

**UNIVERSITY OF VETERINARY MEDICINE AND PHARMACY  
IN KOŠICE**

---

**Directive  
on support of students and applicants to study with specific needs  
at the University of Veterinary Medicine and Pharmacy in Košice**

Internal Regulation No. 56

---

**Article 1**  
**Introductory provisions**

1. This Directive lays down the procedure of the University of Veterinary Medicine and Pharmacy in Košice (hereinafter referred to as "UVMP") in the creation of an universally accessible academic environment and corresponding study conditions for students with specific needs (hereinafter "SN") without lowering the requirements for their study performance in accordance with Section 100 of the Act No. 131/2002 Coll. on Higher Education Institutions and on amendment and supplementation of certain acts, as amended (hereinafter "the Act").

**Article 2**  
**Applicants and students with SN**

1. As applicant/student with SN are considered those with:
  - sensory, physical and multiple disabilities,
  - chronic illness,
  - health impairment,
  - psychological illness,
  - autism or other pervasive developmental disorders,
  - learning disabilities.
2. Applicant/student with SN submits for the purposes of the assessment of their SN and scope of support services for study the following:
  - a medical certificate not older than three months (medical finding, disease and disability progress report or medical certificate or other medical report) or
  - standpoint of a psychologist, a speech therapist, a school psychologist, a school speech therapist or a special pedagogue.
3. Student with SN who agrees with the assessment of their own specific needs, is according to the extent and type of specific need entitled for the support services, in particular:
  - securing the possibility of using specific learning resources,
  - individual learning approaches, especially individual lessons for specific subjects for students with sensory disabilities,
  - special conditions for carrying out study duties without lowering requirements for study performance,
  - individual approach of university teachers,
  - exemption from the tuition fee in justified cases when it comes to study longer than the standard length of the relevant study program.
4. SN of the student to whom the support services are provided may be re-evaluated, even at the request of the student.

### **Article 3**

#### **Coordinator for students with SN**

1. Coordinator for Students with SN (hereinafter referred to as "coordinator") operates at UVMP. Coordinator is appointed to perform his/her activities by the Rector of the UVMP. The role of the coordinator is in particular:
  - to actively participate in the identification of applicants for study with SN and students with SN,
  - to evaluate the SN of applicants for study with SN and students with SN, to evaluate the scope of appropriate support services and to participate in their provision,
  - to ensure cooperation with the workplaces and special facilities of the university and with employees, particularly by providing information and advice on SN students,
  - to provide advice to students with SN in the provision of support services and to coordinate these services for them,
  - to establish contacts with other organizations that can provide assistance to the student,
  - to make an annual proposal for the use of funding to support the study of students with SN, especially for the provision of material and technical aids and equipment,
  - to annually submit to the UVMP Management a report on the conditions of use of the support services at UVMP.

### **Article 4**

#### **Organization of services for applicants and students with SN**

1. UVMP creates a universally accessible academic environment by creating corresponding study conditions for students with SN without lowering the requirements for their study performance.
2. UVMP provides to applicants and students with SN support services through coordinator and in cooperation with a special pedagogical support unit for students with SN, which fulfils the role of a methodological, learning and coordination centre, and is established at the Technical University in Košice.
3. UVMP provides support to applicants and students with SN depending on the individual needs of a person and the type of their health handicap.
4. The applicant with SN shall apply for consideration of his/her SN during the admission procedure. A request for adaptation of admission exam according to his/her specific needs shall be attached to the application to study by the applicant.
5. Provision of support services to students with SN is not automatically claimed, the student must immediately apply for it. Upon student's request, UVMP will examine his/her needs and propose the scope of support services.
6. Support services shall be provided particularly in the form of the use of available specific educational means, individual learning approaches, determinations of special

conditions for fulfilment of study duties, individual approach of university teachers, or exemption from the tuition fee in justified cases of exceeding the standard duration of study (if prolongation was demonstrably due to student's SN).

