

HORIZON

Platform for studying with a disability or other special needs

Customised facilities

If you have a disability and/or chronic illness that is hindering your studies, you should contact one of the academic counsellors of your faculty as soon as possible. Through Horizon, the TU Delft offers standard support facilities to help you in your studies: extended examination time and text-to-speech software. There may be times during your degree programme that these facilities no longer meet your needs and you require customised solutions to match your specific situation. You can discuss what specific facilities are appropriate and necessary with your academic counsellor. Horizon can assist in this process.

Procedure

- Contact your academic counsellor. Together, discuss your request. You may need to show a medical document that confirms your disability.
- Depending on the facility, you will then submit your request to the Board of Examiners in your faculty. The academic counsellor will support your application. In certain cases, the academic counsellor can arrange requests for facilities on behalf of the Board of Examiners.

Important: act in good time!

Arranging facilities can take more time than you think. On your faculty website you will find information about the Board of Examiners and the time required to process applications. Generally, you must submit your application no later than 6 to 8 weeks before the facility is needed.

Criteria

The Board of Examiners will assess your request based on the following criteria:

1. The facility must examine the same competences as the original test/exam
2. The facility must be efficacious (suitable and necessary)
3. The facility must not place a disproportionate burden on the educational institution

It may not be possible to provide certain customised facilities. If the Board of Examiners turns down your request, you may send an appeal to the Examinations Appeals Board within six weeks of the date of the decision.

Tip: If the Board of Examiners has not given its reasons for turning down your request, ask it to do so. More information is available at the TU Delft webpage 'legal position' and in the Student Charter. You can contact your academic counsellor and Horizon for more information and advice.

Medical certificates and confidentiality

To submit a request for facilities, your academic counsellor will need access to your medical information. This information will be treated confidentially. You do not have to show information from your personal medical file to lecturers or the Board of Examiners.

Customised solutions

Customised solutions are possible in exceptional cases. You should therefore discuss with your academic counsellor what is or is not possible in your faculty. The following are examples of customised solution, the list may not be complete.

- **Time:** extra time in addition to the standard extra time for tests and exams, spreading examinations, moving deadlines, additional resits.
- **Location:** sitting examinations in a separate room.
- **Study aids:** A3 examination paper, dictionary, laptop, headphones, special furniture, use of software during proctoring, etc.
- **Type of assessment:** oral exam, online exam or individual assignment.
- **Other:** additional opportunities to visit the toilet.

Adapted timetable and relaxation of compulsory attendance

The possibilities in this area depend on the course objectives and the degree programme. Discuss this with your academic counsellor or professor. Unfortunately, a delay in your studies may be unavoidable in some cases. If you become delayed as a result of your disability, there may be financial assistance available. Horizon can give you more information about this.

Career and Counselling Services

As a student you can find answers here to your questions about personal development, or study- and career-development and skills. The central student counsellors, student psychologists and staff at the Career Centre are there to help you. They can offer you short-term personal guidance or refer you for external support.

Horizon

The student counsellors at Horizon can provide you with information and support about studying with a disability, including laws and regulations, procedures, financial assistance, housing and individual and group support.

Do you already know your rights? Relevant laws and regulations

- Student Charter – see TU Delft website
- OER (Teaching and Examination Regulations) – see TU Delft website
- WHW (Higher Education and Research Act)
- WGB-h/cz (Equal Treatment of the Disabled and Chronically Ill Act)

Questions/More information needed?

Go to www.tudelft.nl/studenten/horizon.
Send an email to horizon-esa@tudelft.nl.