

Pursuant to Articles 52 and 94 of the Statutes of the University of Ljubljana (Official Gazette of the Republic of Slovenia, No. 4/2017 as amended, hereinafter: UL Statutes) and after obtaining the prior opinion of the University of Ljubljana Student Council, adopted at the 4th regular session of the UL Student Council of 7 October 2022, at its 12th session of 22 November 2022 the University of Ljubljana Senate adopted the

RULES ON STUDENTS WITH SPECIAL NEEDS AND SPECIAL STATUS AT THE UNIVERSITY OF LJUBLJANA

I. GENERAL AND COMMON PROVISIONS

Article 1

(Subject of regulation)

- (1) These Rules regulate:
 - the procedure of obtaining the status of a student with special needs and the status of student with special status;
 - the conditions for obtaining the status of student with special needs and status of student with special status;
 - possible means of adapting the environment and methods of implementing studies and completion of study requirements at member faculties and academies with regard to the conditions for implementing studies at member faculties and academies;
 - the coordination of activities to monitor and support students with special needs and students with special status at the University of Ljubljana (hereinafter: UL) and its member faculties and academies.

- (2) The procedures for granting the status of a candidate with special needs and status of a candidate with special status in the application and admission procedures for enrolment at UL are regulated by the following sets of rules that are adopted by the Rector:
 - Rules for granting the status of a candidate with special needs and status of a candidate with special status in the application and admission procedure for enrolment in undergraduate and integrated master's study programs at UL;
 - Rules for granting the status of a candidate with special needs and the status of a candidate with special status in the application and admission procedure for enrolment in masters and doctoral study programs at UL.

Article 2

(Purpose)

- (1) Students who demonstrate long-term impairments, disorders, deficiencies or illnesses may obtain the status of student with special needs in the study process at UL.

- (2) Students who demonstrate important achievements in the fields of sports, the arts and culture, and international competitions, and student parents up until the start of compulsory schooling for children, may obtain special status in the study process at UL.

- (3) Special statuses are as follows:
 - the status of student-categorised athlete/trainer of categorised athletes (hereinafter: status of student-categorised athlete/trainer);
 - the status of student recognised artist/creative professional;
 - the status of student participating in (sectoral) international competitions;
 - parent-student status.

- (4) By obtaining the status of student with special needs or student with special status, students obtain assistance and various adaptations for completing their study requirements, since they are faced with additional activities or obstacles that affect their involvement in the study process and the completion of study requirements. For this reason in the completion of study programs, students who obtain the status of student with special needs or student with special status are afforded, by decision of the member faculty or academy in accordance with these Rules and the rules of the member faculty or academy (if the member faculty or academy has its own rules) certain adaptations that help them to overcome these obstacles in their studies.

Article 3

(Definition of terms)

- (1) Students with special needs are students who due to long-term impairments, disorders, deficiencies or illness (hereinafter: difficulties) require assistance and adaptations for their successful inclusion in studies and the completion of study requirements. They are:
- blind and visually-impaired students or students with visual function disorders (e.g. students with partial or complete loss of sight);
 - deaf and hard-of-hearing students (e.g. students with partial or complete loss of hearing);
 - students with speech and language disorders;
 - students with severe specific learning difficulties (e.g. with difficulties reading and writing, such as dyslexia);
 - physically disabled students;
 - students with long-term illnesses;
 - students with autism spectrum disorders;
 - students with emotional and behavioral problems/difficulties.
- (2) Students with special status are:
- students who are categorised athletes/trainers (categorised athlete students who in addition to studying are involved competitively in a branch of sports and achieve significant sports results, and students who are trainers of categorised athletes);
 - students who are recognised artists/creative professionals (students who in addition to studying are involved in an artistic or cultural activity that is important in the national or international context);
 - students who participate in (sectoral) international competitions;
 - students who are parents up until the beginning of compulsory schooling for children (students who have a child or children that are not yet enrolled in compulsory schooling and/or who become parents at the time of studying).
- (3) These Rules apply to all UL students irrespective of their level of study.
- (4) The main persons (student m/f, vice dean m/f) are written below in the masculine grammatical form in the Slovenian language version of this text, but apply equally to both genders.

Article 4

(procedure for obtaining the status of student with special needs and with special status)

- (1) Students can request the status of student with special needs and/or status of student with one of the special statuses set out in Article 3 of these Rules by completing the application annexed to these Rules

and submitting it to the UL member faculty or academy that provides the study program in which they are enrolled, or at the member faculty or academy that coordinates the program, where it is provided by multiple member faculties and academies.

