

Now what?

YOUR ENTIRE ACADEMIC CAREER

Some disability statuses are **automatic for your entire study career within LUCA and within the same program**: e.g. a status for ASD, ADHD, dyslexia, dyscalculia,...

If you have obtained a status for your entire academic career, you will only need to **apply for this status once**. Your accommodations will also be approved for the coming academic years. You can, of course, have them modified at any time if you wish.

Note: If you want to start another master's or educational master's program after your bachelor's, or you change programs within LUCA (e.g., from fine arts to Visual design), it is best to notify your special needs assessor. This change does not happen automatically.

TEMPORARY

Other statuses are **temporary** in nature and are **allocated every academic year** (e.g. student entrepreneur, caretaker,...) or **every semester** (e.g. working student with short-term contracts)

This means you must **reapply each academic year**, with the necessary supporting documents. Once approved, your accommodations will be discussed with your campus special needs assessor.

Now what?

Wich information is shared?

SHEET 2

- ||= **The nature of your special status is NOT automatically shared** with lecturers or program coordinators (cf. GDPR). If you would like certain or all lecturers of the program to be informed of the nature of your status, **you need to contact them yourself about this. If you feel unsure about this, you can ask your special needs assessor to draft an email with you and send it together.** To do this, schedule an appointment in [the special needs assessor's calendar](#) or send an email.
- ||= Your **educational and examination accommodations are NOT automatically shared** with lecturers or program coordinators (cf. GDPR). **You must activate your exam accommodations or communicate your educational accommodations to do so.** You make arrangements about this with your special needs assessor when you discuss the accommodations.

Now what?

- ⌘ Together with the student, the study needs assessor and program will consider which educational and/or examination accommodations are **useful and feasible**. You are not automatically entitled to accommodations; they are granted in consultation with the **program**. Your educational and examination accommodations are either renewable annually or valid throughout your school career at LUCA.
- ⌘ **Accommodations should not compromise the acquisition of the final competencies**. Only the **process and manner** in which competencies are acquired are modified. As a result, the educational and examination accommodations granted do not compromise the principles of equality for all students within the program.

Now what?

EDUCATIONAL ACCOMMODATIONS

Some educational accommodations must be consulted with the lecturer. This is described as such in the accommodation. If you wish to use such accommodation you must make a request with the lecturer. It is advised to include the certificate of your status in attachment and to add the special needs assessor in CC.

The teacher will check if it is possible to apply the accommodation for his/her subject. **You can use this type of accommodation only when the teacher (or others involved) informs you that it is possible.** You can ask your campus study needs assessor to draft and send an email together if you need help. To do this, schedule an appointment in your [study needs assessor's calendar](#) or send an email.

Now what?

Exam accommodations

- ||= **Activate exam accommodations:** once your exam schedule is published on Toledo, you can request exam accommodations for specific exams. You can do this yourself through [KU Loket](#), under the “Activate Accommodations” section.

- ||= **The special needs assessor will send you an email when you can activate exam accommodations.** Be sure to **respect the deadlines** and submit your accommodations on time. If you do not use the accommodations, the special needs assessor cannot arrange anything for you and the lecturer cannot take your adjustments into account.

- ||= **Apply only for accommodations that may be applicable to the type of exam.** E.g.. ‘not being judged for spelling mistakes’ does not apply to an oral exam.

- ||= **Important!** For each exam or evaluation, please provide this info in the “Note” box:
 - ||= Date of exam
 - ||= Hour of the exam (if known)
 - ||= Type of exam (online, written, oral, paper, jury, ...)

Received a status and accommodations

How can I
make use of my
accommodations?

SHEET 4 / EX ACC/ part 2

Now what?

|| At the next accommodations, provide **this info** as well:

“Use of a laptop or PC with reading software/writing aid during the exam”: clearly state **WHICH reading software** (Sprint or Kurzweil). If you do not want to use reading software, write “no reading software”.

“Student may take oral exams last/first in line”: write if you want to take your exam first, last or some other time.

