

**VYSOKÁ ŠKOLA DANUBIUS
(DANUBIUS COLLEGE)**



**STATUTE
OF THE SUPPORT CENTRE
FOR STUDENTS WITH SPECIFIC NEEDS**



The Chancellor of the Danubius College
publishes

**THE STATUTE OF SUPPORT CENTRE
FOR STUDENTS WITH SPECIFIC NEEDS**

Art. 1

BASIC PROVISIONS

- 1) This Statute regulates the status, mission, management and organizational structure and relations to other organizational units of Danubius College as well as to third parties.
- 2) The Support Centre for Students with Specific Needs is established in accordance with Section 21 (1) (b) of Act No. 131/2002 Coll. On Higher Education Institutions as amended and is a special pedagogical workplace with school-wide scope of activity, the costs of which are generally provided by several sources, but mainly from the budget of the Higher Education Institution, special-purpose subsidies and resources obtained from its own activities.
- 3) The Support Centre for Students with Specific Needs is authorized to use the acronym SCSSN.
- 4) The seat of the SCSSN is:

***VYSOKÁ ŠKOLA DANUBIUS
(DANUBIUS COLLEGE)
Richterova ul. 1171
925 21 Sládkovičovo***

Art. 2



STATUS, MISSION AND OBJECTIVES OF THE SCSSN

- 1) SCSSN provides comprehensive vocational, counseling, and technical services to students with special needs in the educational process and participates in the provision of therapeutic services.
- 2) The core services provided by SCSSN include, but are not limited to:
 - (a) Collaboration with the student's personal mobility and communication assistant,
 - b) Adaptation of study materials (scanning, conversion of text to audiovisual media, copying of documents, enlargement of text, etc.),
 - c) The loan of publications from the library collection of the Higher Education Academy and the faculties for an extended period of time,
 - d) Priority accommodation for students with specific needs at their request in a suitable location,
 - e) Provision of wheelchair access to meals,
 - f) The provision of reserved parking spaces,
 - (g) Counselling and specialized advisory services,
 - (h) Methodological and material and technical assistance in the educational process
 - i) Coordination of educational activities for teaching and non-teaching staff of the DANUBIUS COLLEGE, including in the field of communication with students with specific needs.
 - j) Providing advice on the possibilities of obtaining financial support for students with specific needs (funds or grant programmes, e.g. (scholarship for disadvantaged secondary and higher education students, foundations, civic associations, legal entities, sponsorship, etc.).
- 3) SCSSN has developed basic characteristics of groups of students with specific educational needs (by type of disability or impairment) and procedures for documenting and assessing their specific needs and granting reasonable accommodations and support services (Annex 2).

Art. 3

MANAGEMENT AND ORGANISATIONAL STRUCTURE OF THE SCSSN

- 1) The SCSSN shall be fully responsible for the activities of its Director.
- 2) The Director of the SCSSN shall be appointed and removed from office by the Chancellor of the University of Applied Sciences. The Director in the performance of his/her duties shall be under the direction of the Vice-Chancellor for Educational Activities. The condition for appointment to the post of Director is the candidate's appropriate education (university diploma in special education, psychology, social work) and experience in this field for at least 2 years.
- 3) For the activity of the SCSSN, the Chancellor shall issue internal management standards which are binding for all concerned organizational units of the SCSSN which are affected by the subject of the given normative regulation. When issuing internal governing acts for students with specific needs, it is necessary to comply with the legislation that regulates the minimum requirements of a student with specific needs.
- 4) The Principal shall economically, efficiently and effectively spend the funds of the approved budget for the activities of the SCSSN. As part of the preparation of the budget for the relevant calendar year, he/she shall submit a proposal for the use of funds to support the studies of students with special needs, in particular for the provision of material and technical aids and equipment.
- 5) The Director, as directed by the Vice-Chancellor, prepares documents for the evaluation of SCSSN activities and reporting. He/she shall report annually to the college on the conditions of use of support services for the college.
- 6) The Director cooperates with the Special Education Departments for the Support of the Study of Students with Specific Needs, which fulfil the role of methodological, knowledge and coordination centers and are established at the Comenius University in Bratislava and the Technical University in Košice.
- 7) The Director methodologically manages the appointed faculty coordinators for work with students with specific needs.
- 8) The faculty coordinator actively participates in:
 - a) in identifying applicants for studies with specific needs,
 - b) assessing the specific needs of applicants,



- c) determines the scope of the corresponding support services and participates in their provision, ensuring cooperation with the SCSSN,
- d) advise and coordinate the provision of support services for students in liaison with the SCSSN.
- 2) Faculty coordinators are appointed by the dean of the respective faculty.
- 3) The organizational structure of the SCSSN is attached as Appendix 1 to this Statute.