7. Support services are provided to applicants and students with SN based on the assessment of SN, which is submitted by the coordinator to the UVMP Management in the form of *Proposal for support of an applicant or student with SN*.
8. The basis for evaluation of SN of applicants and students with SN is mainly medical certificate not older than three months, which is particularly a medical finding, disease and disability progress report or medical certificate or other medical report) or standpoint of a psychologist, a speech therapist, a school psychologist, a school speech therapist or a special pedagogue.
9. Student will deliver to the coordinator or to another authorized person *Student's application for registration in the Evidence of students with specific needs at the University of Veterinary Medicine and Pharmacy in Košice and consent to the assessment of specific needs*, immediately after registration for the current academic year, in justified cases during the semester, but not later than two weeks before the beginning of the examination period.
10. A student with SN who is affected by SN due to disability during a study declares his/her SN by documents referred to in paragraph 8 of this Article and requests that the SN will be taken into consideration as soon as possible, accepting the fact that support services can only be used from the date the decision on registration in the Evidence of students with specific needs becomes valid. Requiring SN to be considered retroactively is inadmissible.
11. Evidence of applicants with SN is summarized according to the type and scope of specific needs by coordinator or other authorized person for students with SN.
12. Obtained information related to the applicant's and student's SN is kept by the Office for foreign studies and used solely in connection with the provision of modified study conditions of applicant and student with SN, in accordance with Act No. 136/2014 Coll. in the full wording of the Act No. 122/2013 Coll. on the Protection of Personal Data and on Amendments to Certain Acts as amended.
13. *Proposal for support of an applicant or student with SN*, prepared by the coordinator, is approved by the UVMP Management.
14. Rector's decision to support a student with SN is issued in two copies. It is delivered to the student with SN and to the Office for foreign studies.
15. Coordinator in provision of support to applicants and students with SN cooperates with the Office for foreign studies and with heads of departments and clinics at which applicants and students with SN plan to study or they study.
16. Observance of appropriate study conditions according to Rector's decision is monitored by coordinator or by person authorized by coordinator.

**Article 5**  
**Admission procedure of applicants with SN**

1. Everyone has the right to study the chosen study programme at the UVMP if they meet basic requirements for admission to study and other conditions determined by UVMP. In determining these conditions, equal rights for all applicants are guaranteed.
2. If an applicant with SN submits an application for study and at the same time requests consideration of his/her SN, Office for foreign studies shall inform the applicant with SN about the support system offered by UVMP to applicants and students with SN with regard to their SN. The Office for foreign studies notifies the coordinator about the applicants with SN.
3. If verification of competency for the study comprises also the entrance examination, Rector in cooperation with coordinator determine the form of entrance examination and the method of its execution for the applicant with SN who requested consideration of SN, with regard to his/her SN. In this, modification of admission procedure shall deviate from the normal procedure as little as possible, and except for prerequisites for study of chosen study programme, it should also verify the readiness of applicant to use standard technologies which are at a disposal for overcoming specific barriers (compensation devices, computer technology, etc.). During entrance examination it is required that questions are based on such written materials and such work procedures are supposed, which will enable applicants with SN to participate in admission procedure on equal terms. Applicant with SN is informed about the modification of the admission procedure through Rector's decision on support of the applicant to study.
4. Office for foreign studies informs the coordinator about the outcome of the admission procedure of the applicant with SN no later than by two weeks after Rector's decision on the admission of applicant with SN is issued.
5. If the admission of applicant is conditional upon successful completion of test of *General study prerequisites*, the applicant contacts company organizing these tests, which will ensure that individual applicant's SN are taken into consideration.

**Article 6**  
**Registration of students with SN for study**

1. Applicant with SN, who will become the student of UVMP from the date of registration, will be further registered as a student with SN, if he/she agrees with the evaluation of SN according to the Act on Higher Education Institutions. Information about the necessity of signing the *Consent to the assessment of specific needs* will be received by the students on the registration for study from the Office for foreign studies.
2. Communication between students with SN and the Office for foreign studies is usually done by electronic means. If it is not possible to attend to the relevant agenda electronically, or in other way accepted by both parties, Office for foreign studies recommends to the student to personally contact the coordinator or person authorized by the coordinator, who will help the student in attending to it.

3. Student with SN is responsible for enrolment of subjects that with regard to his/her SN he/she can actually study. If needed, a student with SN can enquire coordinator about the enrolment of appropriate subjects before their enrolment.

