

APPROVED

by Order No. V1-108 of 18 June 2026
of the Deputy Director for Academic Affairs
of Lietuvos Inžinerijos Kolegija
Higher Education Institution

PROCEDURE FOR THE ORGANISATION OF THE STUDY PROCESS FOR STUDENTS/LISTENERS WITH DISABILITIES AND/OR LEARNING DIFFICULTIES AT LIETUVOS INŽINERIJOS KOLEGIJA HIGHER EDUCATION INSTITUTION

I. GENERAL PROVISIONS

1. The Procedure for the Organisation of the Study Process for Students/Listeners with Disabilities and/or Learning Difficulties (hereinafter – the Procedure) at Lietuvos inžinerijos kolegija Higher Education Institution (hereinafter – LIK) establishes the conditions, methods and procedures for organising the study process for students/listeners with individual needs arising from disabilities and/or learning difficulties.
2. This Procedure has been prepared in accordance with the United Nations Convention on the Rights of Persons with Disabilities, the disability policy of the Republic of Lithuania, other European Union directives, national legislation and the internal regulations of LIK.
3. The following terms are used in this Procedure:
 - 3.1. **Individual needs** – study-related needs arising from a disability and/or learning difficulties, the fulfilment of which enables students/listeners to participate independently, fully and on an equal basis with others in studies and other activities organised by LIK.
 - 3.2. **Types of disability** – physical disability (mobility impairments, motor disorders, etc.); sensory disability (visual impairment, hearing impairment, etc.); psychosocial disability (anxiety disorders, depression, etc.); intellectual, cognitive or neurodevelopmental disabilities (autism spectrum disorders, attention deficit hyperactivity disorder (ADHD), specific learning disorders such as dyslexia, dysgraphia, dyscalculia, etc.); disabilities related to chronic, neurological or other health conditions (diabetes, epilepsy, multiple sclerosis, etc.); and multiple disabilities (two or more disability types occurring simultaneously). *A disability may be visible or invisible to others.*
 - 3.3. **Students/listeners with disabilities** – persons with any type of disability whose full, effective and equal participation in the study process may be hindered by environmental, attitudinal or informational barriers.
 - 3.4. **Students/listeners experiencing learning difficulties** – persons who encounter difficulties in the study process due to learning disorders, speech and language disorders, behavioural and emotional disorders, or unfavourable cultural, linguistic, pedagogical, socio-economic or other environmental factors.

- 3.5. **Individual plan** – a plan for organising the study process for a student/listener with a disability and/or learning difficulties in accordance with their individual needs. The plan is drawn up for one academic semester.
- 3.6. **Course Adviser** (hereinafter – the Adviser) – a member of staff responsible for coordinating the individualisation of the study process according to the student's/listener's individual needs arising from disabilities and/or learning difficulties.
4. Individual needs of students/listeners shall be met and study conditions adapted in accordance with the principle of reasonable accommodation, taking into account the objective financial capabilities, material resources and human resources of LIK. Adaptations to the study process shall not impose a disproportionate burden on LIK or compromise the essential objectives and academic requirements of the Study Programme. Decisions regarding accommodation measures requiring significant resources shall be taken individually after assessing the available alternatives.

II. ORGANISATION OF THE STUDY PROCESS FOR STUDENTS/LISTENERS WITH DISABILITIES AND/OR LEARNING DIFFICULTIES

5. Study conditions (including the study environment, study materials, assessment arrangements, etc.) may be adapted to meet the individual needs of a student/listener.
6. In all matters relating to the study process, the student/listener shall communicate directly with the Course Adviser (hereinafter – the Adviser).
7. The Adviser shall familiarise the student/listener with the provisions of this Procedure within the first five working days.
8. No later than 10 September, the Adviser shall inform the Study Coordinator (FIET) or Study Administrator (FEE) of the student's/listener's individual needs.
9. A student/listener wishing to have study conditions adapted to their individual needs shall, no later than 15 September, apply to the Study Coordinator (FIET) or Study Administrator (FEE) and submit:
 - 9.1. An application for the preparation of an individual plan and/or adaptation of study conditions;
 - 9.2. Documents confirming the disability and/or learning difficulties;
 - 9.3. Information regarding individual study-related needs (Annex 1);
 - 9.4. Consent for the processing of personal data (Annex 2).
10. Where the submitted documents are insufficient, the student/listener shall provide additional documents upon request of the Study Coordinator (FIET) or Study Administrator (FEE).
11. If the application is submitted later or the individual needs become apparent during the semester, the student's/listener's needs shall be accommodated for the remaining part of the semester, subject to LIK's objective ability to adapt the study process.
12. Within two working days of receiving the documents, the Study Coordinator (FIET) or Study Administrator (FEE) shall submit the documents referred to in Clause 10 to the Head of the Study Organisation Office.
13. The appropriate methods of study delivery shall be discussed during a meeting of the Heads of the Academic Departments, based on the documentation submitted by the student/listener.
14. If necessary, the Head of the Study Organisation Office shall submit a proposal to the Director regarding the acquisition of additional equipment or the allocation of other resources.

