

Regulation of Students with Special Educational Needs

ISTEC | INSTITUTO SUPERIOR
DE TECNOLOGIAS
AVANÇADAS DE LISBOA

SGQ-REG-38 R0 - 0920

Regulation of the Student with Special Educational Needs of the Instituto Superior de Tecnologias Avançadas de Lisboa

Prologue

This Regulation intends to establish a set of measures and procedures that, on an equal basis, guarantee Students with Special Educational Needs who attend courses or study cycles at the Instituto Superior de Tecnologias Avançadas de Lisboa, henceforth referred to as ISTECS – Lisbon, a successful integration and academic experience.

Thus, ISTECS Lisbon, as a private higher education institution, is bound to the implementation of an inclusion policy, forcing itself to eliminate obstacles to ensure full success and participation of Students with Special Educational Needs in academic life, socially and culturally.

Article 1

Scope

1. The regulation includes the norms regarding the support to be provided and the conditions of access to that support, for students with special educational needs, deriving from their health condition, temporary or permanent, who attend any cycle of studies at ISTECS Lisbon;
2. The present regulation applies to students with special educational needs in all cycles of studies taught at ISTECS – Lisbon, whether or not they are academic degree holders;
3. If the student with special educational needs so wishes, their status will be reserved.

Article 2

Students with Special Educational Needs

1. This regulation, considers "Students with Special Educational Needs", hereinafter referred to only as SSEN, students who have entered ISTECS Lisboa and who:
 - a) Have a physical disability, resulting from permanent, congenital or acquired motor deficits that, demonstrably, compromise their performance and participation;
 - b) Have a sensory impairment characterized by permanent visual or auditory deficits;
 - c) Have dyslexia, dyscalculia or other associated difficulties that have proven to compromise their performance and participation;
 - d) Those with physical health problems or acquired limitations, but which, due to their particularity and exceptionality, have proven to create the need for adaptations or regular and systematic therapeutic measures, limiting or conditioning the academic path.

Article 3

Proof of the conditions for granting the status of SSEN

1. The application of the SSEN statute depends on the presentation, to the Academic Services, of an application, at the beginning of the academic year, upon registration, except if the disability is only manifested later or results from an occurrence after the beginning of the academic year.
2. The request referred to in the previous number must be accompanied by a report(s) or opinion documentation, issued by specialists (doctors, psychologists, speech therapists, or others indicated for each specific case).
3. In the case of permanent SSEN, the application referred to in No. 1 of Article 3, must be presented only once. If the special educational need is temporary, the student must periodically provide proof of the condition.

4. The report(s) or opinion(s) must explain the type of disability and its severity, depending on the work to be carried out by the student during their academic attendance, namely:
 - a) In case of visual impairment, assessment of acuity and visual field in each eye, with the best correction;
 - b) In the case of hearing problems, assessment of the hearing capabilities of each ear, with the best correction;
 - c) In the case of motor disability, information about affected limbs;
 - d) In the case of chronic illnesses, information about their functional implications;
 - e) In the case of mental illness, information on the type of pathology, as well as the degree of impairment at a cognitive, emotional, and social level and concerning normal adaptation to the surrounding context;
 - f) In the case of specific learning difficulties (such as dyslexia, disortography, dysgraphia, dyscalculia or others) a report mentioning the type and degree of impairment in terms of understanding or producing written material.
5. Whenever considered necessary, other documents can be requested to complete the individual file of each student or to prove the maintenance of the clinical condition, when this is susceptible to changes.

Article 4

Process Analysis

1. It is the responsibility of ISTEC – Lisbon Academic Services to receive the applications and supporting documents presented by the applicant students.
2. It is incumbent upon the Secretary-General to analyse and decide on each application, based on the justification and evidence presented by the applicant students.
3. Whenever necessary, the General Secretary will analyse the requests in articulation with the Coordinators and Directors of the course where the SSEN will be integrated.
4. The General Secretary will meet with the requesting students, whenever the SSEN situation justifies it.
5. The decision to grant SSEN status must be communicated, in writing, to the student requesting the same, to the Academic Services and to the Coordinator/Director of the course in which the student enrolls.
6. It is up to the Course Coordinators and Directors, as soon as notified of the existence of the attribution of an SSEN status, to coordinate with the respective teaching staff, all necessary measures to ensure full academic success and the participation of SSEN in the academic life of ISTEC – Lisbon.

Article 5

Personalized Monitoring

The Student and Employability Support Office, hereinafter referred to as GAEE, is the ISTEC – Lisbon service responsible for the reception and monitoring of SSEN and has the following specific competencies:

- a) Centralize information on matters related to SSEN;
- b) Carry out a periodic survey of needs related to these students;
- c) Find, together with other ISTEC – Lisbon services, solutions to the problems and needs of SSEN;
- d) Provide fast and effective communication channels between the SSEN, the teachers and the Management of ISTEC – Lisbon;
- e) Develop initiatives that contribute to the improvement of the academic, social and cultural living conditions of SSEN;
- f) Disclose relevant information on the subject;

- g) Elaborate proposals for the adaptation or acquisition of the necessary means for the successful implementation of the teaching and learning process of SSEN;
- h) Stimulate SSEN to carry out curricular internships, in conjunction with partner companies;
- i) Stimulate the insertion in the labour market of graduates with SEN, in conjunction with partner companies.

