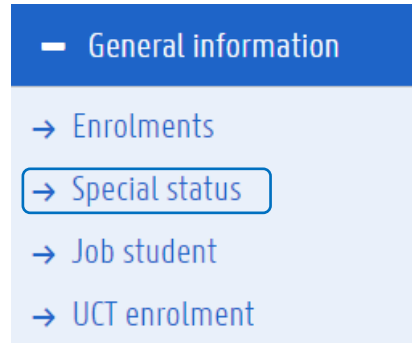


SPECIAL STATUS

Information sheet students

STATUS APPLICATION

1. Go to <http://oasis.ugent.be> and click in the left menu in the tab *General information on Special status*.
2. Click on *New application* and, in the dropdown menu on the next page, select the status type you wish to apply for: disability, student athlete, exceptional social or individual circumstances, mandate, professional practice of art, student entrepreneurship, foreign-language speaker, working student. It is possible to apply for several status types in the same academic year.
3. Enter the required information and/or add the requested documentation.
4. Submit your application. By doing so, your file is changed from *draft* to *proposal*. Students who apply for a special status based on a disability also make an appointment in the electronic agenda of the Office student & disability, via the link they find in the e-mail and at the top of the page *Special Status*.
5. Your status application is monitored by the file administrator, who gives a positive or negative advice based on the file and/or a personal interview (e.g. for students with a disability).
6. The Director of Educational Policy takes a decision on the file: in OASIS the status of the application changes from *proposal* to *approved* or *rejected*. You are also informed of this decision via email.
7. The term of validity of the special status is determined: limited or unlimited. You can see the term of validity of your status in OASIS, on the screen *Special Status*.
8. The student is only eligible for education and/or exam accommodations if the special status has been allocated (see below).



Deadline

The student respects the application deadlines for the specific status set in articles 25 and 26 of the Education and Examination Code. In case of force majeure, there can be a derogation from these deadlines.

Validity

If the status has a limited term of validity, the start and end date will be mentioned. If a status has an unlimited term of validity, the following message will appear: "<year of application> (from <date of approval>)".

Reapplication

Students whose special status has a limited term of validity must annually submit a new application if they wish to continue to use their accommodations.

ALLOCATION AND MANAGEMENT OF ACCOMMODATIONS

1. Education and/or exam accommodations are granted based on the special status. These accommodations are registered in OASIS:
 - For most status types, this entails an automatic allocation of a limited list of accommodations (see Education and Examination Code). For students with a disability, the accommodations are tailor-made and determined in consultation;
 - A distinction is made between refusible and non-refusible accommodations;
 - Students with a disability are informed by email about when accommodations can be linked to the courses. All other students can do this as soon as the special status is granted.
2. Go to <http://oasis.ugent.be> and click in the left menu in the tab *2021-2022* on *Edit Curriculum* in order to link the course(s) to the accommodation(s).
 - Go to *Actions* (right-hand side) and click on *curriculum*;
 - Once the curriculum is opened, you go to *Actions* and click on *accommodations* in order to link one or more accommodations to one or more course(s);
 - In the pop-up screen *Accommodations*, you click on *Add* and subsequently select the exam period and the accommodation(s) you wish to use for that course;
 - If desired, a comment can be added in the open field;
 - **Click on Confirm** to inform the lecturer about the link made.
3. In the pop-up screen *Accommodation*, the requested accommodations are listed:
 - The non-refusable accommodations immediately acquire the status *Approved*
 - The refusable accommodations (with *) continue to have the status of proposal, until the lecturer has made a decision (approval or rejection).
4. The student and lecturer make arrangements on the practical organization of the accommodation(s) for the exam. This can be done in person, via email, an announcement in class or on Minerva...
5. Using the *Overview approved accommodations* button, you can **print a report**. Prior to each exam, you present yourself with this document to the supervisor.

Refusable vs. non-refusable

The responsible lecturer may refuse an accommodation, if motivated, in case this accommodation affects the essential educational competencies or when granting the accommodation is practically unattainable.

Deadline link course(s)-accommodation(s) *

- Exam period of first semester: 10 December 2021, at the latest
- Exam period of second semester: 29 April 2022, at the latest
- Second-chance exam period: 5 August 2022, at the latest

**in case of force majeure, these deadlines may be waived.*

Deadline decision lecturer (concerning refusible accommodations)

The lecturer must decide prior to the start of the exam period.

Mediation in case of contestation or dispute

The faculty/institutional ombudspersons will mediate if desired and where necessary. For students with a disability, the Office student & disability can also act as a mediator.

Internal Appeal

Students with a special status to whom accommodations regarding education and exam modalities are refused, can appeal against this decision with the institutional Appeals Committee, as stipulated in the Education and Examination Code, art. 100.

MEER INFO

<https://www.ugent.be/student/en/class-exam-exchange-intern/class-exam/education-examination-code/oeren20212022.pdf>