



DIRECTIVE
Support for applicants and students with specific needs
Number: SM 11_v1_22.7.2022_z0

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Support for applicants and students with specific needs

	He elaborated	He checked	Approved	Number printout:
Function	Coordinator for students with specific needs	Representative for IQS	Rector	
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A date	15/07/2022	19.7.2022	22/07/2022	
Signature				



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1. Guidelines for using the directive

➤ *Acquaintance*

- the directive is an internal documented procedure that is made available to students on the school's website and to employees on the IQS page in the Moodle system (<https://moodle.vsbm.sk/>)
- every student and employee affected by the given process is obliged to familiarize themselves with the content of the directive,

➤ *Storage and manipulation*

- the original of the directive in printed form with the signatures of the responsible persons is stored with the Commissioner for IQS, who is responsible for its preservation and controlled changes.
- in addition to the printed original, an electronic original of the current version is also prepared, which is stored at the Authorized Representative for IQS and its backup on a stored portable disk.
- the fact that only the valid version of the directive is available on the USM website is the responsibility of the IQS Plenipotentiary and Vice-Rector for Informatics, who places the documentation there.
- the printed directive without signature (pdf_format from the page) is the working version
- the owner of the process to which the directive belongs is responsible for the existence of the printed version and for handling it.

➤ *Control*

- senior employees are obliged to consistently require and control compliance with this directive and, upon detection of defects, to remove these defects within their authority.
- in the event that the need to change the directive or its appendices becomes apparent, the executive together with the creator of the directive initiates the change, which is carried out in a controlled manner by the Commissioner for IQS in printed and electronic form.

➤ *Changes*

- every employee who discovers the need to change the directive or part of it is obliged to submit an initiative for its revision to the Commissioner for IQS as stated above.
- if the directive as a whole, or part of it, does not fulfill its mission, the executive will submit, through the creator of the directive, a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.

2. Purpose

This directive (hereafter SM) defines the rules for the support of study applicants and students with specific needs at the University of Security o Management in Košice.



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3. Scope of validity

This SM is valid on the day it is signed by the rector, which is also the day it is issued and applies to all students and employees of the USM.

4. Basic provisions

- 4.1 Tasks according to § 100 of the Act 131/2002 Coll. on Higher Education - Support of students and applicants for studies with specific needs is solved according to the amendment of the act only by state and public schools. Despite this, our university applies for this form of assistance and has a long-term delegated contact person for applicants/students with specific needs. Based on the above facts, the University of Security Management issues this directive, which regulates the conditions for applicants with specific needs, both during the admission process and during their studies at the USM.
- 4.2 The USM in accordance with sec. §100 of Act no. 131/2002 Coll. o The university creates a generally accessible academic environment and appropriate study conditions for study applicants and students with specific needs without reducing the requirements for their academic performance.
- 4.3 In determining these conditions, equal rights are guaranteed for all study applicants and students with specific needs. In accordance with the principle of equal treatment, discrimination based on age, gender, sexual orientation, marital and family status, race, color, disability, language, political or other opinion, membership of a national minority, religious belief or belief, trade union activity, national or social origin, property, gender or other status.

5. Characteristics of students and applicants for studies with specific needs

5.1 For student Sat specific needs with lays down student :

a) Sat sensory, physical a multiple disability

For a student with sensory, physical and multiple disability is considered a student with visual impairment (blind and visually impaired), hearing (deaf a hard of hearing), with physical disability (with disability lower ones limbs a with disability upper ones limbs,gentle motor skills)and a student with multiple disabilities.

b) with chronic illness

A student with a chronic disease is mainly considered to be a student with cystic fibrosis, epilepsy, multiple sclerosis , after organ or tissue transplantation, cardiovascular disease, neurological disease, as well as other progressive diseases,



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which can require frequent respectively long term a irregular incapacity for work or negatively influence ability to study in common conditions.

c) Sat medical weakening

For student Sat medical weakening with considers student in condition long-term diseases and subsequent health weakening, convalescence or with reduced resistance towards diseases, whether tendency k relapses diseases or student with threat health as a result of the influence of an unsuitable environment, unsuitable lifestyle, incorrect nutrition. Such a student for a reason medical status are u requires special conditions at education.

