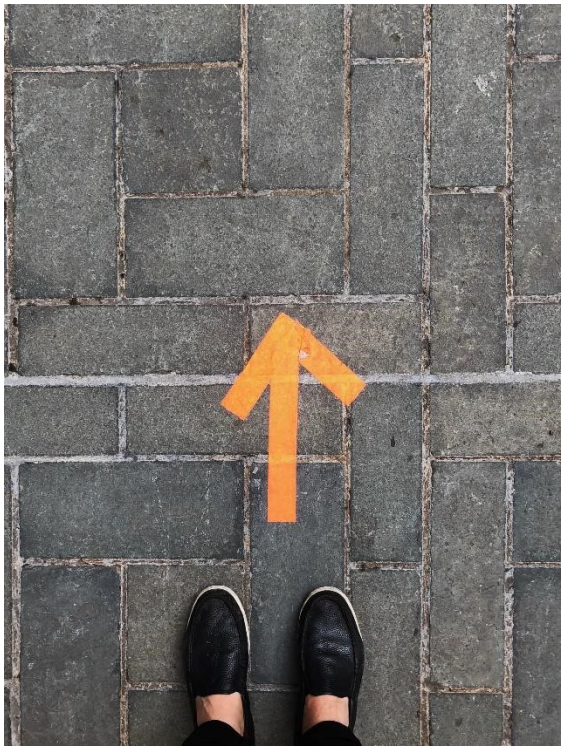

Special status guide

Academic year 2024-2025

Students deserve the opportunity to make the most of themselves. That is why Artevelde University of Applied Sciences Ghent supports certain student groups through the recognition of a special status (Art. 46-47 Education and Examination Regulations 2024-2025). Students with a disability, working students, top athletes, students with a political mandate, student-entrepreneurs, student-artists and student representatives are eligible for a special status. A student may also apply for a special status in case of other individual circumstances.

Students with a special status can receive reasonable accommodations that aim at overcoming the obstacles created by their specific situation. Part 1 of this guide gives general information about the special status, the general application procedure and reasonable accommodations. Part 2 describes the guidelines concerning the specific procedure for each target group.

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1. General information

1.1 A special status

Thanks to a recognised special status, students with a disability, working students, studentathletes, students with a political mandate, student-entrepreneurs, student-artists, student representatives and students in other individual circumstances may receive reasonable accommodations at Artevelde University of Applied Sciences Ghent (Art. 46-47 Education and Examination Regulations 2024-2025). These facilities include measures that should help to overcome any obstacles in the study track, in the context of educational and evaluation activities.

Facilities for the teaching and learning activities may include attending classes, study materials, tasks, assignments, bachelor's thesis and internships, in short, the entire study track and enrolment programme. Some examples of granted **educational facilities**:

- the possibility to leave educational activities earlier
- the use of compensating software
- making study material digitally available

Facilities regarding assessment activities may relate to the form, rescheduling and spreading of exams. Several study programmes offer inclusive accommodations, these are available for each student independent from a special status. For more info on this, check your programme's dinar page. Some examples of **evaluation facilities**:

- extra time to take written exams
- extra preparation time for oral exams
- taking exams in a quiet exam room

Each situation is unique and may require different solutions for the specific educational and examination situation. Therefore, the allocation of accommodations is **tailor-made** and has to be agreed upon by different actors. The key person in the application of accommodations is the department's diversity coach. The diversity coach acts as the student's contact person and coordinates the special status application. The diversity coach works closely together with the head of the department who is responsible for the allocation of the accommodations.

Apart from the allocation of accommodations, Artevelde University of Applied Sciences Ghent also offers tailor-made tracks (Art. 19-20 Education and Examination Regulations 2024-2025). The student may choose an individualised track in which the studies are spread over a longer period (e.g. student enrols for 40 instead of 60 credits per academic year). Go to the study track manager of your department for information about a tailor-made track, preferably before the start of the academic year.

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1.2 General application procedure

A digital registration system

You apply for reasonable accommodations via the **digital registration system**: aanvraagstatuut.arteveldehogeschool.be. This registration system can be accessed via the electronic platform Dinar (Dinar – Applications – Request Compensatory Services). After you have selected your study programme and target group, you will have to answer a few questions with regard to your application and upload any supporting documents to the digital registration system. Part 2 of this guide describes the required documents and main features concerning the specific procedure for each target group.

