

ANNEX 1

PROCEDURE FOR THE ISSUING OF RECOMMENDATIONS FOR THE ADAPTATION OF THE TEACHING PROCESS AND EXAMINATIONS

This Procedure for the issuing of recommendations for the adaptation of the teaching process and examinations (hereinafter: the Procedure) regulates the actions of the Office for Students with Disabilities of the Juraj Dobrila University of Pula (hereinafter: the Office) in the case of receiving a request for the issuing of recommendations for adaptation (hereinafter: the Request).

The terms used in this Procedure that have gender-specific meanings apply equally to all genders.

Requests may be submitted by students with:

- impairments of neuromuscular and skeletal functions and those related to movement
- impairments of sensory functions (vision, hearing)
- specific learning difficulties, speech and language disorders
- impairments of organs and organ systems (including all organ systems)
- chronic illnesses
- behavioural disorders and mental health conditions
- multiple impairments

which, in interaction with inappropriate environmental factors (e.g., university infrastructure, exam formats, lecture access, communication with faculty, staff, and peers, etc.), hinder appropriate performance and participation in the academic environment.

Upon completion of the request processing procedure (hereinafter: the Procedure), the student will be entitled to the adaptation of the teaching process and exams through technical adjustments, provision of aids, and other forms of support, within the capabilities of the university unit (hereinafter: unit).

PROCEDURE DESCRIPTION

- 1) The Procedure is initiated based on a written Request submitted to the Office.
- 2) The Request form is available on the Office's website and includes the following student data:
 - full name
 - date of birth
 - name of the institution, field, and year of study
 - mobile and/or landline number
 - email address
 - brief description of the difficulties that justify the need for adaptation
- 3) The Office forwards a copy of the Request to the competent physician for preventive health care at the unit (Istrian County Public Health Institute –School and Adolescent Medicine Service, hereinafter: competent physician).
- 4) The competent physician arranges a medical examination appointment with the student at the Institute's School and Adolescent Medicine Service.
- 5) If the student cannot attend the scheduled examination, they must notify the physician at least 24 hours in advance.
- 6) In case of an unexcused absence, the physician informs the Office. The student is entitled to two (2) timely cancellations. Otherwise, the Procedure is suspended until the start of the next semester. To restart the Procedure, a new Request must be submitted.

Depending on the type and degree of difficulty and the documentation provided by the student, the physician's examination may include:

- review of medical and other documentation (e.g., decision on adapted testing at national exams, expert opinions, classification of disability, educational recommendations, etc.)
- interview to collect relevant medical history
- complete physical examination
- additional tests as per medical assessment
- referrals to specialist examinations

This medical exam (including personal and family history) replaces the standard health examination for first-year students.

Following the examination, the competent physician issues a medical opinion which:

- recommends approval or denial of the Request based on the condition
- describes the functional impairments resulting from the condition
- states whether the difficulties are chronic and/or acute (including duration)

The medical opinion is sent to the Office via e-mail.

- 1) The Office, in cooperation with the Vice-Rector for Students, Educational Programs, and Cooperation, prepares Recommendations for adapting the teaching process and exams, based on the medical opinion and the student's Request, while respecting academic standards and learning outcomes defined in the study program.
- 2) After the Recommendation is issued, the Office notifies the Vice-Dean or another competent person at the unit, the student, and the physician of the outcome within 8 days.
- 3) For students who receive a Recommendation once, it remains valid until the end of their studies, except in cases of temporary or newly arisen difficulties, as indicated in the medical opinion.