

INTERPRETATION

This is a nonbinding translation of the Regulation. If any question regarding the meaning and interpretation of the present regulation arises, the Portuguese Version should prevail.

IST Students with Special Educational Needs Regulation

Considering the provisions of paragraph 1 of article 13 of Order no. 6255/2016 published in the Diário da República, 2nd series, no. 91, of 11 May 2016, the Support Regulation is redefined to Students with Special Educational Needs at Instituto Superior Técnico, according to the reality and specificities of the School, with the aim of establishing the conditions for access to specific support and the procedures to be adopted.

Article 1

Scope

1 — Instituto Superior Técnico is part of the NEE-ULisboa Network, which aims to coordinate activities and initiatives related to support for ULisboa-NEE Students and to make the most of resources and knowledge.

2 — Students with Special Educational Needs (Students - SEN) are considered to be students covered by the categories defined by the OECD, CTN. A and CTN. B, being:

a) Transnational category A (CTN. A): includes students with disabilities considered in medical terms as organic disorders, attributable to organic pathologies, for example, associated with sensory, motor or neurological deficiencies. Educational need is considered to arise primarily from problems attributable to these deficiencies.

b) Transnational category B (CTN. B): includes students with behavioral or emotional disorders or with specific learning difficulties. It is considered that the educational need arises primarily from problems in the interaction between the student and the educational context.

3 — The present Regulation applies to NEE-Students of all study cycles offered by Instituto Superior Técnico.

4 — If the Student-NEE so wishes, his/her Student-NEE status must be kept in reserve, except for those involved in the procedures resulting from the application of this Regulation.

Article 2

Proof of the conditions for granting the Student-NEE status

1 — The application of the Student-NEE statute is required at the competent service, Graduation Area at the Alameda campus and at the Student Support Unit at the Taguspark campus (NAPE-TP), at the beginning of the academic year (unless the condition only applies manifest later or result from occurring after the beginning of the school year).

2 — The application must be accompanied by supporting reports or opinions issued by

specialists, namely doctors, psychologists, speech therapists or others suitable for each specific case, indicating whether the condition is permanent or temporary.

3 — In the case of permanent SEN-Students, the application referred to in the previous number must be submitted only once.

4 — In the case of temporary SEN-Students, the student must periodically provide proof of the condition.

5 — The reports or opinions must be substantiated, namely explaining the type of condition and its severity, depending on the work to be carried out by the student during university attendance, namely in the following areas:

the vision;

b) Hearing;

c) Motor capacity;

d) Chronic illness;

e) Psychological/Psychiatric;

f) Learning Disabilities;

g) other objectively limiting conditions with implications for the teaching-learning context.

6 — Whenever necessary, additional documents may be requested in order to complete the individual process of each student.

7 — The recognition of the Temporary Student-SEN Statute is annual.

Article 3

Process analysis

1 — It is incumbent upon the President of the Instituto Superior Técnico, or to whom he delegates competence, to decide on each application, who may request the opinion or the collaboration of technical specialists.

2 — In order to guarantee the adequate monitoring and organization of the support available as soon as possible, the communication of the decision on the attribution of the Student-NEE status, provided for in the previous number, should preferably occur within 30 days , and may not, in any case, exceed 90 days.

3 — Bearing in mind an adequate monitoring of the SEN-Students process and to check whether the compensatory measures remain the most appropriate, each student should contact the person responsible for monitoring SEN-Students at the beginning of each academic year.

Article 4

Person in charge for monitoring SEN-Students

The person responsible for monitoring students -NEE must:

- a) Evaluate the support bases for the attribution of the Student-NEE status and, if justified, prepare an opinion and descriptive information on the compensatory measures, this information must be accessible to the Professors responsible for the curricular units in which the student is enrolled ;
- b) Centralize information on issues related to SEN-Students;
- c) Articulate the process of monitoring NEE-Students with the Student Support Unit, the Student Support Unit on the Taguspark campus, the Academic Development Unit and Técnico's Health Services;
- d) Elaborate proposals for the adaptation or acquisition of the necessary means for the successful implementation of the teaching and learning process of SEN-Students;
- e) To promote the insertion of graduates with SEN into the labour market, in collaboration with the Transfer and Technology Area and the NEE-ULisboa Network.

Article 5

Special attendance conditions for NEE-Students

1 — Depending on their specific nature, SEN-Students, at their request, may benefit from priority in any act of enrolment, registration, choice of classes/timetables and academic registration.

2 — The professors must resort to technical means and methodologies that minimize the limitations of the Students-NEE.

3 — Teachers who have SEN-Students in their classes should seek to support them, depending on their specific characteristics, in monitoring school activities, namely by providing hours of tutorial guidance for their personalised follow-up.

4 — The possibility for SEN-Students to record classes for exclusively school purposes will be granted, as long as authorized by the teacher. Otherwise, the teacher must provide the student with the elements referring to the content of each class in a timely manner.