d) with psychological illness

A student with mental difficulties or illness is considered to be a student who up to date psychic condition or longer term failure psychological health affects ability to fulfill study obligations in a standard mode (problems with or study organization and managing your studies obligations).

e) with autism or other pervasive developmental malfunctions

A student with autism or other pervasive developmental disorders is considered especially student with malfunction autistic spectrum without mental retardation (e.g. Asperger's syndrome) which affects his ability fulfill are u study fees obligations in standard mode.

f) with malfunctions learning

For student with malfunctions learning with considers student with dyslexia , dysorthography, dysgraphia , dyscalculia ,etc.. Specific learning disorders is a general term for a group of malfunctions manifesting with significant difficulties at reading writing, counting listening a communication.

5.2 Students and applicants about the study with specific needs can, as a result your own disability, significantly disadvantaged in the fulfillment of some of the study obligations. After submitted requests documented by law required documentation a after assessed the commission, the rector/dean of the faculty may allow them to perform some study duties in a different form from the one which is a in given subject required in a given subject standardly.

5.3 He can obtain the status of a student with specific needs on the basis of his voluntary interest if he fills characteristic for a student with specific needs in of the intent of law about the University a which graduates at the USM evaluation his specific need on the basis of which he is granted adequate adjustments and the scope of support during study, respectively on the reception exam.

5.4 Provided support services and any other activities carried out with the aim of making them accessible studies cannot reduce the study requirements for students with specific needs. Student with specific needs, just like all USM students, he is obliged to follow the internal ones USm regulations .



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5.5 If the student does not submit the documentation required by law and does not give consent to the evaluation specific needs and with the processing of personal data, the USM cannot grant the student student status Sat specific needs a for that does not have claim not even on the supportive services.

6. Scheme of support for students with specific needs at the USM

6.1 At individual institutes, the contact person provides care for study applicants and students with specific needs:

Ing. Martin Mašlan, PhD., MSc., Tel.: 055 / 720 56 11, USM in Košice,
Košťova 1, 04001 Košice, 1st floor, no. 110

6.2 Tasks of the authorized contact person:

- a) cooperation on the tasks at solutions conditions support students with specific needs with faculties coordinators and vice-rector for education,
- b) management records applicants about the study a students Sat specific needs at the USM for statistical purposes,
- c) providing consultancy university teachers a to others organizational components of USM v field of work with students with specific needs,
- d) compliance of the law about protection personal data applicants about studying a students Sat specific needs,
- e) elaboration a submission news about current condition registered students with specific needs and requirements to ensure adequate adjustments and support services to the management of the USM until 31.7. given calendar year,
- f) elaboration and submission proposal on the the use financial funds on the support students Sat specific needs management of the USM to 31.7 . given calendar of the year, serving written news about activities coordinator members management of the USM,
- g) annual updating of the necessary data on the USM website, managing the website pages of the USM o study of applicants with specific needs,
- h) evaluation needs a supportive services for students from disadvantaged environment,
- i) cooperation in other related tasks to support the study of students with specific needs.
- j) VŠBM can refuse to provide study support if the nature and scope of the services and adjustments required by students would mean reducing academic duties and reducing academic standards. The USM is not obliged to provide the required support services and adjustments even if these support services and adjustments are unjustified due to the student's health or other disadvantage, or if they are unable to compensate.
- k) The USM is not obliged to provide such required support services and adjustments, the provision of which would entail disproportionate financial costs, or the student would not be able to complete the study program or compulsory subjects despite the



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measures taken.

7. Records of study applicants and students with specific needs at the USM

Records of study applicants and students with specific needs registered at the USM and enrolled in study programs who have obtained the status of a student with specific needs, for the purpose of registration the above-mentioned authorized persons.

