



2013-2014 Student Charter: Studying with a functional limitation

General

Statutory definition of 'functional limitation'

According to the relevant legislation, a functional limitation is a chronic or long term disorder which structurally hampers the student in participating in education and/ or taking interim examinations. Students who think they qualify for one of the following regulations can contact the Student Counselling Service.

Students with RSI/CANS, dyslexia

Students suffering from RSI/CANS (Repetitive Strain Injury/ Complaints of Arms, Neck and/or Shoulders) can contact the student counsellor. If necessary, the student counsellor will refer to the student physician. From the counsellor and student physician, students can obtain specific advice and supervision, especially concerning aids for working with computers or the purchase of personal study aids (such as a mouse pen, speech recognition software or notebook computer).

Counselling and supervision

Students with a functional limitation have the right to specialised supervision by the student counsellors and the study advisers.

The *student counsellors* provide information about all the functional limitation regulations and help with their implementation. They can arrange certain adjustments in education and that some special materials are supplied. Students may obtain a so called 'lecturer's letter' which mentions the facilities the student is entitled to because of his functional limitation, for example 25% extra time for taking an interim examination because of dyslexia.

Study advisers can help students by modification of scheduling, and information to lecturers.

PoWur Platform

The PoWur Platform especially focuses on students with a functional limitation in organising informative and social activities. Email: Powurplatform@gmail.com and www.powurplatform.nl

The PoWur Platform and Student Counselling Services have meetings on a regular basis.

Housing

Students with a functional limitation may ask *Idealis* for urgency for housing. *Idealis* may ask for written evidence of the treating medical specialist.

Study financing

Students who face study delay because of their functional limitation, may -under certain conditions- apply at DUO for a 'provision performance grant', like one extra year performance grant.

For more information, check the DUO website: www.ib-groep.nl/particulieren. To be able to use the provision, the student must contact a student counsellor.

For information about *Wajong* (Wet werk en arbeidsondersteuning jonggehandicapten, only in Dutch): http://www.rijksoverheid.nl/onderwerpen/wajong?ns_campaign=Thema-subsidies_uitkeringen_en_toeslagen&ro_adgrp=Wajong&ns_mchannel=sea&ns_source=google&ns_linkname=%2Bwajong&ns_fee=0.00&qclid=CJnardH36rcFWXKtAod01sAlw

Functional limitation and the Student Financial Support Regulation (FOS regulation, Profiling Fund)

Students who are granted a statutory extension of the performance grant period (see above), but incur more study delay due to their disablement, may qualify for additional financial assistance under the Student Financial Support Regulation.

Participating in education and taking interim examinations

Based on the Equal Treatment Act, a student with a functional limitation can request special facilities that are required to participate in education and to take interim examinations. In Article 22 of the BSc Education and Examination Regulations and Article 20 of the MSc Education and Examination Regulations is stated that Examining Boards must offer students with a functional limitation a reasonable opportunity to take interim examinations that are adapted as much as possible to their circumstances. Students who require special facilities in order to participate in education or to take interim examinations are advised to contact the student counsellor well ahead.

Facilities

Students with functional limitations may apply for the following adaptations:

1. Students with functional limitation can ask the student counsellor to advise the Examining Board to qualify for specific adaptations to education, the interim examinations and/ or extra facilities to enable them to complete the education successfully.
2. Any changes will be geared as much as possible to the limitations of the individual but may not affect the quality or degree of difficulty of parts of the study programme or an education programme.
3. If necessary, the recommendation from the student counsellor is based on a recent medical statement by a doctor or psychologist.
4. The Examining Board is to decide on the recommendation within four weeks. If the Examining Board agrees, the student counsellor will issue a letter with the adaptations on behalf of the Examining Board. Subsequently, the student can arrange the approved adaptations with the examiner or other officials involved.
5. Adaptations to the education can include changes to:
 - the content (e.g. offering equivalent alternative material),
 - the study material (e.g. more accessible study material),
 - the form (e.g. waiver of compulsory attendance),
 - the period of time (e.g. granting waiver of entry requirements, extension of time allowance for the completion of a component).
6. Adaptations to the method of examination can include changes to:
 - the form (e.g. replacing a written test by an oral test or vice versa, examining the study material in the shape of sub-exams),
 - the period of time (e.g. extra time during interim examinations, greater spread of interim examinations over the examination period),
 - aids which may be allowed during the test (e.g. specific hardware or software, large font size),
 - the location (sitting the interim examination in a separate low-stimulus room).
7. A facility to help successful participation in education can include:
 - availability of specially adapted furniture in examination and education areas,
 - availability of special equipment (e.g. enlarging or braille equipment for blind or visually impaired students, induction loop systems and solo equipment for deaf or hearing impaired students),
 - availability of special computer facilities (e.g. speech recognition or speech synthesis software),
 - availability of a rest area.

If it has been determined that the student, due to a functional limitation and despite adaptations and extra facilities, is not able to complete the programme in the official duration, the faculty has undertaken to enable the student to complete the study programme and the time allowance is no more than twice the official length.

Purchase of technical study aids

The costs of aids to allow students with a functional limitation to participate in education will often be reimbursed via the private health insurance or the Reintegration Act (REA - Wet op de (RE)integratie Arbeidsgehandicapten). The UWV (Employees Insurance Administration Office, www.uwv.nl) is responsible for implementing this procedure, also for students. If a request is not granted, specialised

private foundations can be approached. The foundations may be found on the website of Foundation 'handicap en studie'. (www.handicap-studie.nl). In case the costs of aids are not covered by insurance, UWV or private foundations, the university may support students by lending technical aids.

Objections and appeals

For complaints about decisions, the Legal Affairs Office of the University offers a complaint procedure.