

APPROVED
by Order of KUAS Director
No. 1-521 as of 28 December 2021

DESCRIPTION OF THE PROCEDURE FOR INDIVIDUALISATION OF THE STUDY PROCESS OF KAUNAS UNIVERSITY OF APPLIED SCIENCES STUDENTS / UNCLASSIFIED STUDENTS WITH DISABILITIES AND / OR LEARNING DIFFICULTIES

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Individualisation of the Study Process (hereinafter - the Description) of Students / unclassified students with Disabilities and/or Learning Difficulties of Kaunas University of Applied Sciences (hereinafter - KUAS) establishes the conditions, methods and procedures for individualisation of the study process for students /unclassified students with individual needs arising from disability and/or learning difficulties.

2. The Description has been developed in accordance with the following legal acts: *Council of Europe 2017-2023 strategy on disability, the Law on Education of the Republic of Lithuania, the Statute of KUAS, the Study Regulations of KUAS, the Description of the Procedure for the Assessment of Learning Achievements at KUAS.*

3. The key concepts:

3.1. **Individual needs** – refer to the needs related to the study process due to disability and/or learning difficulties, which, if met, allow the students / unclassified students to study independently and on an equal footing with other people in other KUAS activities.

3.2. **Student Support Coordinator (hereinafter - Coordinator)** – is a KUAS staff member who coordinates the process of individualisation of the study process according to the individual needs of the student / unclassified student arising from disability and/or learning difficulties.

3.3. **Students / unclassified students with disabilities** – are persons with long-term physical, mental, intellectual or sensory impairments who, by interacting with a range of barriers, may prevent them from participating fully and effectively in society and studying on an equal basis with others.

3.4. **Students / unclassified students with learning difficulties** – are people with behavioural and emotional disorders, language and speech disorders and learning difficulties due to an unfavourable (cultural/linguistic, pedagogical, socio-economic) environment that may prevent them from studying on an equal footing with others.

3.5. **Plan for the Individualisation of the Study Process** – refers to a plan for organising the study process of a student / unclassified student with a disability and/or learning difficulties according to the individual needs of the student / unclassified student. The Plan is made for one semester.

CHAPTER II INDIVIDUALISATION OF THE STUDY PROCESS OF STUDENTS / LISTENERS WITH DISABILITIES AND / OR LEARNING DIFFICULTIES

4. A student / unclassified student with a disability and/or learning difficulties may be subject to certain study conditions (study environment, study material, organisation of assessments, etc.) according to their individual needs.

5. A student / unclassified student, who requests to adapt certain study conditions to their individual needs, applies to the Coordinator by submitting a request with documents proving disability and / or learning difficulties and / or information about individual needs related to the study process and consent to processing of personal data (Annex 1) (hereinafter - the Request). If the

submitted documents are not sufficient, the student / unclassified student submits additional documents at the request of the Coordinator.

6. The student/ unclassified student shall inform the Coordinator of his/her individual needs before the beginning of the semester or within 10 days of the new semester. The student's/unclassified student's needs for the current semester shall be met to the extent possible, considering KUAS financial capacity and human resources.

7. In case a student / unclassified student applies and submits the Request later or individual needs become apparent during the semester. In that case, their needs will be met for the remainder of the semester according to KUAS financial capacity and human resources.

8. Within 2 working days from the date of receipt of the documents, the Coordinator submits a request to the Head of Department/Academy/Centre/Unit stating the student's /unclassified student's individual needs.

9. Upon receipt of the Request, the head of the department, the head of the academy/centre/academy/unit, revises the provided information with the student / unclassified students, if necessary.

10. The Head of Department/Academy/Centre/Unit shall, within two weeks from the date of receipt of the Request, draw up a Plan for the Individualisation of the Study Process (hereinafter - the Plan (Annex 2)), in consultation with the student/unclassified student and the staff (e.g. lecturers, head of the library, etc.) who are directly involved in the individualisation of the student's/unclassified student's Study Process.

11. The study process can be individualised under the following conditions:

11.1. individual needs are compatible with academic ethics;

11.2. meeting the individual needs of the student/unclassified student does not interfere with or impede the achievement of the learning outcomes set out in the Description of a course/module;

11.3. KUAS has the necessary resources to ensure the individualisation of studies.

12. Within 3 working days from the preparation of the Plan, the head of the department/academy/centre / unit shall acquaint the lecturers and other staff members directly involved in the individualisation of the study process with the prepared Plan.

13. The Plan may be adjusted and extended or its implementation may be terminated at the Request of the student / unclassified student or as required by the head of the department/academy/centre / unit.

CHAPTER III METHODS OF INDIVIDUALISATION OF THE STUDY PROCESS

14. Considering the student's / unclassified student's disability and/or learning difficulties and the resulting needs, different methods of individualising the study process may be selected.

15. The methods of individualisation of the study process may not contradict the documents regulating studies at KUAS and the conditions specified in Paragraph 11 of this Description.