Art. 4

REGISTRATION OF STUDENTS WITH SPECIFIC NEEDS

- 1) SCSSN keeps a record of all students with specific needs based on input from faculty coordinators
- 2) The following information concerning the student shall be recorded: surname and first name, maiden name, date of birth, birth number, place of birth, place of permanent residence, correspondence address, faculty, field of study, year, level of study, form of study, type and extent of disability, disease, impairment or disorder and specific needs, support services provided, data on assistant within the meaning of Act No. 447/2008 Coll. on monetary allowances, data on the person contacted by the SCSSN in case of necessity and telephone contact details of the student and his/her assistant.
- 3) SCSSN is responsible for the protection of personal data of students with specific needs within the meaning of Act No. 122/2013 Coll. on the protection of personal data.

Art. 5

RULES FOR CLAIMING SUPPORT SERVICES FOR APPLICANTS WITH SPECIFIC NEEDS

- 1) The student has the right to request the status of a student with specific needs at the DANUBIUS COLLEGE and the extent and content of the provision for his/her specific needs from the Faculty Coordinator at any time on the basis of an application. The application shall be submitted with the application form. (Appendix 3).



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- 2) The status of a person as a student with specific needs and the extent and content of the provision for his/her specific needs shall be decided by the Director of SCSSN on the basis of a proposal from the Faculty Coordinator.
 - 3) The entitlements arising from the status of a student with specific needs can be claimed after the status of a student with specific needs has been granted.
 - 4) If an entrance examination is a part of the verification of aptitude for studies, the faculty coordinator shall, at the request of the applicant with specific needs, propose the form of the entrance examination and the manner in which it is to be conducted, taking into account his/her specific needs, including specific aids, assistance, pace, duration, and the presence of an assistant, based on an evaluation of his/her specific needs. This proposal shall be approved by the SCSSN Director and information of the approval shall be sent to the Faculty Coordinator.

Art. 6

ADMISSION OF APPLICANTS WITH SPECIAL NEEDS

- 1) Everyone has the right to study the chosen study programme at the DANUBIUS COLLEGE if they meet the basic conditions for admission to study and other conditions set by the DANUBIUS COLLEGE. In determining these conditions, equal rights are guaranteed for all applicants.
- 2) The admission examinations shall require that the assignment be based on written materials and shall provide for working procedures that enable applicants with special needs to participate in the admission procedure on equal terms. A special needs applicant shall be notified of the modification of the admissions procedure through the SCSSN Director.
- 3) The Office of Student Services shall inform the SCSSN Director of the outcome of the admissions process for an applicant with special needs no later than two weeks after the Chancellor's decision to admit the applicant with special needs to the program.

Art. 7**ENROLMENT OF STUDENTS WITH SPECIAL NEEDS**

An applicant with special needs who becomes a DANUBIUS COLLEGE student on the date of enrollment will continue to be maintained as a special needs student if he/she agrees to a special needs evaluation under the Higher Education Act. Information about the need to sign the Consent for Special Needs Evaluation will be given to students at enrollment from the Office of Academic Affairs.

Communication between students with special needs and the Office of Academic Affairs is generally done electronically or otherwise through a personal assistant. If the appropriate agenda cannot be handled electronically or by other means accepted by both parties, the Office of Studies will advise the student to contact the SCSSN Director in person for assistance or delegate this authority to the Faculty Coordinator.

Art. 8**THE COURSE OF STUDY OF STUDENTS WITH SPECIAL NEEDS AND
THE VERIFICATION OF THEIR LEARNING OUTCOMES**

- 1) Students with special needs are required to achieve the same academic performance, only the formal conditions for achieving academic performance are modified in relation to their specific needs.
- 2) Heads of departments or other teaching units, who provide the teaching of the study programme in a given year, will receive from the Faculty Coordinator, before the beginning of the semester, a list of students who have fulfilled the conditions to be classified as students with special needs. At the same time, they will also be informed of the conditions that need to be created for individual students with special needs to be able to submit adequate academic performance without limitations.
- 3) Faculty members will receive a list of students with special needs by subject no later than the first week of instruction, along with information on what conditions need to be created for individual students with special needs to be able to give adequate academic performance without limitations. If an educator determines that a student is unable to meet the requirements in a given course due to special needs, the educator shall notify the coordinator who, in collaboration with the SCSSN Director, will verify other options for addressing those challenges or alternative substitutes for those challenges.



