

(Unofficial consolidated text on the Rules on the Study Process of Students with Disabilities at the University of Maribor includes:

- Rules on the Study Process of Students with Disabilities at the University of Maribor on 25 February 2008;
- Amendments and supplements of the Rules on the Study Process of Students with Disabilities at the University of Maribor on 5 July 2016

**RULES ON THE STUDY PROCESS OF STUDENTS WITH DISABILITIES AT THE UNIVERSITY OF
MARIBOR
(Unofficial consolidated text – NPB1)**

I. GENERAL PROVISIONS

Article 1

- (1) These Rules regulate the adaptation of the study process to students with disabilities or students with special needs (hereinafter: students with disabilities) at the University of Maribor. The term student with a disability is used as neutral for a student with a disability or a student with special needs.
- (2) Adaptation refers to the accessibility of the facilities, communication accessibility, adaptation of lectures and tutorials and other forms of the study process, adjustment of study obligations and accessibility and adaptation of study literature.
- (3) The Rules regulate the adjustment of the study process of 1st, 2nd and 3rd cycle study programmes, currently valid study programmes and supplementary study programmes.

Article 2

- (1) The University and its members must ensure an equal treatment of students with disabilities in the exercise of their rights and obligations. Direct and indirect discrimination, harassment and victimization are prohibited.
- (2) Each year, the members of the university, in cooperation with students with disabilities, prepare and adopt an action plan for removing barriers for students with disabilities according to the current needs of students with disabilities and within the capabilities of each member of the university.
- (3) Once a year, the members submit a report on the implementation of action plans to the Student Council of the University, which informs the UM Senate about the report.

Article 3

- (1) Students with disabilities are people who, due to long-term physical, mental, intellectual or sensory impairments, unlike other students, face obstacles that prevent or hinder their full and effective inclusion and participation in educational processes.
- (2) Examples of categories of students with disabilities or students with special needs are:
 - students with visual impairments,
 - students with hearing impairments,
 - students with speech and language problems,
 - students with mobility impairments,
 - students with chronic and long-term illnesses,
 - students with specific learning difficulties,
 - students with autism spectrum disorder,
 - students with emotional and behavioral disorders and others.

Article 4

- (1) The student submits an application for the status of a student with a disability (Annex 1) to the member's Commission for Academic Affairs. Attach one or more of the documents listed below to the application:
 - a certificate or expert opinion of a specialist doctor not older than 3 months (mandatory),
 - a photocopy of the decision on the orientation of the National Education Institute of the Republic of Slovenia,
 - a photocopy of the latest commission Expert opinion on the orientation of children with special needs,
 - a photocopy of the decision of the Center for Social Work,
 - a photocopy of the decision of the Pension and Disability Insurance Institute,
 - a report and opinion of the expert commission for the classification of children and adolescents (for older generations),
 - a photocopy of the last individualized programme,
 - other expert opinions and reports.
- (2) The application for the status of a student with a disability is decided by the Commission for Academic Affairs of the member, which adopts a decision by which the requested status may or may not be granted to the student. After the examination of the application for special status has been completed, the chairman of the commission shall issue a decision with an appropriate explanation. The decision is served to the student according to the rules of general administrative procedure.
- (3) The status of a student with a disability is entered into the student's AIPS electronic database and is displayed each time on the list of applicants for examinations.
- (4) A status of a student with a disability can also be obtained during the academic year.

- (5) The offices for study and student affairs of the members are responsible for the operational realization of the rights of students with disabilities and their communication with the providers of study units.

II. ACCESSIBILITY OF THE FACILITIES

Article 5

- (1) Physical accessibility means ensuring access, entry and use of the facilities of the University and members of the University without obstacles that would prevent independent and safe access and use of the premises in accordance with building regulations.

III. COMMUNICATION ACCESSIBILITY

Article 6

- (1) Communication accessibility means unhindered access to information and communication.
- (2) The right to information and communication in adapted techniques that enable equal inclusion of students with disabilities in the study environment must be guaranteed.

IV. ADAPTATION OF LECTURES AND TUTORIALS AND OTHER FORMS OF THE STUDY PROCESS

Article 7

- (1) Lectures, tutorials and other forms of the study process must be designed in a way that they enable equal monitoring and participation of students with disabilities.

Article 8

- (1) The members of the university are obliged to provide students with disabilities with special adaptations in lectures, tutorials and other forms of the study process in accordance with the individual needs of each student with disabilities and the financial capabilities of the faculty.
- (2) Adjustments are made on the basis of a decision issued by the competent commission, by which the competent commission recognizes the student's status as a student with a disability.

V. ADJUSTMENT OF STUDY OBLIGATIONS

Article 9

- (1) Members of the University are obliged to provide special adaptations to students with disabilities in the implementation of examination and grading of knowledge in accordance with the provisions of these rules and the individual needs of each student with disabilities.
- (2) Adaptations must be designed in a way that it enables a disabled student to have an equal examination of knowledge.
- (3) Adjustments to the examination and grading of knowledge are made on the basis of a decision issued by the competent commission, by which the competent commission recognizes the student's status as a student with a disability.