Timing and deadlines: the exam schedules are published on Toledo at least 6 weeks before the start of the exams. **Once published, you have about 1 week to request your accommodations on Ku Locket. The correct dates will always be communicated via e-mail by the special needs assessor.**

Received a status and accommodations

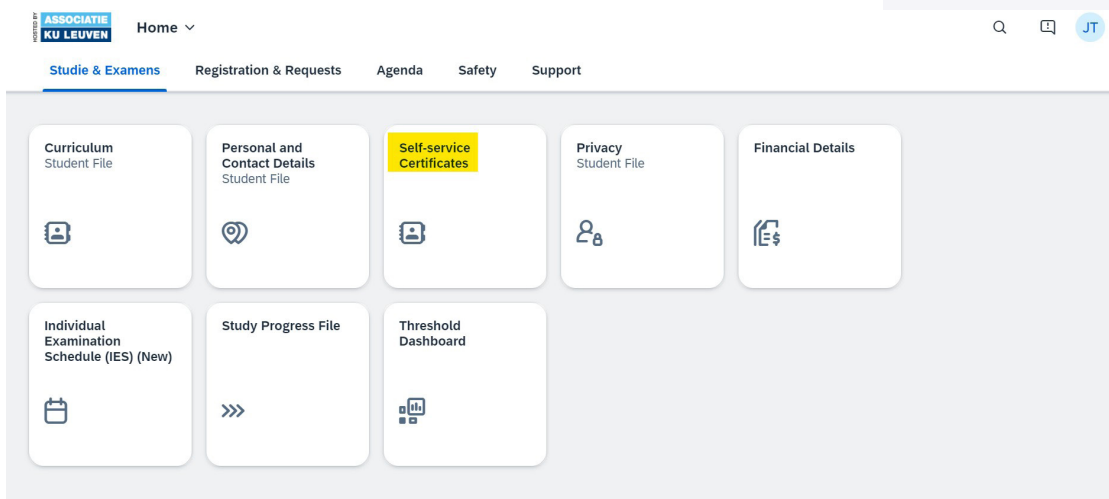
Now what?

Where can I find my LUCA certificate of status and accommodations?

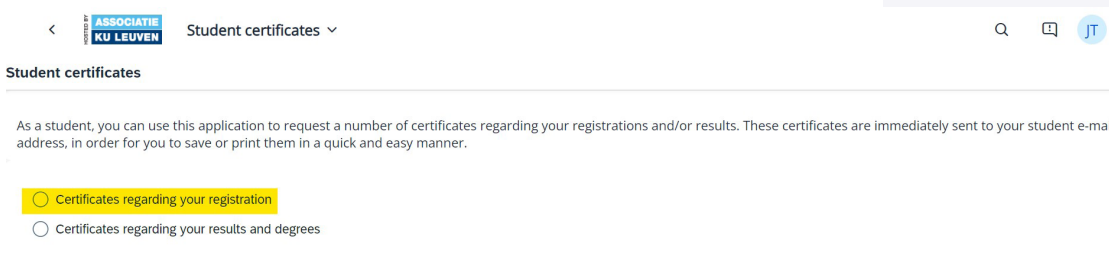
SHEET 5 / part 1

A LUCA certificate of status and accommodations will be automatically sent to your mailbox as soon as your application is approved by the special needs assessor in KU Loket.

Step 1: Re-downloading your certificate for your accommodations and status? You can find the certificate on KU Loket. Click on 'Studie & Examens' and then 'Self-Service Attesten'



Step 2: In the application click on “Certificates regarding your registration”.



Received a status and accommodations

Now what?

Where can I find my LUCA certificate of status and accommodations?

SHEET 5 / part 2

Step 3: Under 'Certificate' type, click 'Certificate Disability Student Status' or 'Exam accommodations certificate'.

ASOCIATIE KU LEUVEN Student certificates

Student certificates

As a student, you can use this application to request a number of certificates regarding your registrations and/or results. These certificates are immediately sent to your student e-mail address, in order for you to save or print them in a quick and easy manner.

Certificates regarding your registration
 Certificates regarding your results and degrees

Institution:

Certificate:

- Registration Certificate Flemish Training Leave
- Registration certificate
- Registration certificate with study points
- Certificate for MIVB
- Certificate for NMBS
- Exam accommodations certificate
- certificates for international students
- Certificate Disability Student Status

Please note: you must indicate the **correct academic** year to find your certificate. That is, the academic year in which you applied for the status or accommodations. You can search in the application itself what certificates you have by academic year.