Your application will be processed by the **diversity coach** of your department. The diversity coach will go through any difficulties you may encounter during your studies. Based on these needs and study requirements (the knowledge and abilities you should have mastered after your studies), the diversity coach will give the head of the department advice concerning the reasonable accommodations.

The information you fill in, upload and entrust the diversity coach with will be handled with the necessary discretion and respect for your privacy (Art. 48 Education and Examination Regulations 2024-2025). The diversity coach is subject to the **duty of discretion**, meaning that they may not disclose any information to other parties than those authorised to consult it. Moreover, the diversity coach must always request the information from the student and not from third parties. Sensitive information must be kept safely and may only be disclosed upon written consent of the student. Only the threat of a very concrete danger to the student or third parties may break this rule.

The Head of the department grants the reasonable accommodations

The **Head of the department** will decide on the practical details of the accommodations granted. For the allocation of accommodations regarding top-class sports, the arts or entrepreneurship, the Head of the department will always consult with the committees **Studies & Top-Class Sports**, **Studies & Entrepreneurship** and **Studies & Professional Artistry**. These committees examine the files and make a final decision on the allocation of the status. The Head of the department will decide on the practical details of the accommodations granted.

These committees always consist of an expert in the field, the director of education and research, the person responsible for specific educational needs, the head of education and guidance.

When granting the accommodations, the **reasonability** concept plays a significant role. Reasonable accommodations keep the balance between the educational requirements, the capacity of the department and the student's possibilities/needs. The Head of the department examines how they can set up specific accommodations. This may differ due to feasibility and context. Accommodations are possible if they do not form a direct threat to the health or safety of others and if they do not concern a substantial change of an essential part of the curriculum and of the way in which the services are offered. Accommodations may be refused by the Head of the department in case they affect the context of the essential learning outcomes of the study programme.

You will receive information about the decisions regarding the allocation of your status and accommodations at the latest 30 calendar days after the registration of your application[2]. As soon

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as you submit your application, you enter into a contract with the Head of the department. The Head of the department signs this contract and afterwards you will receive an e-mail that the

granted accommodations are determined in an accommodations contract. You can download the signed contract from the digital registration system. If you do not agree with the granted accommodations, you can ask for a conversation with your diversity coach. It is possible to appeal against a refusal of any reasonable accommodation for students within seven calendar days after the notification of the decision to the Artevelde University of Applied Sciences Internal Appeals Committee

The specific validity of the accommodations will always be mentioned on the accommodations contract. A special status is usually valid for one academic year.

The diversity coach and the student follow up on the granted accommodations

All staff members involved will be informed about the granted accommodations through the **student tracking system**[1]. No information on the nature of the status is disclosed. Students have to contact the lecturers themselves in order to make practical arrangements on the granted accommodations. Make sure that you have your accommodations contract with the granted accommodations with you during exams, as you have to be able to present it at all times. If the granted accommodations would prove to be insufficient, first of all contact your diversity coach. In the case of evaluation accommodations, he will contact the ombudsman.

It is possible to appeal against a refusal of any reasonable accommodation for students within seven calendar days after the notification of the decision to the Artevelde University of Applied Sciences Internal Appeals Committee (Art. 135-137 Education and Examination Regulations 2024-2025). The student should submit a signed and dated letter of appeal drafted by him or his counsellor containing at least his identity, the contested decision and a description of the objections evoked. This should be sent by registered letter at the same time as an email to: IBC@arteveldehs.be, Interne Beroepscommissie Arteveldehogeschool, p/a Hoogpoort 15, 9000 Gent. The decisions of the Internal Appeals Committee are brought to the attention of the student within twenty calendar days upon the appeal. It justifies its decision with as criteria for instance whether the requested accommodation does not mean a disproportional strain or impairs the possibility to achieve the essential learning outcomes of the study programme. The decision is binding on all parties.

Deadlines

You submit an application for a special status at the **start of the academic year**.
In order to be eligible for examination accommodations, you need to file your application before 15 November for the first semester and before 15 April for the second semester, with an exception for unexpected circumstances. The processing of your application may take **up to 30 days**. These deadlines only apply for regular semester courses. These general deadlines may differ for:

- Modular courses
- Study programmes with partial exams
- Distance learning courses
- Study programmes with always-on exams
- …

[1] The student tracking system is the internal digital platform where the information concerning guidance of the student is made accessible for the student and staff.