### **Article 7**

#### **Course of study for students with SN and evaluation of their study results**

1. A student who has been registered in the evidence of students with specific needs informs the relevant guarantor of the study subject about this matter and about the extent of approved support services. The guarantor of the subject will inform other university teachers participating in the teaching process about conditions which should be created so that the student can make adequate study performance without limitations.
2. Students with SN are required to achieve the same study performance, only conditions of this achievement are modified according to his/her SN.
3. Every student with SN has the right for such study conditions that do not disadvantage him/her in comparison with other students. Conversely, teachers cannot deviate from the standard course of the exam where available technology allows the student with SN to comply with the common requirements. The student's request may be refused only in case that the requested modification of the assignment or process modifies the very subject-matter of the exam. Modification is generally understood as text editing, formatting, and so on.
4. Individual study plan as well as modified timetable of examinations during the examination period is only available to students with SN who are registered before the respective examination period with regard to the spatial, personnel and organizational possibilities of the university.
5. Teachers can provide students with SN with study materials in electronic form, if it is possible and with regard to the nature of student's SN necessary, without possibility of their further distribution. Provided study materials are designed exclusively for the needs of the student concerned. If it was found that student with SN violated these principles, it would be understood as a disciplinary offense under the Disciplinary Order of the UVMP for students.
6. Students with SN who usually use specific devices (such as compensatory and special teaching aids, audio-visual aids) are obliged to inform the teacher in advance, that they need to use this own specific device. Allowance of sound recording creation from teaching process exclusively for own study purposes has to be preceded by individual agreement with the relevant teacher. Student with SN declares in writing that received materials or produced records will not be distributed for commercial or other purposes than the study purpose and that he/she will also observe generally valid examination regulations (e.g. usage of data on personal loggers and computers if the exam does not make allowance for usage of personal notes). If it would be found that a student with SN violated these principles it would be understood as disciplinary offense under the Disciplinary Order of the UVMP for students. Student signs the *Declaration* at the

Office for foreign studies, a copy of the declaration is submitted to the teacher on request.

7. In some cases, with regard to the student's SN, a presence of authorized person is necessary, who ensures that during the examination no unacceptable, unjustified and unfounded concessions will occur, and at the same time that the student is provided with appropriate conditions during the exam to be able to achieve adequate performance. Authorized person is determined by the guarantor of the subject.
8. Students with SN can use an extended time for completion of the examination, if it is stated in the proposal for support of a student with SN. This proposal also includes a specification of the time extension, which may not exceed the double amount of the time normally expected for passing the exam.
9. The teacher is obliged to provide the student with SN with an exam questions in such acceptable form so as to maintain the same conditions. When examining a student with SN, it is necessary to make allowances for the delay which is caused by the modification of the exam to the form corresponding to the specific requirements.
10. When evaluating the results of students with SN, unwarranted and unjustified concessions are inadmissible, alternative demonstration of fulfilment of conditions for this assessment is preferred.
11. Modification of the state examination course must be requested by the student at the latest within 30 days from the day of registration for the academic year in which he/she is supposed to take the state examination. Modification of state examination is only available to students with SN who are enrolled as students with SN at the time of the enrolment for the state examination (at least 3 weeks before the state examination).
12. Coordinator, in cooperation with the Office for foreign studies, prepares a draft of the course of state examination, where it will be exactly specified, which specific equipment will be used by the student with SN during the state examination, and also specific time extension necessary to complete the exam will be defined in the proposal.
13. In the state examination of some students with SN, during their answer preparation, a presence of authorized person is necessary, who ensures that during the state examination no unacceptable, unjustified and unfounded concessions will occur, and at the same time that the student is provided with appropriate conditions during the state exam to be able to achieve adequate study performance. Authorized person is determined by the guarantor of the subject.
14. If a student with SN has exceeded the standard duration of study, a student may request the Rector of UVMP for the remission of the tuition fee. Other options of remission or reduction of the tuition fee and fees associated with the study are regulated by the Statute of the UVMP, Art. 9, paragraphs 15 and 16.

## **Article 8**

### **Other support services for students with SN**

1. A student with SN has the right to borrow the literature from the library book stock of the UVMP Library for a prolonged time.

2. UVMP will provide preferential accommodation for students with limited mobility and orientation (if they request it) so that the accommodation with its indoor facilities complies with the valid regulations for the residence and movement of persons with limited mobility and orientation with regard to the technical possibilities of Student dormitories of UVMP. Every request for accommodation will be assessed individually with regard to the scope of SN and possibilities of individual accommodation facilities.

**Article 9**  
**Concluding provisions**

1. The Directive shall enter into force and become effective on the day of its signature.
2. This Internal Regulation repeals the Directive on the Support of Students and Applicants to Study with Specific Needs at the University of Veterinary Medicine and Pharmacy in Košice dated 19<sup>th</sup> December 2013.

In Košice, 18<sup>th</sup> May 2016

Prof. Jana Mojžišová, DVM, PhD  
Rector