



GMBS

GLOBAL MANAGEMENT
BUSINESS SCHOOL



Malta
Further & Higher
Education Authority

Support for Students and Applicants for Studies with Specific Needs

Article 1 Introductory Provisions

(1) The GMBS is creating a universally accessible academic environment by creating appropriate learning conditions for students with specific needs without reducing the demands on their academic performance. (2) In creating a universally accessible academic environment, the GMBS, in particular: a) Guarantees that applicants with specific needs are granted a form of study other than the usual form and method of study, taking into account their specific needs, upon their request; b) Records information about the specific needs of students in the student register; c) Exhaustively lists the groups of students who are considered to have specific needs; (3) In determining the conditions referred to in paragraphs (1) and (2), equal rights shall be guaranteed for all applicants for study and, in accordance with the principle of equal treatment, any discrimination on grounds of age, sex, sexual orientation, marital and family status, race, colour, disability, language, political or other opinion, membership of a national minority, religion or belief, trade union activity, national or social origin, property or other status shall be prohibited.

Article 2 Coordinator for Students with Special Needs

(1) At the GMBS, care is provided for applicants for study and students with specific needs through the Coordinator for Students with Specific Needs (hereafter referred to as the "Coordinator").

(2) The Coordinator for Students with Specific Needs is a GMBS staff member with adequate training. The Coordinator is subordinate to the Rector or the Vice-Rector authorised by the Rector.

(3) The role of the Coordinator is mainly to:

- a) Keep records of applicants and students with specific needs for statistical purposes;
- b) Provide advice to the university lecturers and other organisational units of the GMBS in working with students with specific needs;
- c) Comply with the Act on the Protection of Personal Data for applicants for studies and students with specific needs;
- d) Evaluate the support services provided to students with specific needs;
- e) Prepare and submit a report on the current status of registered students with specific needs and requirements for the provision of reasonable adjustments and support services to the GMBS management;
- f) Provide training for the Coordinator;
- g) Update the contact details of the Coordinators on the website on an annual basis;
- h) Assess the needs and support services for students from disadvantaged backgrounds;
- i) Collaborate on other related tasks to support the studies of students with specific needs.

Article 3 Reasonable Adjustments and Support Services for Students with Specific Needs

(1) Reasonable adjustments translate changes in forms of learning, changes in the conduct of examinations, and changes in the assessment of results in a course of study without reducing the requirements for learning performance and without changing the nature of the study programme.

(2) The extent to which reasonable adjustments and support services are provided depends on the specific needs of the student, the current conditions and requirements of the learning experience, and the availability and effectiveness of the use of compensatory aids and assistive technology.

(3) Reasonable adjustments are provided so as not to lower academic standards, and requirements for the acquisition of the knowledge, skills and competences necessary for qualification in a given study programme.

(4) The provision of support services to students with specific needs is not automatic; the student shall apply for them and agree to an assessment of their specific needs.

(5) As a rule, reasonable adjustments and support services are determined for the entire period of the student's enrolment on the study programme at the relevant level. In exceptional circumstances, reasonable adjustments and support services may be determined for a specific period of time for students with specific needs whose health is expected to improve.

(6) In particular, a student with specific needs is entitled to the following support services, depending on the extent and type of a specific need:

a) Opportunities for the use of specific learning resources and assistive technologies;

b) Individual learning approaches, in particular individual teaching of the selected units of the study programmes;

c) Special conditions for the performance of study duties without reducing study performance requirements; d) Individual approach of higher education institution lecturers.

(7) The GMBS may refuse to provide the study support if the nature and extent of the services and adjustments required by the student would result in a reduction in academic responsibilities and academic standards.

(8) The GMBS is not obliged to grant such required support services and adjustments, the provision of which would impose an unreasonable financial cost.

Article 4 Admission Procedure for Applicants with Specific Needs

(1) Applicants with specific needs must apply in writing for their specific needs to be taken into account during the admissions procedure. Together with the application of the applicant with special needs for a form adjustment, the applicant shall submit a medical certificate not older than three (3) months, or a statement from a psychologist, speech therapist, school psychologist, school speech therapist, special educator.

Article 5 Study of Students with Specific Needs and the Activity of University Lecturers

(1) A student with specific needs shall inform their lecturers about the specifics of their studies, if they deem it necessary, upon a written decision on the granting of the status of a student with specific needs as issued by the Rector.

(2) Students with specific needs are required to achieve the same academic performance, only the conditions for achieving this performance are modified in relation to their specific needs.

(3) At the beginning of or during the academic year, the GMBS lecturer is informed of the number of students with specific needs and the extent of support services and reasonable adjustments to be provided. Information on the number of students with specific needs will be provided to the lecturer by the Coordinator.

(4) The GMBS may, on a case-by-case basis, provide additional forms of support to students with specific needs, as long as their application will not reduce the requirements for study performance.

Article 6 Rights and Responsibilities of the Higher Education Institution in relation to Students with Specific Needs

(1) The GMBS has the right to:

- a) Protect academic standards in terms of the internal quality system;
- b) Require that the knowledge, competences and skills of the applicant and the student with specific needs meet the requirements for the level of study;
- c) Require a student who requests support, reasonable adjustments, or support services because of their specific needs, to provide documentation (a medical certificate no older than three (3) months, a statement from a psychologist, speech therapist, school psychologist, school speech therapist, or special educator);
- d) Not grant the status of a student with specific needs if the student fails to submit the required documentation.

(2) The GMBS is responsible for:

- a) Creating a universally accessible academic environment;
- b) Publishing the information needed for applicants and students with specific needs on the website.

Article 7 Rights and Responsibilities of Students in Relation to GMBS

(1) A student with specific needs has the right to:

- a) Obtain education and access to the study programmes at a level comparable to that of other students;
- b) Pre-admission counselling and advice and support during their studies
- c) To use the services of the Coordinator for Students with Specific Needs;
- d) Have personal data relating to disabilities or learning disabilities protected.

(2) The student with specific needs is responsible for:

- a) The selection of a study programme with regard to a disability or learning disability within the meaning of this Directive; b) Compliance with the Study Regulations and the internal regulations of the GMBS and other generally binding legal regulations that students must comply with during their studies;
- c) Compliance with the conditions contained in the decision to register students with specific needs and to grant reasonable adjustments and support services;
- d) Attendance at classes, fulfilment of study obligations, the results of their studies.

Article 8 Final Provisions

(1) This Directive is binding on all employees and students of the GMBS.