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If you have an evaluation before these deadlines, make sure the application is submitted on time. If you are too late, you will not receive accommodations for this evaluation. Consult your course guide or the Dinar page of your course on diversity coaching to see when you should submit your application.

If your situation or diagnosis is new or has changed, it is also possible to apply later in the academic year. You should do this as soon as possible.

An accommodations contract is usually **valid for 1 academic year**. Each academic year, you have to submit a new application and upload the required documents. Students with a functional impairment can submit an abridged application and don't need to upload any documents.

Advice on feasibility of studies

You can always turn to your diversity coach for a personal consultation on the feasibility of the studies and for support in the application process. We advise you to contact us before the start of your study programme so we can properly examine your questions and possible obstacles.

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2. Specific guidelines target group students

2.1 Studies and disability

Students with a functional impairment can apply for a special status. The nature of the impairment determines which documents you have to provide to us.

The following documents are deemed **to be sufficient**:

- evidence of registration with the Flemish Agency for People with a Disability (VAPH); or
- certificate of recognition of disabilities of the Directorate General for Disabled Persons
- motivated report of CLB
- 'GC report' (common curriculum report), 'IAC report' (individual adapted curriculum report) and OV4 report (training form 4 in special education) of the CLB

If you have one of these documents, there is no need to submit any other documents.

If you do not have these, you will need a diagnosis certificate or a completed VLOR bundle, signed by an authorised expert determined per target group. You will find these in the table below.

The VLOR booklet can be found on the website.

Overview qualified experts by target group:

Target group	Qualified expert
Students with a physical disability	(Treating) doctor*
Students with a hearing impairment	(Treating) doctor*
Students with a visual impairment	(Treating) doctor*
Students with a chronic disease	(Treating) doctor*
Students with a psychiatric disability	(child and youth) psychiatrist, certified clinical psychologist or orthopedagogue
Students with an attention deficit hyperactivity disorder	(child and youth) psychiatrist, neurologist, neuropediatrician, certified clinical psychologist or orthopedagogue, (treating) doctor*
Students with a tic disorder	(child and youth) psychiatrist, neurologist, neuropediatrician, (treating) doctor*
Students with a developmental coordination disorder	(Treating) doctor, neurologist, neuropediatrician, (child and youth) psychiatrist, (treating) doctor*
Students with a stuttering disorder (developmental stuttering)	speech therapist, (treating) doctor*

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Students developmental dysphasia	speech therapist , (treating) doctor
Students with a learning disability	certified clinical psychologist or orthopedagogue, speech therapist, (treating) doctor *
Students with autism spectrum disorder	(child and youth) psychiatrist, neuropediatrician, certified clinical psychologist or orthopedagogue, (treating) doctor*
Students with another disability	(Treating) doctor *

*For these disabilities, including developmental disorders, the general practitioner (GP) can reaffirm the diagnosis previously made by a specialist. After all, it is not within the competence of the family physician to make that diagnosis himself. This does not apply to psychiatric disorder. Because of the often temporary nature of the disability, the competent expert is best placed to make or reaffirm the diagnosis and to give advice on support needs.

The certification is screened by the diversity officer of the Office of Study and Career Guidance and/or the diversity coach of the department.

If the submitted records do not meet the predetermined criteria, or if the certificates are not available, the digital registration system offers you more information. If you have any questions concerning the required documents or new testing, you may always contact the responsible for specific educational needs, Hanne Dauw.

Beside the allocation of accommodations, students with a disability may need additional support (special needs coaching). Your diversity coach may refer you to the specials needs team after a discussion in which your needs are laid alongside the programme's offerings.
Next to coaching, the special needs team can also help you with applications for specific educational means, e.g. sign language interpreter, speech-to-text interpreters, braille transcriptions, educational guidance for students with a visual and hearing impairment, compensatory software for dyslexia, information sessions on living and studying with a disability. Contact your diversity coach to refer you to the special needs team.

2.2 Studies and top-class sports

The approval requirements for top athletes have been determined by Ghent University Association and are implemented in the same way by each educational partner. Below, you will find an overview of the required criteria for 2022-2023 to be eligible for a student athlete status, subdivided per type of sport. If you meet these criteria, your application will automatically be positively evaluated by the **Studies and Top-Class Sports Committee**. In exceptional cases, the committee may distance itself from these criteria and, consequently, may give other motivated applicants who have not completely met the criteria a positive evaluation. This exceptional advice lays within the committee's authorisation and cannot be enforced.