- (2) In the application the student must define their need for adapted study plans and requirements.
- (3) The UL member faculty or academy shall decide on the granting of such status by official decision. The competent body of the member faculty or academy shall decide on the basis of the student's request, which is submitted together with evidence of meeting the conditions for obtaining the status of special needs or special status, generally when enrolling in any year of the study program, or at any time during the academic year when the conditions for granting the status of special needs or special status are met. Students should preferably submit evidence in the Slovenian language. In exceptions, evidence may be submitted in a foreign language. In the event that a translation of evidence is required, the student will be called to submit a translation.
- (4) Status is granted for one academic year or for the entire period of study, and may also be granted for the period of validity of the evidence of meeting the conditions for such status. Special status or special needs status granted for the entire period of study shall cease two years after the loss of student status. If after that period a student continues studying by enrolling in a year or concludes studies without enrolling in a year or additional year, in order to complete the requirements under special conditions due to special needs they must apply again for adapted conditions pertaining to the status of student with special needs or special status.
- (5) The competent body appointed by the member faculty or academy shall decide on the duration of special status and special needs status.
- (6) Prior to issuing a decision, it may conduct an interview with the student to clarify the type of obstacles and their impact on the student completing the requirements.
- (7) The competent body shall decide on applications by official decision within one month of receiving the application. Such official decision must comprise a statement of the adapted conditions and the period for which they are granted.
- (8) The procedure of considering, deciding on and delivering the official decision shall be conducted in accordance with the UL Statutes.
- (9) If the obstacles or special needs of the student change during the period specified in the fourth paragraph of this article, at the request of the student the issued decision may be supplemented or a new decision may be issued defining new necessary adaptations.

Article 5

(Other competencies of member faculties and academies)

- (1) UL member faculties and academies may amend their rules wherein they define in detail the procedures for obtaining the status of student with special needs and special status and the adaptations for such students.

Article 6
(Assistance and adaptations)

- (1) A student granted the status of student with special needs or special status may obtain the following assistance and adaptations in the context of conditions of studying that are available to the UL member faculty or academy:
 - reduced compulsory presence and excused absence for study requirements in agreement with the head of the study unit, and in the third cycle also in agreement with the supervisor. If the UL member faculty or academy has its own set of rules governing adaptations and setting requirements, the member faculty's or academy's rules shall apply;
 - adapted deadlines for completing practical work and submission and presentation of seminar assignments, continuous assessment of knowledge, etc. in agreement with the head of the study unit, and in the third cycle also in agreement with the supervisor. If the UL member faculty or academy has its own set of rules governing adaptations and setting requirements, the member faculty's or academy's rules shall apply.
 - claiming the extension of student status for justified reasons (based on granted status of student with special needs or special status) as provided by the Higher Education Act;
 - the possibility of extraordinary exam periods in accordance with the UL Study Rules;
 - a tutor.

Article 7
(Abuse of status)

- (1) If it is determined that a student with the status of student with special needs or special status is abusing the assistance and adaptations or has erroneously presented obstacles to studying and their impact on the completion of study requirements, the procedure of stripping such student of the status of student with special needs or special status shall be instigated ex officio.
- (2) In the event that a student with the status of student with special needs or special status abuses their status and breaches their obligations, UL member faculties and academies may deal with such breaches in accordance with the rules governing the disciplinary liability of students.

II. STUDENTS WITH SPECIAL NEEDS

Article 8
(Conditions for obtaining the status of student with special needs)

- (1) Students may obtain the status of student with special needs for the reasons set out in paragraph 1, Article 3, provided they present appropriate evidence. Evidence of difficulties or hindrances includes in particular the findings of healthcare or other institutions (hospitals, rehabilitation centers, counseling centers) regarding chronic or long-lasting illnesses, impairments or disorders, deficiencies, a decision granting disability status, and the opinion of a disability commission for the placement of children, adolescents or young adults with physical or mental health impairments.

Article 9
(Adaptation of the environment and teaching at member faculties and academies)

- (1) Depending on the nature of the obstacles encountered in their studies, students may be provided with an adapted environment and/or teaching method and/or completion of study requirements. In determining the adaptations the member faculty or academy takes the following into account:

- its spatial and financial capacities;
 - the ratio of employees to students;
 - the nature of the study program.
- (2) General adaptations of the study environment and teaching are deemed to be in particular:
- architectural accessibility and accessibility of the built environment;
 - accessibility of communications;
 - the use of equipment and accessories for students with special needs;
 - adaptations in the provision of lectures, practical work, seminars and in other forms of study;
 - accessibility of materials and course literature.
- (3) Individual adaptations of the study environment and teaching, as determined by official decision of the UL member faculty or academy depending on the individual student's needs, are deemed to be in particular:
- adaptations in the implementation of teaching and research work (lectures, practical work, seminars, laboratory work and so forth);
 - adaptations regarding presence at lectures, seminars and practical work, presentations, taking midterm tests and so forth;
 - adaptations regarding the course materials;
 - adaptation of the methods of verifying and assessing knowledge.
- (4) The appendix to these Rules set out the recommended general and individual adaptations.
- (5) Member faculties and academies shall monitor the planning, implementation and effects of adaptations and report on them in accordance with these Rules.

