Pursuant to Article 59 of the Statute of New University (consolidated text of 21 November 2022), the Management Board of New University adopted the following on 28 November 2022:

REGULATIONS ON STUDENTS WITH SPECIAL NEEDS AND STUDENTS WITH SPECIAL STATUS AT NEW UNIVERSITY

I. General Provisions

Article 1

(subject matter)

These Regulations govern:

– the conditions for acquiring the status of a student with special needs and special student status;

– the procedure for acquiring the status of a student with special needs and special student status;

– possible forms of adaptation of the environment, the manner in which studies are conducted and the fulfilment of study obligations at the member faculties of New University.

Terms used in these Regulations in the masculine grammatical form are gender-neutral and apply equally to men and women.

Article 2

(purpose)

Students who are blind or partially sighted or have impaired visual function, are deaf or hard of hearing, have speech and language disorders or specific learning difficulties, have physical disabilities, long-term illnesses, autism spectrum disorders or psychosocial difficulties may acquire the status of a student with special needs during their studies at New University (hereinafter: NU).

Students who demonstrate significant achievements in sport, the arts and culture, participate in (field-specific) international competitions or are parents of children who have not yet reached compulsory school age may acquire special student status during their studies at NU.

The categories of special status are:

– student athlete and coach status;

– student artist and cultural practitioner status;

– student parent status until the child reaches compulsory school age;

– status of a student participating in (field-specific) international competitions.

Students with special needs and students with special status are entitled to:

– more favourable treatment in the selection procedure where enrolment is restricted;

– adaptations in the implementation of study programmes and additional professional support during studies, whereby they may progress and complete their studies over a longer period than envisaged by the study programme while retaining other student rights and benefits arising from student status.

Students acquire the status of a student with special needs or special student status by a decision of the Study Committee of the relevant NU member faculty.

More favourable treatment in the selection procedure in cases of restricted enrolment for students with special needs and students with special status is regulated in greater detail by a separate act.

II. Conditions for Claiming the Status of a Student with Special Needs

Article 3

(conditions for claiming the status of a student with special needs)

An applicant entitled to claim rights as a student with special needs is a student who, owing to long-term impairments, disorders, difficulties or illness (hereinafter: difficulties), encounters barriers that hinder their full and effective participation in the implementation of study programmes.

This includes a person with:

– partial or complete loss of vision (partially sighted and blind students);

– partial or complete hearing loss (hard-of-hearing and deaf students);

– speech and language disorders (communication difficulties);

– specific learning difficulties (reading and writing difficulties, e.g. dyslexia);

– physical disabilities;

– long-term (an illness that does not resolve within three months) or chronic illness;

– autism spectrum disorders;

– psychosocial difficulties.

Depending on the type of difficulty, the status of a student with special needs shall be granted for part or all of the period of study.

Appropriate documents proving the status of a student with special needs are:

– a placement decision issued by the National Education Institute of the Republic of Slovenia;

– an expert opinion of the Commission for the Placement of Children with Special Needs;

– a decision issued by a social work centre;

– findings and an opinion of an expert commission for the classification of children and adolescents;

– a decision issued by the Pension and Disability Insurance Institute of Slovenia;

– a medical certificate issued by a medical specialist showing that the student has a chronic illness or an illness expected to last at least another three months and to affect the fulfilment of the student’s study obligations.

III. Conditions for Claiming Special Student Status

Article 4

(conditions for claiming student athlete or coach status)

An applicant entitled to claim rights as a student athlete or coach is:

– a classified athlete;

– a student officially appointed by an individual national sports federation as a national team coach or as the coach of an individual classified athlete.

A classified athlete under the first indent of the preceding paragraph is an athlete who, on the basis of the classification of the Olympic Committee of Slovenia – Association of Sports Federations (hereinafter: OCS-ASF) and the Paralympic Committee of Slovenia, has obtained one of the following classifications: world-class athlete, international-class athlete, promising athlete, national-class athlete or youth-class athlete. Proof of classification is an official status certificate issued by the Elite Sport Committee of the OCS-ASF.