16. The methods of individualisation of the study process can be classified according to the type of disability and (or) learning difficulties:

for students / unclassified students with reduced mobility:

16.1.1. proper adaptation of the study environment (e.g. easily accessible lecture rooms and other facilities; a study place and/or furniture adapted for a person with reduced mobility);

16.1.2. adjusting lecture schedules by relocating lectures to conveniently accessible lecture rooms and/or other facilities;

16.1.3. providing lectures and other study material that is not accessible during the lectures due to a disability before the session, using a virtual learning environment;

16.1.4. access to a computer and the necessary software during lectures and assessments;

16.1.5. providing additional rest breaks during lectures and assessments;

16.1.6. the possibility to perform the assessments remotely and/or using alternative forms of assessment of study achievements;

16.1.7. rescheduling of interim reports, examinations or other final examinations if the student/unclassified student is unable to attend for objective reasons (e.g. bad weather, etc.);

16.1.8. extension of the duration of semester interim reports, examinations or other final examinations.

16.2. For students / unclassified students with vision disabilities:

16.2.1. visually impaired:

16.2.1.1. adequate lighting in corridors, lecture rooms and other rooms where study activities take place;

16.2.1.2. adaptation of the premises of the unit by means of warning stickers marking surface changes, stairs and other obstacles;

16.2.1.3. presentation of the study material and assessment tasks in an appropriate font – preferably Verdana or Arial font sizes 16 to 18, no italics or underlining, and bold font (e.g. Bold) to emphasise specific parts of the text (e.g. important information or headings);

16.2.1.4. providing lectures and other study material that is not accessible during the lectures due to a disability before the session, using a virtual learning environment;

16.2.1.5. access to a computer and the necessary software during lectures, assessments, midterm examinations and examinations;

16.2.1.6. extension of the duration of semester interim reports, examinations or other final examinations.

16.2.2. For blind students / unclassified students:

16.2.2.1. adaptation of the premises of the unit by means of warning stickers marking surface changes, stairs and other obstacles;

16.2.2.2. access to a computer and the necessary software;

16.2.2.3. commenting on visual material or information written on the board;

16.2.2.4. providing lectures and other study material that is not accessible during the lectures due to a disability before the session, using a virtual learning environment;

16.2.2.5. electronic submission of study materials and assessment tasks in DOC, DOCX, PPT, PPTX or PDF format;

16.2.2.6. possibility to evaluate study achievements orally;

16.2.2.7. access to a computer and the necessary software during study sessions, semester midterm examinations, examinations or other final examinations;

16.2.2.8. extension of the duration of semester interim reports, examinations or other final examinations.

16.3. For students / unclassified students with hearing impairments:

16.3.1. for deaf students / unclassified students:

16.3.1.1. permission to use the services of a note taker during lectures or other study sessions;

16.3.1.2. the possibility to take a sitting position during lectures or other study sessions so that the faces of the speakers can be seen;

16.3.1.3. permission to use a sign language interpreter during lectures or other study sessions, semester midterms, examinations or other final examinations;

16.3.1.4. extension of the duration of semester interim reports, examinations or other final examinations.

16.3.2. for hearing impaired students/unclassified students:

16.3.2.1. facilitating the use of FM systems or other devices to improve hearing during study sessions;

16.3.2.2. extension of the duration of semester interim reports, examinations or other final examinations.

16.4. For students/unclassified students with psychosocial disabilities (autism, mental disorders, etc.):

16.4.1. the possibility of taking midterm examinations, examinations or other final assessments in a familiar environment (e.g. the lecture room where the course was delivered);

16.4.2. possibility to perform midterm examinations, examinations or other final assessments in a separate room;

16.4.3. extension of the duration of semester interim reports, examinations or other final examinations.

16.5. For students / unclassified students with somatic diseases (diabetes, multiple sclerosis, etc.):

16.5.1. extension of the duration of semester interim reports, examinations or other final examinations (e.g. in the event of drop-in sugar levels) or to quit the assessment (e.g. in the event of a seizure);

16.5.2. the possibility to leave the study session (e.g. to take medication, etc.).

16.6. For students/ unclassified students with learning difficulties:

16.6.1. access to a computer and the necessary software during study sessions and assessments;

16.6.2. the possibility to perform assessments orally and in a written form;

16.6.3. extension of the duration of semester interim reports, examinations or other final examinations.

17. The list of methods of individualisation of studies referred to in paragraph 16 of the Description is not exhaustive. Other methods of individualisation of studies may be applied depending on the individual needs of the student/unclassified student.

CHAPTER IV PROTECTION OF PERSONAL DATA

18. The personal data of a student / unclassified student with a disability and/or learning difficulties will be used only for the purpose of individualisation of the study process and processed in accordance with the *General Data Protection Regulation, the Law on Legal Protection of Personal Data of the Republic of Lithuania, the Procedure for Processing Personal Data at KUAS* and other legal acts of the Republic of Lithuania and KUAS.

