

Procedure for Processing Applications for Accommodations

Adopted by the Learning Environment Committee on February 14, 2024

This procedure applies to accommodations for exams, everyday studies, and practical placement periods.

1. Processing of Applications

1.1 Applications for accommodations are processed in the Digital Student Service.

1.2 The application will be processed only after the necessary documentation has been registered. UiS may request updated documentation if deemed necessary to evaluate the application. If documentation is not received by the deadline, the application may be rejected due to insufficient documentation.

1.3 Applications for accommodations are processed in accordance with the Universities and University Colleges Act, §10-5. The application will be assessed based on the student's needs, academic requirements, and what is practically feasible.

1.4 If the accommodation pertains to teaching, mandatory activities, or other factors that may impact academic requirements, the course coordinator/instructor must be consulted before a decision is made.

1.5 For accommodations in practical placements, it must be determined in cooperation with the relevant institution which accommodation measures can be implemented. Both the learning objectives of the practical placement course and framework plans may limit what accommodations can be offered.

1.6 If the student is not granted the requested accommodation, a specific individual assessment must be made to identify other suitable measures that can provide the student with equivalent educational opportunities. It must be considered whether the student should be invited to a meeting in this context. The assessment of potential suitable accommodations must be documented in the decision.

2. Decision on Accommodations

2.1 The student must be informed of the outcome of the application and the right to appeal upon the issuance of the decision.

2.2 The decision must specify the period for which the accommodation measure applies. Decisions on accommodations for students with a permanent need for accommodation can be granted for the entire period the student has valid study rights. Whether measures should be granted for the entire period will be based on a

discretionary assessment, considering the structure of the courses, exam formats, learning outcomes, and the student's needs.

2.3 In the event of an appeal against the decision, it must be assessed whether the appeal provides grounds for altering the decision. If the decision is upheld, the case will be sent for review by the student affairs committee. The student must be copied on the correspondence.