Educators must not deviate from the standard course of testing where available technology allows a student with special needs to meet the normal demands. A student's request may be denied only if the requested modification to the assignment or procedure modifies the very nature of the examination. A modification is generally defined as a textual change, formatting change, etc.

- 1) Both an individual study plan and a modified examination timetable in an examination period are only possible for students with special needs who are already registered before the start of the examination period concerned.
- 2) Instructors may provide study materials in electronic format to students with special needs if this is possible and necessary due to the nature of the student's specific needs.
- 3) Students with special needs who routinely use specific equipment (such as compensatory and special learning aids) are required to notify the teacher educator in advance of their own need to use that specific equipment. In doing so, the student with special needs agrees that the use of technology does not violate the principles generally applicable to examinations (e.g. the use of data on personal notebooks and computers where the examination does not involve the use of personal notes).
- 4) Students with special needs may use extended time to take an exam if specified in the special needs student support proposal. This proposal also defines the specific time of the extension, which may not exceed twice the time normally expected for taking the exam.
- 5) The instructor is required to give the exam assignment to the student with special needs in an accessible format so as to maintain a level playing field. In the case of an examination of a student with special needs, it is necessary to take into account the delays caused by the fact that the examination assignment is converted into a form appropriate to the specific requirements. Unjustified and unwarranted concessions are not permitted in the assessment of the learning outcomes of students with special needs; alternative evidence of compliance with the conditions for this assessment is preferred.
- 6) Modifications to the course of state examinations must be requested by the student with special needs no later than 30 days from the date of enrollment for the academic year in which the state examination is to be taken. Adjustments to the state examinations shall only be made for students with special needs who are registered as students



with special needs at the time of registration for the state examination (at least 3 weeks before the state examination).

1) The SCSSN Director and Faculty Coordinator, in collaboration with the Office of Academic Affairs, will prepare a proposal for the state exam process that specifies exactly what specific accommodations will be used by the special needs student during the state exam; the proposal will also outline the specific extension time needed to take the exam.

FINAL PROVISIONS

1) This Statute was approved by the Academic Senate of DANUBIUS COLLEGE on November 10, 2014.

2) This Statute shall come into force on the date of the Chancellor's signature.

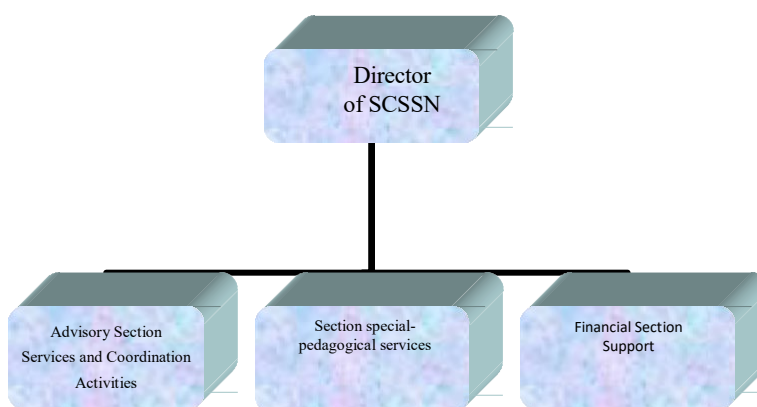
3) Amendments to the Statutes shall be made by written addenda and must be signed by the Chancellor of DANUBIUS COLLEGE.

In Sládkovičovo, the 14th of November 2014

prof. Mgr. Miroslav Daniš, CSc.
in charge of the management of
DANUBIUS COLLEGE

ANNEX no. 1

ORGANIZATIONAL CHART OF SCSSN



ADVISORY SERVICES AND COORDINATION ACTIVITIES UNIT

Carries out activities under Article 2(1), (2)(a), (i), and Articles 4, 5, 6, 7, 8 of the SCSSN Statutes

SPECIAL EDUCATIONAL SERVICES SECTION

Carries out the activities referred to in Article 2(3) of the SCSSN Statutes

FINANCIAL SUPPORT SECTION

Carries out the activities referred to in Article 2(j) of the SCSSN Statutes. It also conducts professional fundraising in the area of financial support for students with special needs.



