

## Guidelines Special Needs Arrangements

of 10 June 2024

### 1. Purpose and Scope

<sup>1</sup> These Guidelines substantiate in detail the special needs provision set out in § 31 of the Regulatory Framework for Bachelor's and Master's Degree Programmes at Zurich University of the Arts (German: Rahmenstudienordnung).

<sup>2</sup> These Guidelines serve to ensure that students with a physical, mental or psychological impairment are not disadvantaged in pursuing their degree (i.e. fulfilling coursework and examination requirements) and when engaging in programme-related activities. Adjusting coursework and examination conditions is intended to offset any disadvantages that students with special needs might otherwise experience.

<sup>3</sup> These Guidelines also apply mutatis mutandis to students attending preparatory and continuing education courses and to students seeking admission to bachelor's and master's degree programmes.

### 2. Applications

<sup>1</sup> Students who wish to be granted a special needs arrangement must submit a corresponding application to the Equal Opportunities & Diversity Office. The application must provide clear and credible reasons and should include precisely defined measures in accordance with Section 5 Para. 1.

<sup>2</sup> Application deadlines:

- a. End of June for the autumn semester (BA and MA degree programmes),
- b. End of November for the spring semester (BA and MA programmes),
- c. Six weeks before the start of a preparatory course or continuing education programme.

Applications for special needs arrangements for the admissions process must be submitted at the same time as the admissions application. Applications submitted at a later date may be considered in exceptional and well-reasoned cases. However, no measures will be implemented after the fact.

<sup>3</sup> Special needs applications must include a medical certificate or expert opinion that confirms the applicant's impairment as follows:

- a. Diagnosis,
- b. Date of diagnosis,
- c. Description of the consequences or effects of the impairment that are relevant to pursuing a degree programme, for example, performance-impairing factors or functional limitations,
- d. Predicted course of the impairment (stable, progressive, recurring, etc.). If the condition is expected to be permanent, this should be clearly stated in the certificate,
- e. Recommended assistance (i.e. support measures) and type of special needs arrangement to be implemented during the applicant's studies.

<sup>4</sup> Applicants may also provide certificates or expert opinions from the following medical specialists:

- a. Psychotherapists and counsellors pursuant to Art. 50c lit. a and b of the Federal Health Insurance Act (KVV, SR 832.102),
- b. Neuropsychologists pursuant to Art. 50b lit. a and b KVV.

<sup>5</sup> Certificate or reports must not be older than twelve months. ZHdK may require applicants to provide a current certificate or report without giving reasons.

<sup>6</sup> Certificates or reports must be written in German or translated into German. ZHdK reserves the right to verify the accuracy of translated documents or to request applicants to provide appropriate verification; any costs arising in connection with the translation of documents must be borne by applicants.

<sup>7</sup> ZHdK reserves the right to appoint an independent medical examiner.

<sup>8</sup> The Equal Opportunities & Diversity Office may define a simplified application process for students who have been granted special needs arrangements for a major and are applying for such arrangements for a minor.

### 3. Process

<sup>1</sup> Applications are checked by the Equal Opportunities & Diversity Office to ensure they meet the formal requirements. Incomplete applications may be returned for resubmission or applicants may be requested to provide additional supporting documents.

<sup>2</sup> The Equal Opportunities & Diversity Office forwards applications to the responsible Head of Programme, who will review the applicant's proposed special needs arrangements. The Head of Programme may consult the Equal Opportunities & Diversity Office for advice.

<sup>3</sup> The Head of Programme decides on whether special needs arrangements should be granted. They inform students in writing of the full or partial approval or rejection of the application. They can offer to meet applicants to discuss their case prior to taking a special needs decision.

<sup>4</sup> If they approve an application, the Head of Programme informs the applicant in writing of the recognised duration of the impairment and of the duration, type and extent of the special needs arrangement.

<sup>5</sup> If the Head of Programme considers rejecting or only partially approving an application, they will give the applicant the opportunity to submit an optional written statement before making their decision. As a rule, special needs decisions are substantiated decisions and contain details on the applicant's right to appeal.

<sup>6</sup> The Equal Opportunities & Diversity Office receives a copy of every special needs decision from the responsible Head of Programme.

### 4. Period of Validity

<sup>1</sup> As a rule, the Head of Programme determines special needs arrangements on a semester-by-semester basis.

<sup>2</sup> If a student's circumstances (programme-related workload) and impairment are most likely to remain unchanged beyond any single semester, the Head of Programme may authorise the measures to apply for a longer period.

### 5. Measures

<sup>1</sup> The special needs measures listed below can be implemented for the admissions processes and for assessments and examinations in accordance with Section 25 of the Regulatory Framework for Bachelor's and Master's Degree Programmes at Zurich University of the Arts:

- Written instead of oral assessments and vice versa, as well as further adjustments to the type of assessments
- Sitting examinations in a separate room
- Dividing assessments into separate, partial assessments
- Extra time
- Individual breaks that are not counted towards the examination time
- Extending the period between examinations
- Extended submission deadlines for written work
- Permission to use or borrow technical aids (e.g. Notebook or reading device)
- Individual stress reduction strategies (e.g. headphones)

<sup>2</sup> Special needs arrangements apply to coursework and examinations. Learning objectives and competencies remain unaffected.

<sup>3</sup> Students who are granted special needs arrangements must demonstrate the same level of performance as their peers.

<sup>4</sup> There is no automatic entitlement to any specific type of special needs arrangement.

### 6. Advice and Support

<sup>1</sup> The Equal Opportunities & Diversity Office provides special needs advice and support.

<sup>2</sup> The Equal Opportunities & Diversity Office obtains information on a regular basis about how the heads of programme treat special needs applications.

### 7. Final Provisions

<sup>1</sup> These Guidelines replace the "Special Needs Regulations" of 8 February 2017.

<sup>2</sup> These Guidelines entered into force on 10 June 2024.