



Rector's Directive

No. 5/2013-SR

**Scope of authority of the coordinator
for students with special needs
at the Slovak University of Technology
in Bratislava**

Date: 14 October 2013

Slovak University of Technology in Bratislava, Vazovova 5, Bratislava

In Bratislava, on 14 October 2013
No. 5/2013 - SR

The Rector of the Slovak University of Technology in Bratislava (hereinafter referred to as "STU" or the "university") in accordance with Section 100 (10) of Act No. 131/2002 Coll., on Higher Education and on amendments to some acts, as subsequently amended (hereinafter referred to as the "Act") is issuing the following Rector's Directive

**Scope of authority of the coordinator for students with special needs
at the Slovak University of Technology in Bratislava**

Article 1

Basic provisions

- (1) The purpose of this Rector's Directive "Scope of authority of the coordinator for students with special needs at the Slovak University of Technology in Bratislava" (hereinafter referred to as the "Directive") is to define the uniform principles on the basis of which personnel, material, organizational and other prerequisites are established for creating a generally accessible academic environment and the relating conditions for the study of STU students and applicants with special needs, without reducing the requirements for their study performance and in accordance with the principle of equal treatment.
- (2) The provisions of this Directive reading "STU student with special needs" shall also apply *mutatis mutandis* to "applicant for study with special needs" if it does not contradict the nature of the given provision.
- (3) Where the word "university" (both as noun and adjective) in its appropriate grammatical form is written in the Directive, it shall mean the STU university workplace at which educational activities are performed; thereby the provision of Article 4 (2) of this Directive shall not be affected.

Article 2

Applicants for study with special needs and students with special needs

- (1) For the purposes of this Directive, the applicant for study at STU with special needs (hereinafter also referred to as the "applicant") or the student of STU with special needs (hereinafter also referred to as the "student") shall mean the applicant or student
 - a) with sensual, physical or multiple disabilities,
 - b) with chronic illness,
 - c) with weakened health,
 - d) with mental illness,
 - e) with autism or other pervasive development disorders,
 - f) with learning disorders.
- (2) The applicant or student shall submit the following documents for the purpose of evaluation of his/her special needs and determination of the extent of support services needed in the admission procedure and study:
 - a) medical certificate not older than three months, including in particular the medical finding, report of disease and health disability course and development or the extract from health documentation, or
 - b) statement of psychologist, speech therapist, school psychologist, school speech therapist or special teacher.

Article 3

Requirements of applicants and students

- (1) If a part of the verification of abilities for study consists of the admission exam, an applicant shall be, at his/her request and based on the evaluation of his/her special needs pursuant to Art. 4 (3) (b) of this Directive, determined a form of the admission exam and method of taking it, taking regard of his/her special needs.
- (2) The student who agrees with the evaluation of his/her special needs is entitled to support services according to the extent and type of his/her special needs, in particular:
 - a) ensuring the possibility of using specific education means, compensation aids and support services,
 - b) individual education approaches, in particular individual teaching of selected subjects for students with sensual disability,
 - c) special conditions for the fulfilment of study obligations without reducing the requirements for study performance,
 - d) individual approach of university teachers,
 - e) remission tuition fees in justified cases based on the student's request if study is longer than the standard length of the relevant study programme, however, always

in accordance with and based on the Rector's Directive, with which the details of the possibility to remit tuition fees are modified in the relevant calendar year.

- (3) The details of the minimal requirements of the student for support services according to the type of special need are stipulated in the Regulation of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 458/2012 Coll., on minimal requirements of students with special needs.
- (4) Special needs of students for whom support services are provided can be evaluated at the student's request or the coordinator's initiative.

Article 4

Coordinator for students with special needs and its scope of authority

- (1) The university coordinator for students with special needs (hereinafter referred to as the "university coordinator") operates at the STU and the coordinators for students with special needs operate within the individual STU faculties (hereinafter referred to as the "faculty coordinator"); the university coordinator and faculty coordinator are together also the "coordinator". The coordinator is a natural person who is usually a university teacher. The university coordinator is charged by the rector with performance of his/her activities; the faculty coordinator is charged by the relevant dean with performance of his/her activities.
- (2) The university coordinator coordinates and methodologically directs the activities of faculty coordinators.
- (3) The scope of authority of the coordinator includes in particular to:
 - a) participate actively in identifying applicants for study in view of the fact they are or could be applicants with special needs,
 - b) evaluate the special needs of applicants and students, the extent of relevant support services and participate in their ensuring,
 - c) ensure cooperation with STU staff, university workplaces, STU special-purpose facilities and faculties, in particular by provision of information and consultancy in connection with the special needs of students,
 - d) provide consultancy for students in ensuring support services and coordinate these services for them,
 - e) submit a proposal each year on how to use funds to support the study of students, in particular for the acquisition of material and technical aids and equipment; the faculty coordinator shall submit a proposal to the university coordinator; the university coordinator shall submit a summary proposal in respect of all parts of the university to the Rector through the Bursar,
 - f) submit a report to the STU Management each year showing the number of students with special needs and the conditions of using support services (hereinafter referred

to the "report") in respect of STU; the faculty coordinator shall submit a report for the relevant faculty to the university coordinator and shall cooperate with the university coordinator in drawing up the report in respect of STU; the university coordinator shall submit the report in respect of STU according to the first sentence of this sub-paragraph through the Vice-Rector for Education.

- (4) The coordinator keeps the information obtained regarding the applicant or student and uses it in accordance with Act No. 122/2013 Coll., on personal data protection and on amendments to some acts.
- (5) The applicant for study or student may ask the coordinator
 - a) for provision of information on the university/STU faculty,
 - b) for provision of information on study, admission examinations and recommended literature for preparation for the admission exam,
 - c) for admission examinations and recommended literature for preparation for the admission exam,
 - d) to ensure an appropriate form and method of taking the admission exam pursuant to Article 3 (1) of this Directive,
 - e) for assistance with solving problems and ensuring the conditions adequate to his/her special need during study.
- (6) The Rector is authorised to issue the STU internal organizational and managing standard regulating the coordinator's activity in detail.

Article 5

STU's relationship with other organisations

- (1) In his/her activities, the coordinator cooperates with special pedagogical workplaces in order to support the study of students who are established at public universities in the Slovak Republic, i.e.:
 - a) Comenius University in Bratislava,
 - b) Technical University in Košice.
- (2) The coordinator helps establish contacts with other organisations which can help a student during his/her study, in particular ensuring special aids and services.

Article 6

Fund for support of study of students with special needs

- (1) STU creates a fund for support of study of students with special needs (hereinafter referred to the "fund") in accordance with Section 16a (1) (d) of the Act.

- (2) The fund is created in a calendar year, in particular from subsidies, STU revenues, revenues of STU faculties, and gifts.
- (3) The fund can be used for financing the appropriate conditions for the study of students with special needs with respect to their special needs.
- (4) The activities of coordinators are financed from the fund money.

Article 7

Final provisions

- (1) This Directive is binding on the university and all STU faculties.
- (2) Any changes and supplements to this Directive can be made only with numbered amendments issued by the Rector.
- (3) This Directive shall come into effect on 1 November 2013.

prof. Ing. Robert Redhammer, PhD.¹
Rector

¹ The original of the signed Directive "Scope of authority of the coordinator for students with special needs at the Slovak University of Technology in Bratislava" No. 5/2013-SR dated 14 October 2013 in Slovak language shall be placed and made available for viewing at the Legal and Administration Department of the Rector's Office of STU.