Rights arising from student coach status may be claimed by a student officially appointed by an individual national sports federation as a national team coach and directly involved in the preparation and implementation of programmes for classified athletes. Proof of fulfilment of these conditions is a certificate issued by the OCS-ASF for the current academic year.

Student athlete status is valid for one academic year and may be extended.

Article 5

(conditions for claiming student artist and cultural practitioner status)

An applicant entitled to claim rights as a student artist and cultural practitioner is:

– a member of a national or international arts association or federation of associations;

– a student holding a certificate of cultural worker status;

– a student with publicly recognised artistic works.

A member of a national or international arts association or federation of associations under the first indent of this Article is an artist or cultural practitioner who, having met the criteria of the institution concerned, is a member of an association or federation in music, the visual arts, film, theatre, dance, literature, photography or other artistic fields. Proof of membership is an official certificate of membership issued by the relevant national or international arts association or federation. A certificate of cultural worker status is issued by the Ministry of Culture.

An applicant claiming recognition of artist and cultural practitioner status on the basis of publicly recognised artistic works must submit a curriculum vitae and a year-by-year list of works performed, according to the field of activity.

The criteria for public recognition of artistic works are:

– a publicly published professional review of an artistic work;

– an award-winning artistic work or achievement in a national or international competition in the previous or current academic year.

The applicant shall submit the following evidence of public recognition of an artistic work or achievement:

– a copy of a publicly published review of the artistic work or achievement; or

– a photocopy of a national or international distinction or prize awarded in an artistic talent competition; or

– an official certificate of artistic achievement issued by the Ministry of Culture.

Student artist/cultural practitioner status is valid for one academic year and may be extended.

Article 6

(conditions for claiming the status of a student participating in field-specific international competitions)

A student acquires the status of a student participating in (field-specific) international competitions if the following condition is met:

– during their studies, the student has demonstrably participated in at least two (field-specific) international competitions in the field of the study programme in which they are enrolled and, at the time of applying for status, is registered to participate in a competition.

Evidence of fulfilment of this condition is an official certificate confirming that the student has participated in at least two (field-specific) international competitions in the field of the study programme in which they are enrolled during their studies and is registered to participate in a competition at the time of applying for status.

The status of a student participating in field-specific international competitions is valid for one academic year and may be extended.

Article 7

(conditions for acquiring student parent status until the child reaches compulsory school age)

A student acquires parent status if either of the following conditions is met:

– a child is born during enrolment in a study programme and year of study; or

– at the time of enrolment in a study programme and year of study, the student has a child who has not yet reached compulsory school age.

Parent status shall be evidenced by the child's birth certificate.

Depending on the age of the child, parent status shall be granted for part or all of the period of study.

IV. Rights and Obligations of Students with Special Status

Article 8

(types of rights and obligations of students with special status)

A student who has been granted special status and thereby special conditions of education may exercise the following rights:

– the right to more favourable treatment in the selection procedure where enrolment is restricted, as further regulated by separate regulations;

– the right to reduced mandatory attendance and excused absences from study obligations by agreement with the course coordinator or lecturer;

– the right to sit an examination outside the prescribed examination period and in a specified manner;

– the right to present a seminar paper subsequently and to take a colloquium or examination at a later date in the event of participation in competitions in Slovenia or abroad;

– the right to enrol in a higher year of study or the additional year for completing studies and to extend the additional year for up to one year under the special conditions of these Regulations;

– the recording in the Diploma Supplement of achievements arising from participation in extracurricular activities and in NU and member-faculty bodies and committees, etc.

The obligations of a student studying under special conditions on the basis of special status are:

– fulfilling all other obligations laid down by the study programme;

– acting responsibly in relation to the special status granted;

– complying with the code of ethical conduct in sport or other fields;

– participating in events and competitions organised by NU in the field relevant to the status, and preparing reports on work in bodies and committees, etc.

A student who has been granted special status and fails to fulfil their duties or abuses their rights shall lose the right to special conditions of education under these Regulations.