15. The Study Coordinator (FIET)/Study Administrator (FEE) shall, within 10 working days of receipt of all required documents, prepare a draft order of the Deputy Director for Academic Affairs concerning the approval of an individual study plan or other study adjustments for the student/listener, and shall inform the student/listener, the study process organiser, the course tutor and other staff members involved in the process.
16. An individual study plan may be terminated at the request of the student/listener or where the need for such arrangements no longer exists or new circumstances arise, as identified by the Head of the Study Organisation Office. An individual study plan may only be terminated by an order of the Deputy Director for Academic Affairs.

III. METHODS OF ORGANISING STUDIES ACCORDING TO THE TYPE OF DISABILITY AND/OR LEARNING DIFFICULTY

17. Study process individualisation measures may be applied according to the type of disability and/or learning difficulty.
- 17.1. **For Students/Listeners with Mobility Impairment:**
 - 17.1.1. Appropriate adaptation of the study environment (e.g., easily accessible lecture classrooms, and other facilities; a study station and/or furniture adapted for individuals with mobility impairments);
 - 17.1.2. Adjustment of timetables by relocating classes to accessible classrooms and/or other premises;
 - 17.1.3. Provision, prior to classes, of lecture and study materials that are inaccessible during the class due to the disability, using remote learning platforms and/or LIK email;
 - 17.1.4. Permission to use a computer and the required software during classes and assessments;
 - 17.1.5. Provision of additional rest breaks during classes and assessments, ensuring these breaks are not deducted from the allocated assessment time;
 - 17.1.6. Opportunity to complete assessments remotely and/or through alternative forms of academic assessment;
 - 17.1.7. Rescheduling of mid-term assessments, exams, or other final assessments if the student/listener is unable to attend due to objective reasons (e.g., adverse weather conditions, etc.) related to their disability or transport accessibility;
 - 17.1.8. Extension of the duration of mid-term assessments, exams, or other final assessments.
- 17.2. **For Students/Listeners with Visual Impairment:**
 - 17.2.1. *For the partially sighted:*
 - 17.2.1.1. Appropriate lighting in corridors, classrooms, and other facilities where classes take place;
 - 17.2.1.2. Adaptation of departmental premises by marking changes in floor surfaces, stairs, and other hazards with bright (contrasting) warning stickers;
 - 17.2.1.3. Provision of study materials and assessment tasks in an appropriate font and format;
 - 17.2.1.4. Provision, prior to classes, of lecture and study materials that are inaccessible during the class due to the disability, using remote learning platforms;
 - 17.2.1.5. Permission to use a computer and the required software during classes, mid-term assessments, exams, or other final assessments;
 - 17.2.1.6. Extension of the duration of mid-term assessments, exams, or other final assessments.
 - 17.2.2. *For the blind:*

- 17.2.2.1. Adaptation of the premises with tactile surfaces, guiding lines, acoustic beacons, or Braille information to mark changes in floor surfaces, stairs, and other hazards;
- 17.2.2.2. Verbal description/commentary of visual materials or information written on the board;
- 17.2.2.3. Provision, prior to classes, of lecture and study materials that are inaccessible during the class due to the disability, using remote learning platforms;
- 17.2.2.4. Provision of study materials and assessment tasks in electronic formats (DOC, DOCX, PPT, PPTX, or digital/scanned PDF formats compatible with screen readers);
- 17.2.2.5. Opportunity to have academic performance assessed orally or through other alternative formats;
- 17.2.2.6. Permission to use a computer and the required assistive software/hardware (screen readers, Braille displays, etc.) during classes, mid-term assessments, exams, or other final assessments;
- 17.2.2.7. Extension of the duration of mid-term assessments, exams, or other final assessments.
- 17.3. **For Students/Listeners with Hearing Impairment:**
 - 17.3.1. *For the deaf:*
 - 17.3.1.1. Permission to use note-taking services during lectures or other classes;
 - 17.3.1.2. Opportunity to sit in a position during lectures or other classes that allows a clear line of sight to the speakers' faces;
 - 17.3.1.3. Permission to use sign language interpreting services during lectures, other classes, mid-term assessments, exams, or other final assessments;
 - 17.3.1.4. Provision of subtitles for video or audio materials used in the study process;
 - 17.3.1.5. Extension of the duration of mid-term assessments, exams, or other final assessments.
 - 17.3.2. *For the hard of hearing (HoH):*
 - 17.3.2.1. Provision of facilities to use assistive listening technology (such as FM systems) or other personal or LIK-owned devices that improve auditory clarity during classes;
 - 17.3.2.2. Opportunity to sit in a position during lectures or other classes that allows a clear line of sight to the speakers' faces;
 - 17.3.2.3. Provision of study materials (lecture notes, slides) in writing prior to the class;
 - 17.3.2.4. Extension of the duration of mid-term assessments, exams, or other final assessments.
- 17.4. **For Students/Listeners with Psychosocial Disabilities** (Anxiety Disorders, Depression, Bipolar Disorder, etc.):
 - 17.4.1. Opportunity to complete mid-term assessments, exams, or other final assessments in a familiar environment (e.g., the classroom where the classes took place);
 - 17.4.2. Opportunity to complete mid-term assessments, exams, or other final assessments in a separate room;
 - 17.4.3. More flexible adjustment of deadlines for tasks or the application of alternative forms of assessment (e.g., a written assessment instead of a public oral presentation in cases of severe social anxiety);
 - 17.4.4. Extension of the duration of mid-term assessments, exams, or other final assessments.
- 17.5. **For Students/Listeners with Intellectual, Cognitive, or Neurodevelopmental Disabilities** (Autism Spectrum, ADHD, and Specific Learning Difficulties such as Dyslexia, Dysgraphia, etc.):
 - 17.5.1. Permission to use a computer and the required software (text-to-speech/text-editing software) during classes and assessments;
 - 17.5.2. Provision of study materials, tasks, and instructions in a clear, structured, and unambiguous format (where necessary, in writing prior to the class);