8. Admission procedure of applicants for studies with specific needs and their studies at the USM.

- 8.1 An applicant for studies with specific needs, who is interested in taking the entrance exam to study at USM with the use of appropriate adjustments and support services, contacts the authorized coordinator in the period before the admission procedure, no later than one month before the date of the entrance exam.
- 8.2 The USM can refuse to admit a student to a study program, during the study of which he could endanger himself or the people around him.
- 8.3 A student with specific needs informs his teachers about the specifics of his studies, if he deems it necessary, on the basis of a written decision on granting the status of a student with specific needs.
- 8.4 A student with specific needs who manifests specific needs as a result of a disability during the academic year shall demonstrate his specific needs according to paragraph 1 of this article and request that specific needs be taken into account in time, no later than two weeks before the beginning of the examination period. Demanding that specific needs be taken into account retroactively before the date of registration of a student with specific needs is inadmissible.
- 8.5 Students with specific needs are required to have the same academic performance, only the conditions for achieving this performance are modified in relation to their specific needs. Every student has the right to study conditions that do not put him at a disadvantage compared to other students. On the contrary, teachers must not depart from the standard course of the exam where the available technology allows a student with specific needs to meet the usual demands. New requests to adapt study conditions beyond the rector/dean's approved adjustments by a student with specific needs are considered unauthorized, except when they are caused by a change in health status. Based on the current confirmation of the change in health status, the institute will re-evaluate specific needs and submit an updated proposal for appropriate adjustments to the rector/dean of the faculty, who will issue a new decision.



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9. Rights and responsibilities of the USM in relation to students with specific needs

9.1 The USM has right:

- a) to protect academic standards in meaning internal system quality,
- b) to demand, to knowledge, competencies a skills applicant a student Sat specific needs met requirements on the level study on university,
- c) require from a student who requests support due to his specific needs, adequate modifications or supportive services, submission documentation
- d) not to grant the status of a student with specific needs if the student does not present the required one documentation,
- e) support at study, adequate modifications a supportive services, they must not reduce claims on the the study.

9.2 The USM carries responsibility for:

- a) creating generally accessible academic environment,
- b) improvement accessibility study programs, services, activities for what the widest circuit students, ensuring access to information necessary for study and information system,
- c) publication current information about conditions admission to the study
- d) publishing information for applicants and students with specific needs on the web the USM website
- e) ensuring adequate measures to remove existing barriers, prevention creation new ones barriers a compensating consequences barriers academic environment,
- f) security financial funds on the creating adequate conditions for the study of students with special needs.

10. Rights and responsibilities of students in relation to the USM

10.1 Student Sat specific needs has the law on the:

- a) obtaining an education and access to study programs at a comparable level to ordinary ones students,
- b) counseling before entrance on the university a counseling a support During study at the USM ,
- c) support, appropriate adjustments and support services during the admission process, study and exams without reducing requirements for study power,
- d) utilization services work coordinator for students with specific needs,
- e) individual approach university teachers, individually educational approaches,
- f) reduction or forgiveness school fees in justifiable cases if it goes about the study longer,



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how is a standard length study fee program, a the reason extensions is a medical disadvantage, or up to date medical condition student,

- g) protection of personal data related to health handicaps and/or disorders learning
- h) dignity a respect.

10.2 Student with specific needs carries responsibility for:

- a) choice study fee program appearance on the medical disadvantage and/or malfunction learning in within the meaning of this directive,
- b) without delay informing the USM about changes a circumstances, which ones affect approach to study in sense of this guidelines,
- c) compliance study fee order faculties, internal USM regulations a others generally binding legal regulations which must to adhere to students During study,
- d) compliance conditions contained in decisions about included to records students with specific needs a admitted adequate adjustments a supportive services,
- e) participation on the teaching, fulfillment of study duties, the results your own study.

11. Exchange service

Only the rector is authorized to approve changes in this directive, based on the approval of the USM quality representative (QC). The change itself is carried out by PRI. The record of the change is kept by the representative of IQS.

12. Related documentation

Law no. 131/2002 Coll. on universities, as amended

Law no. 269/2018 Coll. on ensuring the quality of higher education, as amended

SM 02_Ensuring the quality of education in SR

POR 05_Study regulations

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Rector