5 — In the case of the Master's Dissertation, the Student-NEE may benefit from specific support for its writing, namely through the Master's Dissertation Advisor or specialized and exempt external entities, validated by the Master's Dissertation Advisor to whom it is responsible ensure that the contents and knowledge provided to the student are not altered.

6 — Students-NEE can benefit from personalized psycho-pedagogical support in the following services, whenever justified:

- a) Student Support Unit on the Alameda campus — mentoring and monitoring of colleagues co-appointed for support (Guides);
- b) Student Support Unit on the Taguspark campus — psycho-pedagogical monitoring, mentoring and monitoring of co-adapted colleagues for support (Guides);
- c) Academic Development Nucleus — psycho-pedagogical monitoring and tutoring;

7 — If necessary, the presence of a third party to assist the Student-NEE is authorized, in a manner to be defined, as well as an assistance dog, pursuant to Decree-Law No. 74/2007, of March 27.

Article 6

Social support

1 — Students with a degree of disability equal to or greater than 60% may apply for Scholarships for Attendance at Higher Education in the amount of the tuition fee through the DGES, in accordance with order 8584/2017 of September 29.

2 — Scholarship students, with a degree of incapacity equal to or greater than 60%, certified by a medical board, may apply for a scholarship supplement from the Social Welfare Services of the University of Lisbon, as well as support products and services, under the terms set out in Regulation for Awarding Scholarships to Higher Education Students;

3 — Técnico must promote barrier-free accommodation conditions in student residences in operation and to be built, as well as priority in the allocation to Students-NEE in view of existing availability, and third parties must be authorized to enter university residences for specific support when proven need it.

4 — Students -NEE must have priority and adapted service in the canteens, depending on their needs.

Article 7

Accessibility and mobility

1 — Instituto Superior Técnico must ensure priority service and accessibility in its facilities, in accordance with the legislation in force, which specifies the technical standards intended for people with reduced mobility.

2 — In case there are physical barriers that limit accessibility, alternative solutions must be sought, without prejudice to the definition of a plan for the elimination of physical barriers.

3 — Pursuant to numbers 1 and 2, for any construction or remodelling work in buildings belonging to the Instituto Superior Técnico, as well as in the respective areas bordering access, specialized advice may be requested from the NEE -ULisboa Network.

4 — Classrooms assigned to classes that include Students-NEE must be easily accessible and must have adapted furniture.

5 — Students-NEE have the right to choose the places in the classrooms that correspond to their specific needs.

6 — Information systems based on technology, namely virtual attendance and learning services, must ensure accessibility to SEN-Students.

7 — If it is not possible to guarantee the accessibility conditions referred to in the previous number, exceptional measures may be created to ensure -NEE-Students access to content and services.

8 — The services of Instituto Superior Técnico must establish collaboration agreements that

allow improving accessibility to facilities for Students-NEE with reduced mobility.

Article 8

Adaptation of curricular units

1 — Occasional changes may be introduced to the contents of the curricular units and/or the activities included therein, in case the characteristics of the Student-NEE clearly recommend it.

2 — The person in charge of the curricular unit must consider and decide on the points susceptible to change, as well as on the compensation measures, in case there is room to be applied to the Student-NEE.

Article 9

Assesment regime

1 — Students with SEN Statute must be able to be assessed in ways or conditions appropriate to their situation, without jeopardizing the correct assessment of the skills and knowledge to be assessed.

2 — Professors must allow SEN-Students, whose health status requires successive hospital admissions or prolonged absences for treatment/medication, to carry out assessment elements on alternative dates, to take place in the space dedicated to each academic year.

3 — When justified, SEN-Students may have an additional period of time (15 minutes for each hour of duration) and access to the Special Examination period, depending on a favourable opinion issued by the responsible department.

4 — In the case of the Master's Thesis:

a) The delivery date may be changed within the general academic deadlines of the IST whenever justified, the Master's Coordinator being responsible for changing it;

b) It is incumbent upon the Master's Coordination and the Supervisor to alert the jury in good time, informing them of the student's special conditions and needs;

c) The defense may be carried out through a method other than the oral presentation, if after the jury has gathered and the presentation is shown, there is agreement on the establishment of another form of communication. This may involve written assistance, namely through the use of a computer or another tool with which the student is familiar;

d) It is up to the Advisor to ask the President of the Jury for the possibility of granting additional time to the student in the discussion of the Master's Thesis.

Article 10

Statutory limitation period regime

NEE-Students of Instituto Superior Técnico enjoy a special statute of limitations, under the terms of the Regulation of the Statutory Limitation Period at the Universidade de Lisboa, published by Order 10762/2008, of April 11, in which each registration is only counted as 0.5.

Article 11

Missing cases

All situations omitted in this Regulation are decided by order of the President of Instituto Superior Técnico.

Article 12
Entry into force

This regulation enters into force on the day following its publication in the Diário da República.