III. CATEGORISED ATHLETE/TRAINER STUDENTS

Article 10

(Conditions for obtaining the status of categorised athlete/trainer student)

- (1) Students can obtain the status of categorised athlete/trainer student if they meet one of the following conditions:
- categorisation confirmed by the Slovenian Olympic Committee (hereinafter: SOC) as an athlete in the Olympic, world, international, promising, national or youth class or an equivalent international certificate;
 - elite achievements at the national or international level in sports branches and disciplines which, in accordance with the conditions, rules and criteria for registering and categorising athletes in Slovenia are not categorised by the SOC and which are confirmed by the individual national sports federation, or an equivalent international certificate;
 - the official appointment of a student by the national sports federation or club as a trainer or assistant trainer and their direct involvement in the preparation and implementation of categorised athletes programs, as confirmed by the individual national sports federation or other appropriate sports body (e.g. club), or equivalent international certificate. A student applying for the status of trainer or assistant trainer must enclose with their application certification from the sectoral federation or club confirming the training of a categorised athlete being trained, and confirmation from the SOC of the categorisation of the athlete being trained. Certification of professional expertise must also be attached (sports professional 1 or 2);
 - elite achievements of a disabled sportsperson at the national or international level, confirmed by the Slovenian Sports Federation for the Disabled – Slovenian Paralympic Committee, or confirmation from the individual national sports federation regarding sports achievements at the

national and international level in sports branches and disciplines which, in accordance with the conditions, rules and criteria for registering and categorising athletes in Slovenia are not categorised by the Slovenian Sports Federation for the Disabled – Slovenian Paralympic Committee, or an equivalent international certificate.

- (2) The body of the member faculty or academy competent for granting statuses may, given the submission of adequate documentation, grant to a student whose sports discipline is not recognised by the SOC, national sports federation or Disabled Sports Federation, the status of a categorised athlete/trainer student.

IV. RECOGNISED ARTIST/CREATIVE PROFESSIONAL STUDENT

Article 11

(Conditions for obtaining the status of recognised artist/creative professional student)

- (1) Students can obtain the status of recognised artist/creative professional student if they fulfil the following two conditions:
 - membership in a national or international society or federation of societies involved in the arts and culture, as demonstrated by certification of membership in the relevant society (fine arts, music, film, dance, theatre, literary, photographic or other) or status of independent artist or creative professional; *and*
 - authorship or involvement in the production of public artistic or cultural work, as demonstrated by prizes or commendations received for outstanding achievements in the artistic or cultural field, awarded by relevant institutions at the national or international level.

V. STUDENTS WHO PARTICIPATE IN SECTORAL INTERNATIONAL COMPETITIONS

Article 12

(conditions for obtaining the status of student participating in (sectoral) international competitions)

- (1) Students can obtain the status of student participating in (sectoral) international competitions if they fulfill the following condition:
 - during the period of study they can demonstrate participation in at least two (sectoral) international competitions in the field that involves the study program in which they are enrolled, and at the time of submitting an application for such status they are registered for participation in a competition.
- (2) This Article shall not apply to sports competitions.

VI. PARENT STUDENTS

Article 13

(Conditions for obtaining the status of parent-student)

- (1) Students can obtain the status of parent-student if they have a child not yet enrolled in the compulsory schooling and/or during the period of study they become parents.
- (2) Parent students who become parents during their studies may extend their student status by one year for each child born.

- (3) The status of parent is demonstrated by a birth certificate or other appropriate evidence of birth of a child.

VII. MONITORING AND SUPPORT OF STUDENTS WITH SPECIAL NEEDS AND STUDENTS WITH SPECIAL STATUS AT UL AND ITS MEMBER FACULTIES AND ACADEMIES

Article 14

(Monitoring and support of students with special needs and students with special status at UL and its member faculties and academies)

- (1) The area of students with special needs and special status at the University of Ljubljana is monitored by the Vice Rector and the student affairs committee appointed by the UL Senate (hereinafter: the committee).
- (2) Participation in the work of the committee is also open to higher education teachers and staff from UL member faculties and academies, especially the vice deans for study affairs, tutors for students with special needs and with special status from member faculties and academies and at the invitation of the committee also other experts or organisations involved in particular fields.
- (3) Through its professional departments, UL provides expert and administrative assistance for the work of the committee, and especially through expert advisers it provides professional support for member faculties and academies in decision-making in such matters.

