies, a student with specific needs may contact the coordinator for advice on choosing a study field study.

The coordinator will provide the student with

- a) information on the nature and content of the study program (hereinafter referred to as SP), opportunities for employment in practice,
- b) information on the knowledge and skills expected to be acquired after completion of the chosen SP,
- c) information on the suitability of the selected SP in terms of the technical difficulty of the study, the student's constraints, the possibility of alternative solutions,
- d) information on recommended literature for preparation for the entrance examination (in study programs where the entrance examination is provided).

The final decision will be made by the student.

- (2) At the time after the deadline for the submission of applications for studies

- a) in cooperation with the study department of the faculty concerned, the coordinator shall ascertain the number of applicants with specific needs, the type and degree of their disability,
- b) in actual cases, he or she shall contact students for the purpose of
  - assessing the suitability of the selected SP or offering an alternative,
  - consultation on the form of the entrance exam.

- (3) In the period before the entrance examinations, the coordinator

- a) shall inform the vice-dean for education of the faculty concerned about applicants with specific needs and proposes specific forms of entrance examinations regarding the type of disability,
- b) shall supervise that the form of the examination corresponds to the possibilities - limitations of the applicant for study, to create equal conditions for him/her in comparison with candidates without specific needs.

**Article 5**  
**Services for students with specific needs during their studies**

- (1) After admission to study, the coordinator

- a) shall assist the student with specific needs in the development of the timetable,
- b) shall inform the current department, teaching teachers about the student with specific needs and about the specifics of his/her studies,
- c) in current cases, shall contact departments to obtain a list of study literature,
- d) shall facilitate the integration of the student with specific needs into studies and life at the university.

- (2) Alternative forms of examination of a student with specific needs

- a) replacing the written examination by an oral examination or the oral examination by a written examination,
  - b) replacing the group examination by an individual examination,
  - c) in the written examination in actual cases:
    - to ensure the appropriate format of the assignment (large print, electronic form, audio form),
    - clearly and unambiguously to formulate the questions - tasks and make sure that the student has understood the questions,
    - in case of specific needs, to provide a separate room,
    - in case of specific needs, to provide an assistance with the text processing,
    - if necessary, to extend the time to complete the assignment,
    - allow the use of special technical equipment where necessary,
    - possibility of spreading the examination over several days,
    - in exceptional cases, allow the exam to be taken remotely using e-mail.
- (3) Examination policies for students with specific needs
- a) to emphasise the use of an appropriate form of examination,
  - b) not to lower knowledge requirements,
  - c) the form of the examination to be agreed in advance with the student regarding the level of specific needs,
  - d) the examination room must be physically accessible to the student with specific needs,
  - e) a student who routinely uses specific equipment is required to notify the examiner in advance of the need to use that specific equipment (digital magnifier, laptop with voice synthesizer or tactile display, etc.),
  - f) students may, on application to the dean of the faculty concerned, use extended examination time, which may not exceed three times the time normally allowed for the examination.

## **Article 6**

### **Accommodation and boarding for students with specific needs**

- (1) The coordinator, in collaboration with the Director of Student Dormitories and Canteen, will arrange priority accommodations for students with specific needs.

## **Article 7**

### **Final provisions**

- (1) The Organizational Directive applies to all faculties of TU Zvolen.
- (2) A part of this Directive is the Annex to Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 458/2012 on the minimum entitlements

of a student with specific needs.

- (3) This Organizational Directive of TU in Zvolen comes into force and effect on the date of its approval by the Management of TU in Zvolen.
- (4) This Organizational Directive was approved by the Management of the Technical University in Zvolen on April 3, 2013.

Prof. Ing. Rudolf Kropil, CSc.  
Rector

**Divider:**

Pedagogical Department

Deans of Faculties

Rector's Office

Legal Department

Control Department