CHARACTERISTICS OF THE DISABILITY OR IMPAIRMENT

For the implementation of further education of pedagogical and professional staff it is important to know the specific characteristics of individual disabilities or disorders and according to them to identify target groups of students and ensure that their specific needs are met within the educational process.

- a) Sensory, physical and multiple disabilities* - a student with sensory, physical and multiple disabilities is considered to be a student with a visual impairment (blind and partially sighted), a hearing impairment (deaf and hard of hearing), a physical impairment (lower limb and upper limb, fine motor impairment) and a student with multiple disabilities,
- b) Chronic illness* - a student with a chronic illness is defined as a student with cystic fibrosis, epilepsy, sclerosis mutiplex, organ or tissue transplantation, cardiovascular disease, neurological disease, and other progressive illnesses which may require frequent or prolonged and irregular disability or adversely affect the student's ability to study under normal conditions,
- c) Health impairment* - a student with a health impairment is considered to be in a state of long-term illness and subsequent health impairment, convalescence, or reduced resistance to disease or a tendency to relapse, or a student with a health risk due to the impact of an unsuitable environment, inappropriate lifestyle, improper nutrition. Such a student, because of a medical condition, requires special conditions in education,
- d) Mental illness* - a student with a mental health problem or illness is considered to be a student whose current psychological condition or a longer-term mental health disorder affects his/her ability to fulfil his/her study obligations in the standard mode (problems with the organization of studies and the management of his/her study obligations), *Autism or other pervasive developmental disorders* - a student with autism or other pervasive developmental disorders is considered to be a student with autism spectrum disorder without mental retardation (e.g., Asperger's syndrome) that affects his or her ability to perform his or her academic duties in the standard mode
- e) Learning disabilities* - a student with learning disabilities is considered to be a student with dyslexia, dysortographia, dysgraphia, dysgraphia, dyscalculia, etc. Specific learning disabilities is a general term for a group of disorders manifested by significant difficulties in reading, writing, arithmetic, listening and communication.



ANNEX No. 3

**Student's application for inclusion in the register of students with specific needs at Danubius
University of Applied Sciences
and consent to a specific needs assessment**
in accordance with Section 100 of Act No. 131/2002 Coll. on Higher Education and on
Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Act")

Last name, first name, title of the student:

Date of birth: Student ID:

Permanent residence address:

Phone number: E-mail:

Faculty of DANUBIUS COLLEGE:

Study programme:

Level of the study¹: first second third

Type of disability²:

- | | |
|---|---|
| a) visual impairment | b) hearing impairment |
| c) physical disability | d) multiple disabilities |
| e) chronic illness | f) disability |
| g) mental illness | h) autism or other pervasive developmental disorder |
| i) a learning disability (dyslexia, dysgraphia, Dysorthography, etc.) | |

In connection with the above type of disadvantage, **I request to be included in the register of students with specific needs. I agree to an assessment of my specific needs in order to determine the extent of support services.**

Declaration and consent of the student

I declare that all the information I have given is true and that I have not concealed any material facts. In accordance with Section 11 of Act No. 122/2013 Coll. on the Protection of Personal Data and on Amendments and Additions to Certain Acts, I hereby give my consent to the College to process my personal data for the purpose of evaluating my specific needs and the scope of support services during the entire period when I will be registered as a student with specific needs and will be provided with support services in accordance with Section 100(4) of the Act.

¹ Mark one of the options listed

² Indicate the specific disadvantage by underlining



This consent applies to those personal data specified in this application and its annexes which the university is entitled to request pursuant to Section 100(3) of the Act. I understand that I may withdraw this consent with reasons only in writing if there are compelling reasons. I also acknowledge that the data may only be processed by authorised persons who are obliged to comply with the provisions of Act No. 122/2013 Coll. on the Protection of Personal Data and on Amendments and Additions to Certain Acts, and that the processed data will be archived and disposed of in accordance with the applicable legislation of the Slovak Republic.

For the purposes of the specific needs assessment in the Annex to this application, I attach1:

- (a) a medical certificate not older than three months (medical opinion, report on the course and development of the illness and disability or extract from medical records, or other),
- (b) a statement from a psychologist, speech and language therapist, school psychologist, school speech and language therapist or special educator.

Date:

Signature of the student

Please note: The application with attachments must be submitted in writing to the Study Department of the relevant faculty of DANUBIUS COLLEGE where the student is enrolled for studies.



