

## **Faculty for Management, Business, and Economics**

Standard Operating Procedures when working with students with  
special needs

Bachelor & Master Studies

Updated Version 02

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## **1.1 Faculty Role**

The role of the faculty is to continuously evaluate and monitor student's needs every year for all years of studies, Bachelor in 1st, 2nd, and 3rd-year students / and master students at 1st and 2nd year.

## **1.2 Registration staff**

When recruiting students, the student may ask or staff may notice such needs based on visual aspects of evaluating the situation. The staff shall allow and support the students if they have any special needs for specific accommodations / if students confirm YES then this be reported to the faculty if such arrangements are possible and consult the student / additional consulting may be provided and developed through. This is open to different life problems such as visual impairment, stress, walking difficulties, surgeries, panic when in crowded situations, other emotional issues, etc.

## **1.3 Faculty and Teaching staff**

Faculty Teaching staff shall be informed in advance concerning the special needs of students if there are such cases several measures may be undertaken:

- Adjust seats in case visual impairment
- Adjust ppt presentation/font size during lecturing
- Visual hearing / Listen to students unable to hear at lectures/ allow questions
- Be professional and polite when dealing with special needs students
- Slow down when needed
- Allow interaction with all students
- For students unable to present in groups/ or entire lecture ensure accommodation in private or as able to
- Students that seem to have exam stress-related issues shall be addressed to UBT professional psychologist / counseling center that conducts stress-related classes/ and individual accommodation as needed
- Students that seems to be causing noise/ disturbances / or any ethical issues/ dress code etc shall be under UBT code of ethics

- Students unable to understand in English (in bachelor studies)/ teaching staff shall enable related study material in the native language
- Students unable to walk / special / in wheelchairs ensure access via lift/ or first-floor lectures to be conducted.
- Give students with special needs to participate in all activities of the faculty/elections/sports events/conferences/ other activities available and as needed.
- When possible, ensure special classrooms/small size groups /individual planning/ to further teach them/ evaluate them based on criteria and ensure quality takes place.
- Create structural classrooms
- Work closely with the UBT career office to ensure they receive notifications for jobs that are suitable for special needs.

**Students:**

- The students may request additional changes in accommodation during their studies as different needs may change/ arise during their study lifetime
- Complaints may be filed for needs that are un-met by the faculty staff or teaching staff for the teaching/ faculty activities/student activities / other.

The faculty staff shall ensure continues communication and facilitation between students, teaching staff, community, and other life activities besides stated above and go the extra mile for our students.

Faculty of MBE

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