General approval requirements

If you meet the following criteria, your application will automatically be positively evaluated by the Studies and Top-Class Sports committee.

You have been acknowledged as a top athlete by the Belgian Olympic and Interfederal Committee (BOIC) or *Sport Vlaanderen*

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You have been selected for World University Championships or World University Games (Organised by FISU)
You have been selected for an EK or WK of a sport on the Flemish list op top class sport 2020-2024
You have been selected for the national team of a sport on the Flemish list of top class sport 2020-2024

Approval requirements team sports

Sports Branch	Minimum Requirements Valid within Ghent University Association	
Basketball	Men	2 highest divisions
	Women	Highest division
Beach volleyball		Top 5 BC
Handball	Men	Highest division
	Women	Selection national team
Hockey		Highest division
Korfball		Selection national team
Rugby		Selection national team
Football	Men	First team or B-team – first and second national level First team - third national level (D1 amateur)
	Women	Selection national team Highest division
Volleyball		Highest division
Water polo		Selection national team

Approval Requirements Individual Sports

Sports Branch	Minimum Requirements Valid within Ghent University Association	
Aerobics		Podium BC solo Participation EC or WC
Athletics	Men	Running numbers: top 20 year ranking[2] Throwing numbers: top 10 year ranking Jump numbers: top 10 year ranking Podium BK junior outdoor (individual numbers)
	Women	Running numbers: top 20 year ranking (steeple: top 10) Throwing numbers: top 10 year ranking (hammer: top 5)

[2] With '(year) ranking' is meant: the most recent ranking of the highest category (seniors, elite, ...) drawn up by the concerning federation.

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		Jump numbers: top 10 year ranking (triple jump: top 5) Podium BK junior outdoor (individual numbers)
Badminton		First national level and second national level
Duathlon		Top 10 BC (all categories)
Martial arts		Participation EC or WC (only disciplines of the Olympics or World Championships)
Weightlifting	Men	Up to 20 years old: 290 Sinclair points
		+20 years old: 300 Sinclair points
	Women	Up to 20 years old: 170 Sinclair points +20 years old: 180 Sinclair points
Golf		Participation EC or WC
Gymnastics (Acrobatic Gymnastics/Trampoline/Tumbling)		Podium BC (acrobatic gymnastics max. trio and only A-level) Participation EC, WC or World Cup (acro only A-level)
Judo		Belgian Champion Youth Podium BC (all categories) Participation EC or WC
Kayak (K1 & K2)		Belgian Champion Youth Podium BC (all categories) Participation EC or WC (only Olympic distances)
Karate		Belgian Champion Youth (BKF) Podium BC (all categories) (BKF) Participation EC (EKF) or WC (WKF)
Orienteering		Podium BC Participation EC or WC
Horse riding (Jumping/Eventing/Dressage)		Finals BC juniors / Young Riders Finals BC Seniors Participation EC or WC Member of VLP Talent team
Lifesaving		Participation EC or WC
Rowing		Podium BC (1p/2p) Participation EC or WC (1p/2p/4p)
Rope Skipping		Participation EC or WC
Skating		Podium BC Participation EC or WC

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(Figure Skating solo/duo - short track speed skating)		
Fencing		Podium BC Participation EC or WC
Inline skating/Roller Skating		Podium BC Participation EC or WC
Skiing		Participation EC or WC Maximum 100 FIS Points
Squash		A-classification
Table tennis		A-classification
Tennis		Minimum 105 points Top 50
Triathlon		BC Youth Top 10 BC all categories Participation EC or WC
Cross country running (Cross Cup or BC)		Participation EC or WC in your category
Water Skiing		Participation EC or WC
Competitive Dancing (IDO/FISAF)		Podium BC (solo/duo) Participation EC or WC (IDO/FISAF)
Road Cycling		Attestation Cycling Flanders
Surfing (wind-, kite-, golf-)		Participation EC or WC
Sailing		Participation EC or WC
Swimming		Top 10 ranking On individual file

This list is **not exhaustive**. Sports branches that are not mentioned in this list, will be examined per file and by mutual consent. Based on the inclusion principle, sports that are practised by student-athletes with a disability have not been drawn up in a separate list. Of course, they may also apply for the status of student-athlete. The same criteria apply to them (the general criteria as well as the approval requirements for each sports type described above).

