

APPROVED BY
Order No V1-059 of the Director of
Klaipėda State University of
Applied Sciences of 28 April 2022

DESCRIPTION OF THE PROCEDURE FOR INDIVIDUALISATION OF THE STUDY PROCESS FOR STUDENTS/UNCLASSIFIED STUDENTS, STUDENTS WITH SPECIAL NEEDS OF KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Individualisation of the Study Process for Students/Unclassified Students, Students with Special Needs (hereinafter referred to as the Description) of Klaipėda State University of Applied Sciences (hereinafter referred to as Klaipėda SMK) sets out the conditions, methods and procedures for the individualisation of the study process for students/unclassified students, students with special needs arising from disability and/or learning difficulties.

2. The Description has been prepared in accordance with the Council of Europe's Disability Strategy 2017-2023, the Law on Education of the Republic of Lithuania, the Statute of Klaipėda SMK, the Study Regulations, the Description of Study Achievement Recognition Procedure, and the ESG Guidelines.

3. The main terms used in the Description are:

3.1. 'Individual needs' means needs related to the study process resulting from the disability and/or learning difficulties, the satisfaction of which enables students/unclassified students to study independently and on an equal basis with others and to participate fully in other activities of Klaipėda SMK;

3.2. 'Student Support Coordinator' (hereinafter referred to as Coordinator) means a specialist of the Study and Career Centre who coordinates the process of individualisation of the study process according to the individual needs of the student/unclassified student arising from special needs;

3.3. 'Students/unclassified students with disabilities' means persons with long-term physical, mental, intellectual or sensory impairments, for whom the interaction with various barriers may hinder full and effective participation in society and study on an equal basis with others;

3.4. 'Students/unclassified students with learning difficulties' means persons with behavioural and emotional, speech and speaking disabilities and learning difficulties arising from an unfavourable (cultural/linguistic, pedagogical, socio-economic) environment that may hinder these individuals from studying on an equal basis with others;

3.5. 'The individualisation plan of the study process' is a plan for the organisation of the study process of the student/unclassified student with disabilities and/or learning difficulties according to the individual needs of the student/unclassified student. The Plan is drawn up for one semester of study.

CHAPTER II INDIVIDUALISATION OF THE STUDY PROCESS OF STUDENTS/UNCLASSIFIED STUDENTS, STUDENTS WITH SPECIAL NEEDS

4. For the student/unclassified student with special needs, certain study conditions (study environment, study material, settlement organisation, etc.) may be adapted to their individual needs.

5. The student/unclassified student, wishing to have certain study conditions adapted to his or her individual needs, fills out the questionnaire in Klaipėda SMK's Moodle environment or

applies directly to the Coordinator, Vice-Dean, or Head of the Department. The Coordinator sends information letters about the possibility to fill out the questionnaire to all Klaipėda SMK's students/unclassified students within the first 15 working days from the start of the new semester.

6. The Coordinator informs the Vice-Dean of the Faculty within five working days from the date of receipt of the information about the special needs of the student/unclassified student. The needs of the current semester are met to the extent possible, taking into account the Klaipėda SMK's financial capacity and human resources.

7. The Coordinator may contact the staff of other departments of Klaipėda SMK to inform them about the special needs of the student/unclassified student.

8. The Vice-Dean informs the Head of the Department where the student/unclassified student studies. The Head of the Department, taking into account the special needs of the student/unclassified student, prepares (if necessary) a plan for the individualisation of the study process (hereinafter referred to as Plan), in agreement with the student/unclassified student (Appendix 1) and staff (e.g., teachers, library manager, psychologist, infrastructure worker, etc.) directly related to the individualisation of the student/unclassified student's study process.

9. Individualisation of the study process is possible under the following conditions:

9.1. individual needs are compatible with the principles of academic ethics;

9.2. the satisfaction of the individual needs of the student/unclassified student does not contradict and does not interfere with the achievement of the study outcomes provided for in the course unit (module) description;

9.3. Klaipėda SMK has the necessary resources to ensure the individualisation of studies.

10. Within three working days of the preparation of the Plan, the Head of the Department introduces the teachers and other staff directly concerned with the individualisation of the study process, the prepared Plan.

11. The Plan may be adjusted and extended or its implementation may be terminated at the request of the student/unclassified student or in the event of a need identified by the Head of the Department.

CHAPTER III WAYS OF INDIVIDUALISING THE STUDY PROCESS

12. Depending on the special needs of the student/unclassified student, different ways of individualising the study process can be selected.

13. The methods of individualisation of the study process may not conflict with the documents regulating studies at Klaipėda SMK and the conditions specified in Point 9 of this Description.

14. Methods of individualisation of the study process can be categorised according to the type of disability and/or learning difficulties for students/unclassified students:

14.1. *for those with reduced mobility:*

14.1.1. appropriate adaptation of the study environment (e.g. convenient access to classrooms and other premises; a place of study and/or furniture adapted to a person with reduced mobility;

14.1.2. adjustment of schedules by conducting classes in conveniently accessible classrooms and/or other premises;

14.1.3. provision of lectures and other study materials, which cannot be accessed due to disability during the classes, prior to the class using a virtual learning environment;

14.1.4. the possibility to use the computer and the necessary software during classes and assessments;

14.1.5. provision of additional rest breaks during classes and assessments;

14.1.6. possibility of remote assessments and/or alternative forms of evaluation of study achievements;

14.1.7. change of the date of interim assessments, examinations or other final assessments of the semester if the student/unclassified student cannot come for objective reasons (e.g. bad weather conditions, etc.);

14.1.8. extension of the semester of interim assessments, examinations or other final assessments.