V. Special Study Adaptations for Students with Special Needs

Article 9

(types of special study adaptations for students with special needs)

Depending on the specific difficulties, barriers or disorders of students with special needs, adaptations may be made during their studies in the delivery of lectures and practical classes, the methods of knowledge assessment and grading, and the use of the library, as follows:

1. Adaptations in the delivery of lectures and practical classes

Depending on the type and degree of students' difficulties, barriers or disorders and possible combinations thereof, the following adaptations in the delivery of lectures and practical classes are possible:

– advance publication of study materials distributed during lectures and practical classes (e.g. for blind and partially sighted students so that they can follow the lecture, or for students unable to take notes);

– advance publication of study materials used in a course (course unit) so that they can be converted into electronic or audio format or appropriately enlarged;

– recording of lectures and practical classes;

– use of assistive devices such as a computer, electronic magnifier, magnifying glasses and similar aids;

– presence of an assistant, namely a reader or scribe, or a Slovenian Sign Language interpreter;

– possibility of submitting written assignments electronically;

– completion of certain study obligations in pairs with a student who does not have the status of a student with special needs;

– possibility of completing certain tasks and exercises at home (a partial form of e-learning);

– adaptation of the method of completing professional or study placements to the student's abilities so that the student can demonstrate their knowledge and skills or attain the competences defined in the study programme;

– other adaptations within NU's available resources.

2. Adaptations in methods of knowledge assessment and grading

The methods of knowledge assessment and grading for students with special needs shall be adapted so that they can demonstrate their level of knowledge, without lowering the required standards of achievement.

Depending on the type and degree of students' difficulties, barriers or disorders and possible combinations thereof, the following adaptations are possible:

a) Extension of the time allowed for an oral or written examination

The time allowed for a written or oral examination may, as a rule, be extended by 100% of the time originally allocated for the examination, and may be extended further depending on the difficulty, barrier or disorder or the specific nature of the course (course unit) in which the examination is taken. Short breaks may also be provided during the examination. The course coordinator shall decide on this. The length of breaks (and the time for preparation for the examination) may also be extended, as a rule by up to 50% of the originally allocated time, where this is found to be necessary due to the circumstances.

All students with special needs are entitled to an extension of examination time.

b) Provision of a separate examination room

A separate examination room shall be provided to a student if the room in which the examination would otherwise take place is inaccessible to them. A separate room shall also be provided if the student could disturb other students taking the examination (e.g. through the use of audio assistance on a computer, the presence of an assistant, etc.).

All students with special needs are entitled to a separate examination room.

c) Adaptation of the examination room or its equipment

The room in which a student takes an examination, and its equipment, may be adapted, including by adapting the work surface, providing a room with special acoustic conditions, providing additional lighting, an appropriate chair, a table with a cut-out and similar arrangements.

Blind and partially sighted students shall be provided with an adapted work surface (adjustable height, additional lighting and similar arrangements). Deaf and hard-of-hearing students shall be provided with a room with suitable acoustic conditions and shall also be entitled to the use of electroacoustic equipment, while candidates with physical disabilities shall be entitled to an adapted workstation (table with cut-out, appropriate chair, adjustable inclination).

d) Taking examinations with a computer and using special aids

A student may be permitted to take an examination using a computer. In this case, the student must not have access to other computer tools or programs and may use only programs that technically facilitate the taking of the examination. The student's work must be recorded on a diskette, compact disc or other data carrier and printed, and must then be deleted from the computer. The student may also use special aids such as a Braille typewriter, a computer with a Braille display or magnification software, an electronic magnifier, magnifying glasses, appropriate writing instruments and similar devices.

Blind and partially sighted students, students with speech and language disorders, students with physical disabilities, students with long-term illnesses and students with specific learning difficulties are entitled to take examinations using a computer. Blind and partially sighted students (Braille typewriter, computer with Braille display or magnification software, electronic magnifier, magnifying glasses, suitable writing instruments and similar aids), students with physical disabilities (appropriate writing instruments, computer), students with long-term illnesses (computer) and students with specific learning difficulties (computer) are entitled to use special aids.

e) Taking examinations with the assistance of an assistant

A student who, because of the type and degree of their difficulty, barrier or disorder, is unable to take an examination independently, and other students in justified cases, may be assigned an assistant, namely a reader or scribe or a Slovenian Sign Language interpreter (hereinafter: assistant). An assistant may not be a higher education teacher or associate teaching the course (course unit) concerned, or a relative of the student.