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Top-class sports stipend

Top-class athletes with a special status who participate in championships, can apply for a fixed cost declaration and stipend from their school. The fixed stipend depends on the kind of championship. European university championships (EUC), World university championships (WUC) or universiades of the sports that appear on the Flemish top-class sports list (see above) will be considered for a stipend of €250. European championships, World championships and Olympic Games of the sports that appear on the Flemish top-class sports list, are eligible for a stipend of €100.

The student should apply for the stipend via sport@arteveldehs.be with the required personal data and championship data.
The student will attach the official participation certificates or should prove their attendance via the list of participants afterwards. The student will provide a report with visuals that can be used for PR purposes (social media, website…) by the school. After participation and handing in the necessary documents, the student will receive the sum in their bank account. The student is only entitled to one stipend per academic year.

2.3 Student-entrepreneurs

The student-entrepreneur status enables the department to grant reasonable accommodations to students who own a business or students who are planning to start a business within a period of twelve months. Student-entrepreneurs who are affiliated with the student cooperative The Company by Gentrepreneur also qualify.

The **Studies and Entrepreneurship Committee** will examine the student-entrepreneur application.

To apply for the special status of student-entrepreneur, you need to prove you have a company registration number or are registered as self-employed. If you still need to start your company, you must submit a Business Model Canvas/business plan or a financial plan of your future enterprise.

Students with the intention to start a business within a period of 12 months, but who do not yet have a company number can only file this application once. Afterwards you will apply for the status with a company number, unless you have a valid reason why this is still being arranged.

Artevelde University of Applied Sciences provides practical support and guidance from the development of your idea up to obtaining a place in the market through Gentrepreneur , and this via: designing a business plan;

- tailor-made guidance during the continuation of your enterprise;
- contacting experts for specific questions on a project;
- workshops on entrepreneurial topics;
- generating press attention for your specific project;
- visibility via the activities of Gentrepreneur;
- networking with other student-entrepreneurs and the professional field, and the services of Gentrepreneur.

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2.4 Student-artists

Students who practise arts on a professional level can apply for the status of student-artist. The **committee 'Studies & Professional Artistry'** assesses the application and takes into account:

- The audience of your arts;
- Your professional education and experience (e.g. Luca, RITCS, Royal Ballet Flanders, Herman Teirlinck, conservatoire, etc.);
- You obtained prizes, grants and subsidies.

To substantiate your application, you submit the following documents:

- A survey of participation in contests and expositions, possibly important internships or selections;
- A detailed practice and rehearsal schedule;
- If applicable: a contract and/or membership in an association or organisation;
- If applicable: an employment agreement;
- Press articles and other documents that prove your special situation.

2.5 Working students

The combination of studying and working may pose a challenge.
The following students can apply for the special status of working student:

- Students who work at least 80 hours per month**.**
- Students who work at least half of what is considered a fulltime assignment in their employment sector.

Do you follow a SWITCH track or take classes in distance learning? Then your type of education is already adapted to your needs as a working student and there is no need to apply for a special status.

Working students provide the following documents:

- An employment certificate (contract or combination of several contracts) for at least 80 hours per month or a part-time assignment according to what is customary in the sector.
- A schedule.

2.6 Students with a political mandate and student representatives

Students with a political mandate and student representatives at the university college, the association, VLOR or VVS with a mandate as an effective member can obtain accommodations.

Students with a political mandate must upload with their application a document that proves you have a political mandate (including start and end date). Student representatives do not have to submit any documents. The responsible participation coach of Artevelde University of Applied Sciences will provide a list of the mandates to the diversity coach. However, student representatives must register in the digital registration system.

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2.7 Students in other individual circumstances

Students who find themselves in a situation that has an impact on their studies (e.g. illness of accident, combining your study with care for your family, pregnancy, death of a near relative, care of an elderly or sick person …) are eligible for a special status. Contact the care coach of your department to discuss your situation, prepare an application and check which documents you may need.

Additionally we can also provide reasonable accommodations when exams or compulsory lesson activities coincide with religious holidays of religions recognised by the Belgian state. This application must be done at the start of the academic year.

More questions?

Contact your diversity coach.

Hanne Dauw, responsible for special educational needs – Office of Study and Career Guidance
Hanne.dauw@arteveldehs.be, 0476 96 55 48

https://www.arteveldehogeschool.be/en/studying-artevelde-university-applied-sciences/during-your-studies/tailor-made-guidance#special

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