- 17.5.3. Opportunity to complete assessment tasks orally and/or in writing, altering the form of assessment without modifying the required learning outcomes;
- 17.5.4. Provision of additional short breaks during assessments and lectures (ensuring these are not deducted from the allocated assessment time);
- 17.5.5. Extension of the duration of mid-term assessments, exams, or other final assessments.
- 17.6. **For Students/Listeners with Disabilities Related to Chronic, Neurological, or Other Health Conditions** (Diabetes, Epilepsy, Multiple Sclerosis, etc.):
- 17.6.1. Opportunity to extend the duration of mid-term assessments, exams, or other final assessments (e.g., in the event of a drop in blood sugar levels) or to interrupt an assessment and postpone/resume it at another time (e.g., in the event of a seizure or sudden deterioration of health);
- 17.6.2. Permission to leave a class or assessment (e.g., to administer medication, check health indicators, etc.) and return without disruption;
- 17.6.3. Flexible assessment of lecture attendance, allowing the student to cover part of the material independently or remotely if they are unable to attend due to a flare-up of their illness or medical procedures.
- 17.7. **For Students/Listeners with Specific Learning Difficulties** (Dyslexia, Dysgraphia, Dyscalculia, etc.):
- 17.7.1. Permission to use a computer and the required software during classes and assessments;
- 17.7.2. Opportunity to complete assessment tasks orally and/or in writing;
- 17.7.3. Provision of additional consultations or methodological support;
- 17.7.4. Extension of the duration of mid-term assessments, exams, or other final assessments.
- 18. The list of learning and teaching adjustments specified in Clause 17 of the Description is not exhaustive. Depending on the individual needs of the student/learner, other adjustments to the delivery of studies may be applied.

IV. ADAPTATION OF PRACTICE PLACEMENTS

- 19. The selection and adaptation of a professional work placement (company, institution, or organisation) for a student/listener with individual needs shall be carried out in collaboration with the Faculty Deans, the practice placement coordinator, and the host organisation.
- 20. When signing a tripartite practice placement agreement with an external company/organisation, the Higher Education Institution shall inform the host party of the reasonable adjustments required by the student/listener (without disclosing the medical diagnosis) to ensure the accessibility of placement tasks.

V. PERSONAL DATA PROTECTION AND CONFIDENTIALITY

- 21. The personal data of a student/listener (including special category data concerning health and disability) shall be processed solely for the purposes of adapting and organising the study process, subject to obtaining the prior consent of the student/listener. Data shall be processed in accordance with the General Data Protection Regulation (GDPR), the Law on Legal Protection of Personal Data of the Republic of Lithuania, the Regulations for the Processing of Personal Data of the Lithuanian Higher Education Institution, and other legal acts of the Republic of

Lithuania and Lietuvos inžinerijos kolegija Higher Education Institution regulating personal data protection.

22. The personal data of a student/listener and the documentation proving a disability and/or learning difficulties shall be obtained directly from the data subject or their authorised representative.
23. The student's/listener's application and all medical or other submitted documents related to the assessment of individual needs shall remain confidential and shall be stored in the student's/listener's personal file.
24. When informing lecturers and other responsible staff members about the individual plan or study adjustments allocated to a student/learner, the advisor shall provide only the specific support measures and study delivery methods to be applied, without disclosing the individual's diagnosis, type of disability, or the causes of the health condition.
25. Lecturers and other LIK staff members involved in the study process must guarantee the absolute confidentiality of the student/listener. It is strictly prohibited to publicly state, discuss, or otherwise disclose information regarding a student's/listener's individual needs, diagnoses, or the adjustments applied to them to third parties (other students, staff, or external individuals) during classes or outside of them. Any breach of these provisions shall be deemed a breach of professional misconduct and shall incur personal liability in accordance with the procedure established by legislation.

VI. FINAL PROVISIONS

26. The academic department in which the student/listener is enrolled shall be responsible for ensuring the quality of the individualisation and organisation of support for students/listeners with disabilities and/or learning difficulties, as well as for the implementation of academic support measures.
27. The infrastructure department shall be responsible for adapting the physical study environment and for the procurement and technical provision of specialised equipment and other technical resources required for the organisation of the study process.
28. The Procedure shall enter into force following their approval by the Academic Council and confirmation by an order of the Director of LIK.

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