Blind and partially sighted students (reader and/or scribe), deaf and hard-of-hearing students (Slovenian Sign Language interpreter), students with physical disabilities (reader and/or scribe), students with long-term illnesses (reader and/or scribe) and students with specific learning difficulties (reader and/or scribe) are entitled to take examinations with the assistance of an assistant.

f) Changing the form of knowledge assessment and grading

A student who, owing to the type and degree of their difficulty, barrier or disorder, is unable to take, for example, an oral or written examination shall be provided with another form of knowledge assessment and grading.

All students with special needs are entitled to a change in the form of knowledge assessment and grading.

g) Adaptation of the format of examination materials

The format of examination materials may be adapted for a blind or partially sighted candidate by enlarging the text or written materials and transcribing the questions into Braille.

h) Other adaptations within the available resources of the NU member faculty

3. Library adaptations

Depending on the type and degree of students' difficulties, barriers or disorders and possible combinations thereof, the following adaptations in the library are possible:

– assistance in finding materials;

– possibility of borrowing materials ordinarily available only in the reading room;

– adapted borrowing arrangements (longer loan periods);

– possibility for a student's assistant to borrow materials on their behalf if the library is inaccessible to the student;

– use of a lift to access the library;

– the Constitution of the Republic of Slovenia (2011) in Braille is available for blind and partially sighted users;

– a wide entrance to the library premises;

– sufficient space in the library to allow wheelchair access to materials;

– other adaptations within the library's available resources.

VI. Procedure for Granting and Revoking the Status of a Student with Special Needs and Special Student Status

Article 10

(granting and revoking the status of a student with special needs or special student status)

Upon enrolment in an individual year of study or in the additional year for completing studies, the applicant shall submit an application for the status of a student with special needs or for special student status to the NU member faculty delivering the study programme in which the applicant is enrolled. The student shall submit an application for the status of a student with special needs (Annex 1) or special student status (Annex 2) electronically through the Higher Education Information System (hereinafter: VIS).

As a rule, the applicant shall submit the application by 15 October of the current academic year or, where grounds for the status arise during the year, when those grounds arise. The application shall be accompanied by the appropriate evidence specified in these Regulations. The application shall be decided upon by the Study Committee of the NU member faculty.

For all students who have been granted the status of a student with special needs or special student status and study under special conditions, a note shall be entered in the electronic record of completed study obligations and in the student's personal file, indicating the type of difficulties, the grounds for granting status and the type of approved adaptations (e.g. permitted absence from organised forms of teaching, a particular method of taking examinations).

At the beginning of the academic year, the Student and Study Affairs Office of the NU member faculty shall inform all course lecturers in the current year of students enrolled in their courses who have been granted the status of a student with special needs or special student status, including the types of approved adaptations to the study process.

The procedure for revoking status shall apply mutatis mutandis in the same manner as the procedure for granting it.

Article 11

(change of circumstances after status has been granted)

If, during the period for which the status of a student with special needs or special student status has been granted, circumstances change such that the student is no longer entitled to that status, the student must notify in writing, no later than eight (8) days after the change, the NU member faculty to which the application for the status was submitted.

The Study Committee of the NU member faculty shall decide on the changed circumstances as a result of which the student is no longer entitled to the status at its next regular meeting following receipt of the notification.

If the Study Committee finds that the student is no longer entitled to the status of a student with special needs or special student status, it shall revoke the status by decision.

If the student fails to inform the NU member faculty of the changed circumstances but the member faculty has appropriate information showing that the student is no longer entitled to the status, the NU member faculty may initiate proceedings to revoke the status of a student with special needs or special student status ex officio on the basis of such information.

Article 12

(keeping records, conducting procedures and protecting personal data)

The status of a student with special needs or special student status and the types of adaptations shall be recorded in the student records.

All procedures relating to the status of a student with special needs or special student status shall be conducted promptly and with particular care.

Personal data concerning students with the status of a student with special needs or special student status shall be collected and processed for the purposes of procedures under these Regulations in

accordance with the rules on the handling of documentary records under legislation governing administrative procedure, personal data protection and administrative operations.