Do you need an English version of your certificate? Then check 'Certificate in English'

ASOCIATIE KU LEUVEN Student certificates

Student certificates

As a student, you can use this application to request a number of certificates regarding your registrations and/or results. These certificates are immediately sent to your student e-mail address, in order for you to save or print them in a quick and easy manner.

Certificates regarding your registration
 Certificates regarding your results and degrees

Institution:

Certificate:

Special status LUCA

Academic Year:

Certificate in English

Received a status and accommodations

Now what?

How can I review my file?

SHEET 6

Want to review your status or accommodations?

You can review it via KU Loket, click on Apply for status > Overview applications.

There you will get an overview of your applications and see the validity date of your status and accommodations.

ASSOCIATIE KU LEUVEN Apply for status

New application

Select for which institute and academic year you would like to create or change an application

Status:

Institution:

Application for:

New application

Overview applications

Status	Institution	Programme	Creation date	Ayear application	Status valid until	Status
Disability	LUCA School of Arts vzw	Bachelor in de beeldende kunsten (Brussel)	16.08.2023	2023-2024	31.12.9999	Statute approved

Under the “Accommodations” tab you can check what accommodations you have and how long they are valid.

ASSOCIATIE KU LEUVEN

Disability

General information **Accommodations** Documents Communication

You can discuss possible accommodations during an appointment with your study needs assessor. [Make an appointment with the study needs assessor of your campus.](#)

Please note: You must submit an application for a status via KU Loket before the 16th of October of the academic year or the 26th of February if you decide to apply for a special status in the second semester.

Accommodations

Accommodation	Remark	Employable	Status
Right to an adapted individual study programme (ISP) that differs from the model pathway. For this, the student contacts the learning path advisor before the deadline (18/10 for the first semester or 28/02 for the second semester). (educational accommodation)	<input type="checkbox"/>	from 18.09.2023 to 31.12.9999	
The student will be given up to 30% more time for written exams. This accommodation should be used only if the extra time was not provided for in the schedule. The student activates	<input checked="" type="checkbox"/>	from 18.09.2023 to	

Save temporarily Send cancel

Now what?

- || If you are experiencing **difficulties in your studies** or you need a **conversation**, but you don't know who to contact, feel free to contact your study needs assessor. [You can do this by mail or you can schedule an appointment directly in their appointment calendar.](#) The study needs assessor will work on your question and, together with you, look at what is possible or to whom you should best be referred.

- || The study needs assessor will always email to **your school email address** (...@student.luca-arts.be) with a **general email address** such as zorgcoach.sintlucas@luca-arts.be.

- || If an adjustment happens in your file, you will receive a **notification from KU Loket in your mailbox**. The mail may contain a certificate or info about your activated exam facilities. **Read these mails carefully!**

Received a status and accommodations

Now what?

I need tutoring as a student with a status.

SHEET 8

Do you **need help** with your planning? Not sure how to start studying a course? You can get **10 sessions of individual study support** each academic year, depending on what you need. [Request individual study support from your study needs assessor via email or make an appointment in your study needs assessor's calendar.](#)

On [this page](#) you can find some useful tips in advance and download study planners.

Need other forms of support, such as psychological or financial? Then be sure to take a look at the [Stuvo page](#)!

Now what?

You want to take fewer subjects because your study program is too heavy. Something unexpected has happened and you can't make it to all of your lessons, ...

Students with a status can request **an adjustment in their ISP** via their [pathway supervisor](#), as a facility. You can have yourself **deregistered for 1 or more subjects, so that your study package is more feasible or more compatible with your situation.**

Note that you need to take **at least 27 credits**, to be recognised as a 'student'. Getting your ISP amended cannot be done throughout the year. **A first deadline is 30 October 2024** for changing first semester and year subjects. **The second deadline is 12 March 2025** for changing second-semester subjects.

Now what?

Since academic year 2023-2024, the “study progress milestone system” has been in place. **Among other things, this new legislation has an impact on compiling your ISP and taking credits.**

Have you reached the milestone and passed your first 60 credits? Then you can immediately contact your learning path counsellor to adjust your ISP. Please note that this is only possible within certain deadlines.

If you have not yet achieved the milestone:

As a student with special status, you can adjust your study program, as an accommodation:

- ||f **Has your status been approved?** Then contact your learning path counsellor directly to adjust your ISP. Note: this is only possible within certain deadlines.
- ||f **Don't have a status yet but think you qualify for one?** Go to KULoket to apply for your status.