

Handling Procedure for Students with Special Educational Needs

1. Receipt of Referral

During Admission

Registry (Admissions, Registrations and Academic Planning Section)

- Identify applicants with special educational needs (SEN) based on the information provided in the Online Application Form
- Inform relevant academic departments (including the 'Note on Support Arrangements for Students with Severe Hearing Impairment' if applicable), and seek advice on special interview arrangements (e.g. longer admission interview time) if necessary
- Liaise with SAO's SEN Team, JUPAS Office, EOC and / or HKEAA if necessary
- If an applicant has accepted our offer, inform the Registry (Academic Regulations and Records Section) for record maintenance in Banner System (SPACMNT) and inform SAO for necessary follow-up actions

Other Sources

- The SAO may receive new cases referred by staff, Education Bureau (via the Special Education Management Information System) or through self-referral

During Course of Study

- The SAO receives new cases referred by staff or self-approached by the students during the course of study



2. Intake Meeting

Student Affairs Office (SEN Case Coordinator)

- Contact the student by phone or email within 7 working days of receiving the referral to schedule an intake meeting
- Meet with the student to explain the SEN support services and explore student's expectations regarding special accommodations to assist with his/her studies or adjustment
- Collect the completed *Special Needs Record Form* and supporting documents, such as medical proof, previous academic and/or examination accommodations (e.g. DSE arrangement, list of support from other institutions) etc.
- Arrange a joint meeting for the student and the Programme Leader (PL)/ Subject Coordinator (SC)/ Year Coordinator (YC)/ Field Experience Coordinator (FEC)#



3. Joint Meeting

Student Affairs Office (SEN Case Coordinator)

- Liaise and coordinate a joint meeting with the PL/SC/YC/FEC# and the student for the special accommodations to facilitate their learning and adjustment in the University. A list of discussion will be sent to the PL/SC/YC/FEC# prior to the meeting
- Facilitate the discussion in the joint meeting and formulate an agreed list of support for the student*
- Send a draft of list of support to PL/SC/YC/FEC# and the student for confirmation within 7 working days after the joint meeting
- Finalize the list of support and send it to the Programme Office within 3 working days upon confirmation by the PL/SC/YC/FEC# and the student
- Issue an advisory letter to the student within 3 working days upon the confirmation of the list of support.
- Inform Registry (Academic Regulations and Records Section) monthly for record maintenance in Banner System (SPACMNT) and, to add remark in Banner System (GOAMED) e.g. "Eligible for support", if the student's consent is obtained

Faculty / Programme Office / Academic Department / Graduate School concerned

- PL/ SC/ YC/ FEC# attends the joint meeting with the student and SEN Case Coordinator to discuss and formulate the list of support with the input from the academic side
- PL/ SC/ YC/ FEC# provides feedback on the list of support drafted by SEN Case Coordinator
- Programme office disseminates the confirmed list of support to the related academic units
- PL/SC/YC/FEC#, together with the SEN case coordinator if necessary, facilitates teaching staff's understanding of the list of support if any inquiries.

4. Follow-up Actions During Course of Study
Student Affairs Office (SEN Case Coordinator) - Encourage student to attend a personal counselling session and a career planning session if necessary - Review the list of support with the student before the commencement or at the beginning of each semester. PL/SC/YC/FEC# will be invited to review the list of support for the special case if necessary - If student is in full-time education programme with mandatory teaching practice, a representative of the School Partnership and Field Experience Office and the field experience coordinator will be invited to join the meeting in the first year to discuss necessary support required during teaching practice Faculty / Programme Office / Academic Department / Graduate School concerned** - Programme Office disseminates the agreed list of support to related parties, e.g. academic units before the commencement of each semester - While students are instructed to present their advisory letters to each course lecturer at the beginning of the course, course lecturer is advised to discuss with the student on any specific support is required for that course - Course lecturer informs Registry if support in centrally administered examinations is required - PL/SC/YC/FEC# meets the student together with SEN Case Coordinator to review the list of support for special case if necessary Registry (Academic Regulations and Records Section) - Highlight the request in the message on centrally administered examination for the respective semester issued to course lecturers to provide information on student(s) with SEN, if any, in the on-line "Examination Profile" form if centrally administered examinations are required - Provide necessary logistic support for student(s) with SEN, if any, in centrally administered examinations subject to resources provision EO, OCIO, LIB and SAO will provide relevant support services to students where appropriate.

Remarks:

- # Programme Leader (PL) is the designated representative of the Programme to attend the joint meeting. PL may assign Subject Coordinator (SC) or Year Coordinator (YC) on behalf of PL to attend the joint meeting if necessary.
- * Before SAC's further review on ways forward, SAC will continue to be consulted for advice to handle disagreements between student in need and the support providing unit on the support required.
- ** If change of PL/SC/YC, programme management units brief the new PL/SC/YC of the agreed support service. If the student has subsequently changed his / her programme, the information will be transferred to the new Faculty Office (attention to Assistant Registrar), with consent from student, for necessary continuous support to the student. Programme management units brief new PL/SC/YC of the agreed support service. New PL/SC/YC interviews the student when in need.

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