Article 6
Attendance Regime

All students are covered by the ISTECLisbon Higher Education Regulations, without prejudice to this status.

Article 7
Evaluation Regime

1. The SSEN must be assessed in ways or conditions appropriate to their situation, without jeopardizing the proper assessment of the skills and knowledge to be evaluated.
2. Adaptations in the assessment process may consist, among others, in changing the duration and location of tests, as well as the assessment instruments, namely:
 - a) The possibility of replacing oral tests with written tests and written tests with oral or practical tests;
 - b) The adequacy of written statements and the possibility of responding by unconventional means;
 - c) The use of other technical means, duly authorized by the teacher, in carrying out the tests, considering the special educational needs that the student presents;
 - d) The possibility of support during the assessment tests, namely concerning the consultation of materials previously authorized by the teacher or the presence of a third element, with assistance functions (interpreter, guide dog or other).
3. When carrying out the written or practical tests, the following must be observed:
 - a) Provision of an additional period, to be defined by the teacher, in handing in tasks and assignments, as well as in evaluation tests;
 - b) Support, if necessary, in reading and interpreting the questions asked;
 - c) Availability of tests and assignments appropriate to the type of disability (computerized, enlarged, audio recording or Braille) and the answers may be given in a non-conventional form (computer recording, audio recording, by dictation or in Braille);
 - d) Whenever possible, the evaluation tests should be done together with the class of the student with a disability, in the same space and time;
 - e) Conducting assessments on alternative dates, as well as not considering absences, for assessment purposes, for students whose health status requires hospitalization or absences for treatments;
 - f) Enrolment and taking tests in a special season regime for an annual course unit or two semesters, with access to the special season being carried out through mandatory registration within the deadlines defined in the academic calendar.
4. In the absence of an agreement, it is up to the Pedagogical Council to decide which assessment method is applicable, following the assessment rules in force.
5. In cases where on-the-job training is an integral part of the course's curricular plan, and this practice is subject to conditions imposed by the host entities, the SSEN will not be able to obtain approval if they do not fully comply with the established program.

Article 8
Technical Aids

1. ISTECS – Lisbon shall provide the technical and material support possible to the SSEN, namely:
 - a) Provision of technical assistance/support materials, requested by SSEN, on presenting an application addressed to the Secretary-General, which must expressly contain the following elements:
 - i. Designation of technical and/or material support;
 - ii. Type of use – temporary or permanent;
 - iii. Total cost and, if applicable, if there are other contributions and the respective amount, attaching the budgets of different entities.
 - b) According to the possibilities, the acquisition/adaptation of work instruments necessary for the desirable implementation of the teaching/learning/assessment process;
 - c) The SSEN and the teachers can agree on several tasks that can be adapted in alternative formats.

Article 9
Accessibility and Mobility

1. SSEN have priority in all ISTECS services Lisbon;
2. When physical accessibility problems are identified that do not allow an immediate solution, ISTECS Lisbon must ensure the implementation of suitable alternative solutions and in conjunction with the competent services, eliminate these architectural barriers;
3. The classrooms assigned to SSEN must be easily accessible and, if possible, must have adapted furniture;
4. SSEN have the right to choose the places in the classrooms that best correspond to their specific needs;
5. Information systems must ensure access to SSEN.

Article 10
Library

1. SSEN have priority access to the library's computers;
2. SSEN benefit from personalized support from the library services in identifying and physically locating the books necessary for their study;
3. SSEN can request up to 5 books simultaneously, for a period of 20 working days.

Article 11
Parking

SSEN with a parking card, according to the Parking Regulation of the “Lumiar Academic Campus”, where ISTECS Lisbon is located, have guaranteed parking spots, next to the service and classroom buildings.

Article 12
Student Residence

The SSEN have preferential access, either when applying for vacant rooms or when assigning adapted rooms, at the Student Residence at “Lumiar Academic Campus”, where ISTECS – Lisbon is located.

Article 13
Complaints

1. The decision to grant or not to grant SSEN status under this Regulation must be presented to the Director of ISTECS–Lisbon, within five working days from the date of notification of the decision.
2. The decision on the complaint cannot be appealed, as the Director of ISTECS – Lisbon, decides definitively, after hearing the Secretary General of ISTECS – Lisbon and the President of the Pedagogical Council.

Article 14
Complaints

All information resulting from the technical and educational intervention, namely the technical-pedagogical report, must be included in the individual SSEN file and is subject to constitutional and legal limits, namely the provisions of the legislation on data protection, regarding access and treatment of such data and professional secrecy.

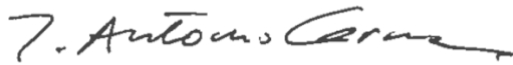
Article 15
Interpretations and Omissions

Any doubts and omissions that may exist in the application of these Regulations will be resolved by order of the Director of ISTEC Lisbon, after hearing the General Secretary and the President of the Pedagogical Council.

Article 16
Effective Date

This Regulation for Students with Special Educational Needs comes into effect on the day following its publication on the ISTEC Lisbon website (www.istec.pt) and in other usual places.

Director of ISTEC Lisboa



(José António da Silva Carriço)

Lisbon, September 3, 2020