14.2. for visually impaired students/unclassified students:

14.2.1. *for the visually impaired:*

14.2.1.1. proper lighting in corridors, classrooms and other premises where classes take place;

14.2.1.2. adaptation of the premises of the unit, marking the changes of surfaces, stairs and other obstacles with warning stickers;

14.2.1.3. submitting study materials and tasks for assessing study achievements in the appropriate font; it is recommended to use Verdana or Arial font size 16 to 18; italics (Italic) or underlining (Underline) is not recommended; instead, for highlighting parts of the text (e.g. important information or names) bold font (Bold) is recommended;

14.2.1.4. provision of lectures and other study materials, which cannot be accessed due to disability during the classes, prior to the class using a virtual learning environment;

14.2.1.5. the possibility to use a computer and the necessary software during classes, semester interim assessments, examinations or other final assessments;

14.2.1.6. extension of the duration of the semester interim assessments, examinations or other final assessments.

14.2.2. *for the blind:*

14.2.2.1. adaptation of the premises of the unit by marking surface changes, staircases and other obstacles with warning stickers;

14.2.2.2. access to the computer and the necessary software;

14.2.2.3. commenting on visual material or information on the board;

14.2.2.4. provision of lectures and other study materials, which cannot be accessed due to disability during the classes, prior to the class using a virtual learning environment;

14.2.2.5. submission of study materials and study achievements assessment tasks electronically in DOC, DOCX, PPT, PPTX or PDF format;

14.2.2.6. possibility to evaluate the study achievements orally;

14.2.2.7. possibility to use a computer and the necessary software during classes, semester interim assessments, examinations or other final assessments;

14.2.2.8. extension of the duration of the semester interim assessments, examinations or other final assessments.

14.3. *for people with hearing impairments:*

14.3.1. *for the deaf:*

14.3.1.1. permission to use the services of a note maker during lectures or other classes;

14.3.1.2. the possibility of taking a seating position during lectures or other classes in such a way that the faces of the speakers can be seen;

14.3.1.3. permission to use sign interpreter services during lectures or other classes, semester interim assessments, examinations or other final assessments;

14.3.1.4. extension of the duration of the semester interim assessments, examinations or other final assessments.

14.3.2. *for the hard of hearing:*

14.3.2.1. creating conditions for the use of FM system or other devices that allow better hearing during classes;

14.3.2.2. the possibility of taking a seating position during lectures or other classes in such a way that the faces of the speakers can be seen;

14.3.2.3. extension of the duration of the semester interim assessments, examinations or other final assessments.

14.4. *for people with psychosocial disabilities (autism, mental disorders, etc.)*

14.4.1. the possibility of conducting semester interim assessments, examinations or other final assessments in a familiar environment (e.g., in the classroom where the classes took place);

14.4.2. possibility to perform semester interim assessments, examinations or other final assessments in a separate room;

14.4.3. extension of the semester of interim assessments, examinations or other final assessments.

14.5. *for people with somatic diseases (diabetes, multiple sclerosis, etc.):*

14.5.1. the possibility to extend the duration of the semester's interim assessments, examinations or other final assessments (e.g. in the event of a fall in sugar level) or to terminate the assessment (e.g. in case of a seizure);

14.5.2. the possibility to leave the class (e.g. to inject medicines, etc.).

14.6. *for the people with learning difficulties:*

14.6.1. the possibility to use the computer and the necessary software during classes and assessments;

14.6.2. possibility to perform assessments orally and/or in writing;

14.6.3. extension of the semester of interim assessments, examinations or other final assessments.

15. The list of methods of individualisation of studies referred to in Point 14 of the Description is not exhaustive. Depending on the individual needs of the student/unclassified student, other methods of individualisation of studies may also be applied.

CHAPTER IV PROTECTION OF PERSONAL DATA

16. Personal data of the student/unclassified student with special needs will be used only for the purpose of individualising the study process and will be processed in accordance with the General Data Protection Regulation, the Law on Legal Protection of Personal Data of the Republic of Lithuania and other legal acts of the Republic of Lithuania and Klaipėda SMK regulating the protection of personal data.

17. The personal data of a student/unclassified student with special needs is obtained from the data subject or his/her authorised representative.

18. The Plan for the student/unclassified student with disabilities and/or learning difficulties is stored in the student's personal file. The Plan is suspended upon the termination of the study contract or upon the request of a student.

CHAPTER V FINAL PROVISIONS

19. This Description shall be approved, amended and repealed by the Order of the Director of Klaipėda SMK.

20. The Description shall enter into force on the day following its publication in Klaipėda SMK's Moodle system.

STUDY PROCESS INDIVIDUALISATION PLAN

..../..../2022

1. Information about the student/unclassified student:

Name Surname

Date of birth

Faculty

Study programme

Course, group

2. Individualisation of the study process according to the study conditions:

2.1. The study environment

Classrooms, laboratories, other premises.

Studies require additional equipment and/or software, information resources

Parking place

Other

2.2. Study materials:

Font

Format (DOC, DOCX, PPT, PPTX or PDF)

Method and time of submission (e.g. Moodle, in advance)

Other

2.3. Organisation of assessments:

Time and date (extension, change)

Additional breaks

Methods and forms of evaluation (remote, written/oral)

Other

2.4. Other individual needs:

Additional information:

Department

Signature

Name Surname

Student/unclassified student

Signature

Name Surname