At the request of a committee or NU, the NU member faculty shall provide anonymised aggregate data on statuses, rights of students with special needs or special status, and adaptations.

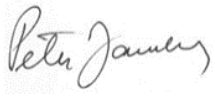
VII. Final Provision

Article 13

(entry into force of the Regulations)

These Regulations shall enter into force and apply on the date of their adoption by the Management Board of New University.

Nova Gorica, 28 November 2022



Prof. Dr Peter Jambrek
Chairman of the Management Board of New University

ANNEXES

– Annex 1: Application for the Status of a Student with Special Needs

– Annex 2: Application for Special Student Status

Annex 1

APPLICATION FOR THE STATUS OF A STUDENT WITH SPECIAL NEEDS

1.

Surname and first name: _____

Student registration number: _____

Study programme: _____

Year of study: _____ Mode of study: full-time / part-time

Level of study: first cycle / second cycle / third cycle

2.

For the academic year _____/_____, I hereby apply for the status of a student with special needs.

3. I enclose the following appropriate supporting documents:

– a placement decision issued by the National Education Institute of the Republic of Slovenia;

– an expert opinion of the Commission for the Placement of Children with Special Needs;

– a decision issued by a social work centre;

– findings and an opinion of an expert commission for the classification of children and adolescents;

– a decision issued by the Pension and Disability Insurance Institute of Slovenia;

– a medical certificate issued by a medical specialist confirming a chronic illness or an illness expected to last at least another three months and affect the student's study obligations;

– a medical certificate issued by a medical specialist confirming psychosocial difficulties that affect the student's study obligations.

4. I request that the committee responsible for study affairs also determine the scope and manner of exercising the rights of a student with special needs for the following courses:

_____

_____

_____

_____

5. Grounds for the application and/or other information relevant to the committee:

_____

_____

_____

_____

_____

_____

Place: _____ Date: _____ Student's signature: _____

Annex 2

APPLICATION FOR SPECIAL STUDENT STATUS

1.

Surname and first name: _____

Student registration number: _____

Study programme: _____

Year of study: _____

Mode of study: full-time / part-time

Level of study: first cycle / second cycle / third cycle

2. For the academic year _____/_____, I hereby apply for the following status (circle the status applied for):

a) classified student athlete and coach;

b) recognised student artist and cultural practitioner;

c) student participating in (field-specific) international competitions;

d) student parent until the child reaches compulsory school age.

3. I enclose the following appropriate supporting documents (circle the documents submitted for the status applied for):

a) Classified student athletes and coaches:

– certificate of classified athlete status issued by the Olympic Committee of Slovenia (world-class, international-class, promising, national-class or youth-class athlete); or

– certificate of national or international sporting achievements in non-Olympic sports; or

– certificate issued by the Slovenian Sports Federation for the Disabled – Paralympic Committee of Slovenia concerning sporting achievements at national or international level; or

– certificate issued by the competent sports authority in the applicant's home country, for foreign nationals; or

– certificate issued by the Olympic Committee of Slovenia confirming official appointment as coach of a national team or of an individual classified athlete and direct involvement in the preparation and implementation of the classified athlete's programme.

b) Recognised student artists and cultural practitioners:

– primary documents: evidence of awards or distinctions for outstanding achievements in the arts issued by appropriate institutions at national or international level (status cannot be granted without primary evidence); a certificate of cultural worker status or artistic achievement issued by the Ministry of Culture;

– secondary documents, which serve a supplementary and explanatory role: the applicant's bibliographic information or critical references in the arts, evidence of membership of a national or international arts organisation and other certificates of active artistic activity at national or international level.

c) Students participating in (field-specific) international competitions:

– certificates from at least two organisers of (field-specific) international competitions in a field corresponding to the study programme in which the student is enrolled, where the student is registered to participate in a competition at the time of submitting the application.

d) Student parents until the child reaches compulsory school age:

– extract from the civil register concerning the birth of the child.

4. I request that the committee responsible for study affairs also determine the scope and manner of exercising the rights of a student with special status for the following courses:

_____

_____

_____

_____

5. Grounds for the application and/or other information relevant to the committee:

_____

_____

_____

_____

_____

_____

Place: _____ Date: _____ Student's signature: _____