

Faculty of Science Policy on Students with Special Needs

PART A: Mentoring Committee (MC)

The Faculty body responsible for the students with special needs is Mentoring Committee.

It would undertake the following duties:

- Identification of students with special needs
- Initial assessment of students with special needs
- Collaborate with the University Health Centre
- Record keeping and maintenance of confidentiality of information
- Share confidential information with relevant parties for the benefit of the student
- Follow-up and monitoring
- Evaluate the process based on feedback

Identification of students with special needs

Mentoring committee actively seeks information on students' health by a self-administered questionnaire completed by all new entrants on admission.

Mentoring committee may passively receive information on students' health by following methods:

- Self-referral: the student directly informing about their health status via letter or email. The student may inform about an acute event that left them disabled temporarily or permanently. Also the student may inform about their chronic conditions which were not disclosed on admission.
- Via the academic staff, student counselors, ward staff and non-academic staff
- Via fellow students and family
- Anonymous complaints

Initial assessment of students with special needs

After collection of students' details based on the self-administered questionnaire distributed on admission MC will identify students who may require special assistance during the programme.

An initial assessment session is held for each student with the following objectives:

- To obtain a crude understanding about the student's condition
- To assess the student's insight about their condition

- To seek student's consent to share the information they provided with specific parties for the benefit of them. This includes the University Health Centre, Heads of the departments, DR/SAR/AR Science, DR/SAR/AR Exam and wardens.
- To set up an individualized plan for each student
- To encourage the student to comply with a treatment plan
- In apparently mild conditions, to counsel the student about possible disadvantages they may face due to their condition, with emphasis of motivating the student and eliminating their negative thoughts
- In a serious condition to inform the administration for necessary actions
- Some of these objectives may be achieved on a subsequent meeting arranged on convenience.

Collaborate with the University Health Centre

- MC will function with the University Health Centre in provision of services to the student.
- The two parties will share confidential information of the student with written consent from the student.
- The two parties will share the workload without duplication in carrying out necessary investigations and referrals.

Record keeping and maintenance of confidentiality of information

Record keeping by MC is for the following purposes:

- For smooth execution of services rendered to the student by the Faculty
- To benefit the student by provision of information to them or interested parties
- To benefit the Faculty by having a record of support provided to the student

All information received by MC regarding the student's health is confidential. Maintenance of confidentiality is the responsibility of MC.

Sharing confidential information with relevant parties for the benefit of the student

The purpose of collection of information by MC is to share them with relevant parties for the benefit of the student. However, a written consent should be obtained from the student expressing their willingness for such an act. This is best done after the initial assessment.

The student's information could be shared with following parties with the student's consent:

- The University Health Centre – to collaborate in provision of services

- The Dean of the Faculty/The Heads of the Departments/Coordinators of Units – to arrange necessary support during the teaching programme
- DR/SAR/AR Science / DR/SAR/AR Exam– to allow special arrangements during examinations
- The wardens of residential hostels – to provide support at the hostels and to be prepared for emergencies

Follow-up and monitoring

The follow-up shall be used to monitor the improvement or progression of the student's condition.

MC, has the freedom to arrange follow-up with the co-operation of the student. It may be frequent when the student needs support, and only as necessary when the student is coping with their condition.

The follow-up may be terminated when it is no longer required.

E.g. in case of a temporary disability developed during the programme and settled

Evaluating the process based on feedback

To assess the quality of the services rendered, and the effectiveness of the processes in place to offer the services, MC, shall obtain feedback periodically from all involved parties.

PART B: Service Offered

Virtually any medical condition of the student could be supported through investigations.

However, special support could be arranged in the following situations for relevant conditions.

During teaching-learning sessions:

- Chairs with forearm rest (right-handed and left-handed students)
- Front row seats/ allocated seats (visual impairment, hearing impairment, reduced mobility)
- Regular breaks (for administration of specific drugs, hypoglycemia)
- Allowing recording of lectures/ lectures in multiple formats (writer's cramp)
- Permission to use elevators (reduced mobility)
- Permission to use specialized ergonomic equipment (injury)
- Not using confusing colour schemes in images (colour blindness)

MEMO 3: Faculty of Science Policy on Students with Special Needs

- Medical leave

During examinations:

- Chairs with forearm rest (right-handed and left-handed students)
- Front row seats (visual impairment, hearing impairment, reduced mobility)
- Extra time (writer's cramp, stammering)
- Medical leave

In hostels:

- Ground floor rooms (reduced mobility)