Article 15

(Role of the committee)

- (1) The committee monitors the area of students with special needs and special status at the strategic level and in so doing determines the guidelines for UL and its member faculties and academies by implementing the following activities:
 - exchange of experience and recording cases (difficulties, approaches, etc.) at individual UL member faculties and academies in work with students with special needs and special status;
 - making proposals for improvements to the conditions of study for students with special needs and special status, for the implementation of innovative and proactive strategies to the Rector and UL Senate;
 - planning various projects at the University level aimed at promoting the inclusion of students with special needs and special status in the study process;
 - demonstrating concern for a concerted and agreed policy of action that should ensure consistent consideration of changes and their transparency;
 - collaboration with students with special needs and special status, with various departments/committees at UL, its member faculties and academies and other universities and external institutions (state institutions, institutes, societies, centres, organisations) and individual experts in Slovenia and internationally in specific relevant fields;
 - consultation and cooperation in training coordinators and teacher tutors and student tutors for work with students with special needs and special status at UL member faculties and academies;

- raising awareness of higher education teachers and associates and other employees of the University of Ljubljana and its member faculties and academies about work with students with special needs and special status;
 - promoting actions to foster equal opportunities and inclusive education (round tables, consultations, education, equal opportunity study days (week) and so forth).
- (2) The head of the committee shall report at least once a year or as necessary to the UL Senate on the work of the committee.

Article 16

(Coordination of activity at member faculty and academy)

- (1) Responsibility for the area of students with special needs and special status at UL member faculties and academies is held by the competent Vice Dean.
- (2) UL member faculties and academies shall promote teacher and student tutoring for students with special needs and special status in accordance with the set of rules governing the UL tutoring system and the rules at UL member faculties and academies.
- (3) Once a year the UL member faculties and academies shall submit to UL a report on activities carried out in this area.

Article 17

(Use of equipment and accessories for students with special needs)

- (1) UL member faculties and academies shall make an inventory of equipment and accessories for students with special needs.
- (2) UL member faculties and academies shall link up among themselves and with external institutions (e.g. societies and associations) in using equipment and accessories for students with special needs.

Article 18

(Keeping records and protection of personal data)

- (1) The special status of a student and status of student with special needs and the types of adaptation shall be kept in the record of students, and each time shall be indicated on the list of those registered for tests of knowledge, if they have been granted adaptations linked to the method of testing and assessment. The indication of adaptations shall disclose only the information essential for conducting the test of knowledge or lecture/practical/seminar and so forth.
- (2) The personal data of students with special needs and special status shall be gathered and processed for the needs of carrying out procedures under these Rules. Access to all applications and evidence received is restricted to employees who due to the nature of their work must be acquainted with the applications and evidence received. An audit trail and log of access to documentation shall be kept regarding access to such documentation. All procedures shall be conducted in accordance with the rules of handling documentary material (including the use of a stamp for marking documents that contain particular types of special data), and in accordance with the regulations governing administrative procedure, personal data protection and administrative operations.

- (3) Where it transpires that in order to decide on a status the member faculty or academy requires data other than that envisaged in the Application for obtaining the status of student with special needs and adaptations in Annex 1 and the Application for obtaining the status of student with special status and adaptations in Annex 2, the faculty or academy shall request the supplementary data from the student.
- (4) The member faculty or academy management shall instruct employees in advance that this involves what is termed sensitive personal data that needs to be handled with particular care and which must be appropriately protected from unauthorised access, loss, etc.
- (5) At the request of the committee or UL, the member faculty or academy shall send anonymised collective data on statuses, the rights of students with special needs and special status, and adaptations.

IX. TRANSITIONAL AND FINAL PROVISIONS

Article 19 (Entry into force)

- (1) These Rules shall enter into force on the day after being posted on the University of Ljubljana website.
- (2) On the day that these Rules enter into force, the Rules on Students with Special Status of 29 May 2018 shall cease to be in force.

