BRNO UNIVERSITY OF TECHNOLOGY
ALFONS CENTRE FOR STUDENTS WITH SPECIAL NEEDS

INSTRUCTIONS FOR STUDENTS
using study accommodations plan

1. A responsible person of the Alfons Centre will issue an electronic "Study Accommodations Plan" (SAP) to a student which contains individual adjustments for his/her studies. The SAP is available for the student to view in **IS Studis -> Personal Information.**

2. The SAP is entered into the information system of Brno University of Technology and made available for the needs of academic staff who are teaching the student in a particular semester and for the needs of the Student Affairs Office.

3. **Conditions for Using a Study Accomodations Plan**:

   a. **Accommodations in Classes – Lectures and Seminars:** at the beginning of each semester, a student is obliged to contact the particular lecturers with whom he/she wishes to agree on specific accomodations during lessons.

      Accommodations during Knowledge Assessment: a student is obliged to contact his/her examiner at least 1 week prior to the examination (exam, test or assessment) and inform him/her about the required accommodations.

Please, always contact the particular lecturers by e-mail in which you provide your full name, student ID, name of your study programme and subject in question.

   b. If the student's SAP includes **making study materials available**, the student agrees to use these materials solely for his/her own study needs and not to reproduce or redistribute them in any way. Failure by the student to comply with these conditions will result in immediate suspension or limitation of the services provided by the Alfons Centre.

   c. **The SAP is valid throughout the studies including the Master´s/Engineer´s and Doctoral programmes.** If a student wishes to terminate the use of SAP, he/she is obliged to inform his/her study coordinator via e-mail at least 1 week prior to the beginning of a new semester.

   d. If the student is interested in **accommodating the Final State Examination,** he/she is obliged to **inform the Alfons Centre at least one month prior** to the Final State Examination.

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INFORMATION ON THE PERSONAL DATA HANDLING
support for students with special needs

Name, surname, title:

Student ID:

Faculty:

I confirm that I have read the document **"Information on the personal data handling in order to take a student´s special needs during his/her studies into account"**, which is to be found at https://alfons.vutbr.cz/o-nas/gdpr/. I acknowledge that the Alfons Centre **handles and maintains my personal data** (name, student ID, identification of the study programme), which I provide on this form, in its information system, as well as the **personal documentation** I have submitted to the Alfons Centre, **for the purpose of** providing counselling and accommodating my studies, in accordance with Act No. 111/1998 Coll, on higher education and on amending and supplementing other acts (Higher Education Act), as amended, and in accordance with data protection legislation.

I acknowledge that the Alfons Centre **will make available the "Study Accommodations Plan"** and information about my special needs **to the Student Affairs Office and to the academic staff providing my tuition** through the information system of Brno University of Technology.

I **also** acknowledge that the Student Affairs Office of the faculty and the academic staff of the Brno University of Technology providing my tuition inform the Alfons Centre about details concerning my studies (courses enrolled, number of credits earned, evaluation of studies, etc.).

In Brno on: .....

Signature: .....