Article 10

- (1) The right referred to in the previous article is guaranteed by the following measures:
 - taking exams outside the examination periods in agreement with the lecturer,
 - taking a written exam orally,
 - taking an oral exam in a written form,
 - adjusting the form of exam papers,
 - extending the written exam time,
 - use of special devices such as magnifiers, electronic magnifiers, special pens, etc.,
 - taking written exams using a computer or some other appropriate and accessible device,
 - taking written exams with the help of a third party - a transcriber,
 - using a reader during the exam,
 - presence of a sign language interpreter during the exam,
 - providing of a special room for taking the exam,
 - adjustments in the room or equipment adjustments,
 - short breaks between exams,
 - reasonable longer deadlines for submitting seminar papers and other study obligations,
 - possibility of performing certain study obligations in a pair with a student without a disability,
 - adjustment of practical work and study literature,
 - other reasonable adjustments required to assess the knowledge of a student with special needs.

Article 11

- (1) These Rules only regulate the details regarding the conduct of examinations for students with disabilities. For other conditions concerning the examination and grading of knowledge, the provisions of the Rules on Assessment and Examination at the University of Maribor apply.

VI. ADAPTATION OF STUDY LITERATURE

Article 12

- (1) University members must provide adaptations of study materials and literature in forms that allow unimpeded access to information and materials necessary for the successful completion of study obligations.

VII. PROTECTION OF THE RIGHTS OF STUDENTS WITH DISABILITIES

Article 13

- (1) A student who does not agree with the decision of the member's Academic Affairs Commission may file a written appeal against the decision of the member's Student Affairs Commission (hereinafter: the Commission) with the UM Student Complaints Commission (hereinafter: the University Commission) within 8 days from the service of the Commission decision.
- (2) The University Commission may confirm the Commission's decision, annul the Commission's decision and return it to the Commission for reconsideration, or annul the Commission's decision and decide on the matter itself.
- (3) The decision of the University Commission is final.
- (4) The student may initiate an administrative dispute against the final decision of the University Commission.

VIII. FINAL PROVISION

Article 14

- (1) These Rules shall enter into force on the fifteenth day after their publication in the University of Maribor Announcements.

VIII.1 FINAL PROVISION of Amendments and supplements of the Rules on the Study Process of Students with Disabilities at the University of Maribor on 5 July 2016

Article 15

- (1) These Rules shall enter into force on the day after their publication in the University of Maribor Announcements.

Rector of the University of Maribor:
prof. dr. Igor Tičar

Annex 1 - Application for obtaining the special status of a student at the University of Maribor

**APPLICATION FOR GRANTING SPECIAL STATUS OF STUDENT AT THE UNIVERSITY OF MARIBOR
for the category STUDENTS WITH DISABILITIES OR STUDENTS WITH SPECIAL NEEDS**

Name and surname:

Student ID number:

Study programme and option:

Year of study:

Mode of study: full-time part-time

Type of study: 1st cycle professional 1st cycle academic 2nd cycle 3rd cycle

Contact (mobile phone/e-mail):

I enclose the following relevant evidence to the application (circle the evidence you attach):

- Certificate or expert opinion of a specialist doctor not older than 3 months (mandatory),
- a photocopy of the Decision on the orientation of the National Education Institute of the Republic of Slovenia,
- a photocopy of the latest Commission Expert Opinion on the Orientation of Children with Special Needs,
- a photocopy of the decision of the Center for Social Work,
- a photocopy of the decision of the Pension and Disability Insurance Institute,
- Report and opinion of the expert commission for the classification of children and adolescents (for older generations),
- a photocopy of the last Individualized programme,
- other expert opinions and reports.

I want to obtain the status of a student with special needs due to (please describe the problem, obstacle or disorder and how it affects your study):

For more equal inclusion in the study process, please make the following adjustments:

No..	Adjustment for lectures and tutorial	YES/NO	Comments ¹
1	Use of special aids		
2	Presence of an assistant - reader, writer		
3	Presence of an interpreter for Slovenian sign language		
4	Reduced presence, partial performance of tutorial from home, if this is feasible or permissible in order to achieve learning outcomes		
5	Alternative forms of submission of written work		
6	Accepting in advance the study material used in lectures and tutorials, if the student cannot obtain it on the spot in a form that is accessible for him / her.		
7	Recording of lectures and tutorial for personal use with permission or prior notice to the lecturer i.e. the higher education teacher or associate		
8	Adjustment of practical tutorial and study literature		

No.	Adjustments of examination and grading of knowledge	YES/NO	Comments
1	Taking exams outside examination periods, in agreement with the course lecturer		
2	Taking a written exam orally		

¹ In the notes, the student can list different options: e.g. whether he / she needs these adjustments only occasionally or continuously, and adds a brief description of the adjustments if necessary.

3	Taking an oral exam in a written form		
4	Adjusting the form of exam papers		
5	Extending the exam time		
6	Use of special devices such as magnifiers, electronic magnifiers, special pens, etc.		
7	Taking written exams using a computer or some other appropriate and accessible device		
8	Taking written exams with the help of a third party - a transcriber		
9	Using a reader during the exam		
10	Presence of a sign language interpreter during the exam		
11	Providing of a special room for taking the exam		
12	Adjustments in the room or equipment adjustments		
13	Short breaks between exams		
14	Reasonable longer deadlines for submitting seminar papers and other study obligations		
15	Possibility of performing certain study obligations in a pair with a student without a disability		
16	Other reasonable adjustments required to assess the knowledge of a student with special needs		

No.	Adjustments in the library	YES/NO	Comments
1	Longer material borrowing time		
2	Possibility to borrow reading material for use at home		
3	Providing help at material search		
4	Borrowing of materials by the student's assistant, if the library is inaccessible to the student		

Other important comments or adjustments proposed by the student:

In Maribor, on (date): _____

Student's signature: _____