19. The personal data of a student / unclassified student with a disability and/or learning difficulties are obtained from the data subject himself/herself or his / her authorised representative.

20. The Request of a student / unclassified student with a disability and/or learning difficulties is stored in the student's personal file. The Request is destroyed upon termination of the study agreement or at the Request of the student.

CHAPTER V BAIGIAMOSIOS NUOSTATOS

21. The Description shall be approved, amended and repealed by order of KUAS Director.

22. The Description shall enter into force on the day following its official publication in KUAS document catalogue at <https://dok.kauko.lt/>.

Description of the procedure for individualisation of the study process of Kaunas University of Applied Sciences students / unclassified students with disabilities and / or learning difficulties

Annex 1

CONSENT TO THE PROCESSING OF PERSONAL DATA

Information on the processing of personal data:

This document explains how Kaunas University of Applied Sciences, PE (hereinafter – KUAS) shall process your personal data (hereinafter - data subjects), which KUAS receives from the data subject when he/she fills in a Request for individualisation of the study process.

Personal data of data subjects are processed in accordance with the *General Data Protection Regulation* (EU) 2016/679 (hereinafter - GDPR), *the Law on Legal Protection of Personal Data of the Republic of Lithuania*, other legal acts, *Procedure for Processing Personal Data at KUAS* (www.kaunokolegija.lt).

Data Controller	Kaunas University of Applied Sciences PE, registration code 111965284, registration address Pramonės ave. 20, Kaunas, tel. (+370) 352325, email: rastine@go.kauko.lt (hereinafter – KUAS)
KUAS Data Protection Officer	Neringa Lisina, tel. (+ 370) 751123, email: dap@go.kauko.lt .
Purpose of the processing of personal data	Data are processed for the purpose of individualising the study process for students / unclassified students with disabilities and/or learning difficulties.
Scope of personal data processed by KUAS	Name, date of birth, academic unit, study programme, course, group, the fact of long-term physical and/or mental and/or intellectual and/or sensory impairment, the fact of behavioural and emotional, language and speech disorders and learning difficulties that may hinder study on an equal footing with others, the start and end dates of the individualisation of the study process.
The purposes for processing the data at KUAS	In order to implement the Request for individualisation of the study process according to the needs of the data subject.
Legal bases for the processing of personal data	Consent
Data source	Data subject
Recipients/categories of personal data	<ul style="list-style-type: none"> • data centre and cloud computing service providers; • software vendors and software maintainers.
Retention period of personal data	The personal data shall be stored for no longer than is necessary to achieve the purpose for which the personal data was collected.
Exercising the rights of data subjects	<p>The data subject has the right to apply to KUAS:</p> <ul style="list-style-type: none"> • allow access to personal data processed by KUAS (Article 15 BDAR); • correct or delete them (Articles 16, 17 GDPR); • restrict the processing of personal data (Article 18 GDPR); • submit a complaint to the State Data Protection Inspectorate (more information is available at www.vdai.lrv.lt).
The procedure of appeals against KUAS action (inaction)	The processing of personal data of a data subject by KUAS as a data controller may be appealed to the State Data Protection Inspectorate.

Other	The data shall be stored until the termination of the study agreement or the revocation of the consent to process such data. The data is then destroyed. Only depersonalised data are collected for statistical purposes. The Student Support Coordinator and the Head department/academy/centre/unit shall be responsible for collecting, processing, and destroying this data at KUAS.
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* Law of the Republic of Lithuania on Legal Protection of Personal Data

** the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter – the GDPR)

Consent:

Do you consent to the processing of your personal data for the purposes and under the conditions set out above?

(consent / do not consent, name, surname, signature, date)

Please be informed that you can withdraw your consent at any time by submitting a request directly to the Data Protection Officer of KUAS or by email dap@go.kauko.lt from the postal address assigned to you By KUAS.

Description of the procedure for individualisation of the study process of Kaunas University of Applied Sciences students / unclassified students with disabilities and/or learning difficulties
Annex 2

PLAN FOR THE INDIVIDUALISATION OF THE STUDY PROCESS

202-...., No.
Kaunas

Study semester _____

1. Student /unclassified student information

Name, Surname	
Date of birth	
Academic unit	
Study programme	
Course, group	

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

2.1. Study environment	
Lecture rooms, laboratories and other facilities	
Additional equipment/software information resources required for the studies	
Parking place	
Other	

2.2. Study materials	
Font	
Format (DOC, DOCX, PPT, PPTX or PDF)	
Form and deadline of submission (e.g. Moodle, in advance)	
Kita	

2.3. Organisation of assessments	
Time and date (extension, change)	
Additional rest breaks	
Assessment methods and forms (distance, written/oral)	
Other	

2.4. Other individual needs	

Further information:

Head of department/ academy /
centre / unit

Signature

Name, Surname

Student /unclassified student

Signature

Name, Surname