ANNEX No. 4

DECREE no. 458

Ministry of Education, Science, Research and Sport of the Slovak Republic of 20 December 2012 on
the minimum entitlements of students with specific needs

The Ministry of Education, Science, Research and Sport of the Slovak Republic, pursuant to Section 100(5) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended by Act No. 57/2012 Coll. on Higher Education (hereinafter referred to as "the Act"), establishes the following:

§ 1

The minimum entitlements of a student with specific needs under Section 100(2) of the Act for support services according to the type of specific need are set out in the Annex.

§ 2

This Decree shall enter into force on 1 September 2013.

Dušan Čaplovič m.p.

Annex to the Decree. 458/2012 Coll.

MINIMUM REQUIREMENTS OF A STUDENT WITH SPECIFIC NEEDS

Minimum entitlements of a student under Section 100(2) (a) of the Act

	Spatial requirements	Material requirements	Study-related requirements
Blind student	Support in practicing orientation, independent and safe movement in the college premises	Borrowing literature from the academic library for an extended period of time	Individual timetable for fulfilling study obligations
	Access to information related to the study that is barrier-free ¹⁾	—	Support in providing basic study literature, background materials from lectures and assignments from workshops
	Barrier-free working in the academic information system	—	Support in the provision of study materials in an accessible form
	Access to information and materials of the academic library in a barrier-free ¹⁾ way	—	—
	Spatial requirements	Material requirements	Study-related requirements
Visually impaired student	Access to college information resources in a barrier-free ¹⁾ way	Borrowing literature from the academic library for an extended period of time	Individual timetable for fulfilling study obligations
	Barrier-free work in academic information system	Technical support for library work through the use of technical equipment	Support in providing study literature, lecture handouts and assignments from workshops
	Access to information	—	—

	and academic library materials in a barrier-free 1)way		
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1) Without outside help, using assistive technology.

	Spatial requirements	Material requirements	Study-related requirements
Deaf student	—	Borrowing literature from the academic library for an extended period of time	Individual timetable for fulfilling study obligations
	—	—	Support in the provision of study literature, documents from lectures and assignments from workshops
	Spatial requirements	Material requirements	Study-related requirements
Hearing impaired student	—	Borrowing literature from the academic library for an extended period of time	Individual timetable for fulfilling study obligations
	—	—	Support in the provision of study literature, documents from lectures and assignments from workshops
	Spatial requirements	Material requirements	Study-related requirements
Student with a physical disability of the lower limbs	Conduct of teaching in accessible spaces	—	Priority registration for selected lectures, workshops and exams



	Preferred accommodation in the barrier-free areas of the student house under the following conditions:	—	Individual study plan
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	the place of residence is more than 20 km from the place of study.		
	Reserved parking space for a specific student at the accessible entrance	–	Support in the provision of study literature, documents from lectures and assignments from workshops
	Spatial requirements	Material requirements	Study-related requirements
Student with a physical disability of the upper limbs	–	Making copies of study texts	Individual timetable for fulfilling study obligations
	–	–	Support in providing study literature, lecture handouts and assignments from workshops

Minimum entitlements of a student under Section 100(2)(b) of the Act

	Spatial requirements	Material requirements	Study-related requirements
Student with a chronic illness	–	–	Individual timetable for fulfilling study obligations

Minimum entitlements of a student under Section 100(2)(c) of the Act

	Spatial requirements	Material requirements	Study-related requirements
Student with a medical impairment	–	–	Individual timetable for fulfilling study obligations

Minimum entitlements of a student under Section 100(2)(d) of the Act

	Spatial requirements	Material requirements	Study-related requirements
Student with a mental illness	–	Borrowing literature from the academic library for an extended period of time	Individual timetable for fulfilling study obligations



	—	—	Individual study plan
	—	—	Support in the provision of study literature

Minimum student entitlements under § 100(2)(e) of the Act

	Spatial requirements	Material requirements	Study-related requirements
Student with autism or other pervasive developmental disorders	—	Borrowing literature from the academic library for an extended period of time	Individual timetable for fulfilling study obligations
	—	—	Individual study plan
	—	—	Support in providing study literature, lecture materials and assignments from exercises

Minimum entitlements of a student under Section 100(2)(f) of the Act

	Spatial requirements	Material requirements	Study-related requirements
Student with learning disabilities	—	Borrowing literature from the academic library for an extended period of time	Individual timetable for fulfilling study obligations