Ref. No.: 014-4/2022

Date: 22 November 2022

Prof. Dr Gregor Majdič
Rector

Annex 1: Application for obtaining the status of student with special needs and adaptations

In accordance with the Rules on students with special needs and special status at the University of Ljubljana

I claim the status of student with special needs:

FIRST NAME AND SURNAME:					
ENROLMENT NO.:					
STUDY PROGRAMME AND STREAM:					
YEAR OF STUDY IN ACADEMIC YEAR _____:					
MODE OF STUDY (circle):	full-time			part-time	
TYPE OF STUDY (circle):	1st cycle professional	1st cycle academic	integrated master's	master's	doctoral
UNIVERSITY E-MAIL and TELEPHONE NUMBER:					
MANDATORY ATTACHMENTS: Attachments stated in Article 8 of these Rules					
I wish to obtain the status of student with special needs due to (please describe the difficulty, hindrance or disorder and how this impacts your studies):					

I request the following adaptations in my studies (mark as appropriate with a cross and specify in detail the desired adaptations):

Adaptations in the provision of lectures, practical work, seminars, practical training, field and laboratory work and so forth:

Use of special aids		
Presence of an assistant – reader, note-taker, interpreter, etc.		
Method of completing requirements: - presence - substitute assignments - work in pairs, etc.		
Deadlines		
Forms and methods of submitting written work		
Presentations, talks, etc.		
Other (fill in as appropriate)		

Adaptations regarding the course materials:

Longer lending periods at the library		
Loan of materials only available in the reading room (conversion of materials)		
Other (fill in as appropriate)		

Adaptations of the methods of testing and assessment:

Extraordinary exam periods		
Partial exams		

Extension of time limit for taking an exam		
Taking an exam with the help of adapted equipment/with an assistant		
Adaptation of exam materials		
Taking an exam orally		
Other (fill in as appropriate)		

Place and date: _____

Signed: _____

Annex 2: Application for obtaining the status of student with special status and adaptations

In accordance with the Rules on students with special needs and special status at the University of Ljubljana I claim the status of student with special status:

FIRST NAME AND SURNAME:					
ENROLMENT NO.:					
STUDY PROGRAMME AND STREAM:					
YEAR OF STUDY IN ACADEMIC YEAR _____:					
MODE OF STUDY (circle):	full-time		part-time		
TYPE OF STUDY (circle):	1st cycle professional	1st cycle academic	integrated master's	master's	doctoral
UNIVERSITY E-MAIL and TELEPHONE NUMBER:					
FIELD OF CLAIMING SPECIAL STATUS:					
1. CATEGORISED ATHLETE/TRAINER STUDENTS					
SPORT					
BRANCH OF SPORT					
NAME OF CLUB					
MANDATORY ATTACHMENTS: Attachments stated in paragraph 1 of Article 10 of these Rules					
OTHER ATTACHMENTS:					
2. RECOGNISED ARTIST/CREATIVE PROFESSIONAL STUDENT					
ARTS/CULTURE					
MANDATORY ATTACHMENTS: Attachments stated in Article 11 of these Rules					
OTHER ATTACHMENTS:					

3. STUDENTS WHO PARTICIPATE IN SECTORAL INTERNATIONAL COMPETITIONS	
FIELD OF COMPETITION	
MANDATORY ATTACHMENTS: evidence of participation in at least two sectoral international competitions during the period of study and evidence of registration for a competition at the time of submitting the application	
OTHER ATTACHMENTS:	
4. PARENT STUDENTS	
MANDATORY ATTACHMENTS: birth certificate of child or other appropriate proof of the birth of a child, with redacted data not needed for assessment (e.g. name of child, personal registration number, place of birth, gender, information on other parent or guardian, etc.)	
OTHER ATTACHMENTS:	
JUSTIFICATION OF APPLICATION AND PROPOSED ADAPTATIONS:	

I request the following adaptations in my studies (mark as appropriate with a cross and specify in detail the desired adaptations):

Adaptations in the provision of lectures, practical work, seminars, practical training, field and laboratory work and so forth:

Use of special aids		
Presence of an assistant – reader, note-taker, interpreter, etc.		
Method of completing requirements: - presence - substitute assignments - work in pairs, etc.		
Deadlines		
Forms and methods of submitting written work		
Presentations, talks, etc.		
Other (fill in as appropriate)		

Adaptations regarding the course materials:

Longer lending periods at the library		
Loan of materials only available in the reading room (conversion of materials)		
Other (fill in as appropriate)		

Adaptations of the methods of testing and assessment:

Extraordinary exam periods		
Partial exams		
Extension of time limit for taking an exam		
Taking an exam with the help of adapted equipment/with an assistant		
Adaptation of exam materials		
Taking an exam orally		
Other (fill in as appropriate)		

Place and date: _____

Signed: _____