
FTL Directive on the management of exams for students with specific learning disorders

Directive approved by the Faculty Board on October 4th, 2023.

Based on the “Directive on the management of exams for students with specific learning disorders”, the Faculty Board of the Facoltà di Teologia di Lugano (Faculty of Theology of Lugano), a faculty accredited with the public Swiss University USI, enacts the following articles:

-
- | | |
|---------------|---|
| Art. 1 | The Facoltà di Teologia di Lugano (hereinafter referred to as FTL), a faculty accredited with the public Swiss University USI, rejects any form of direct or indirect discrimination against community members based on their physical or mental conditions. To provide a fair, inclusive service in accordance with art. 2, paragraph 5 of the Federal Law on the elimination of disadvantages for disabled people, FTL, in partnership with USI's IT service, takes measures to support, during examinations (faculty-specific examinations and/or graded examinations), students who have been diagnosed with a specific learning difficulty as a consequence of some disorders, such as dyslexia, dysorthography, dyscalculia, by a specialist physician. |
| <hr/> | |
| Art. 2 | FTL entitles students with specific learning disorders to have 25% extra time for each test (an additional 15 minutes per hour).
So, for instance:
a. 1-hour test → 75 minutes granted to the student
b. 2-hour test → 150 minutes granted to the student
c. 3-hour test → 225 minutes granted to the student |
| <hr/> | |
| Art. 3 | FTL entitles students with specific learning disorders to take written tests on a computer, according to methods laid out by the Secretariat. |
| <hr/> | |
| Art. 4 | During written tests, FTL entitles students with specific learning disorders to consult a monolingual dictionary. Such measure is not applicable to language tests. |
-



Art. 5	During written tests, FTL entitles students with specific learning disorders to have a non-scientific calculator at hand.
---------------	---

Art. 6	In the assessment of written tests, students with specific learning disorders must not be put at an unfair disadvantage by spelling or morphosyntactic errors. Such measure does not apply to exams that are specifically aimed at assessing the student's appropriate use of language.
---------------	---

Art. 7	<ol style="list-style-type: none">¹ The measures mentioned at articles no. 2, 3, 4, 5, 6 are a minimum support system that FTL must provide to students who apply for it, based on documents submitted in accordance with article 8 and ff.² For justified medical reasons, students can apply for additional support measures.
---------------	--

Art. 8	<ol style="list-style-type: none">¹ To gain access to support measures, students must submit an application to FTL's Secretariat:<ol style="list-style-type: none">a. At the time of enrolling or otherwise before the start of the academic year, orb. If a need arises after the student has enrolled or otherwise at least two months before the exam for which such measure is requested.² In the application, students must ask for one or more measures of those listed at articles no. 2, 3, 4, 5, 6, 7, enclosing a specialist physician's certificate taken within the last 2 years, certifying the specific learning disorder.
---------------	--

Art. 9	Students cannot have an exam cancelled or appealed to, based on an application submitted <i>ex post</i> .
---------------	---

Art. 10	<ol style="list-style-type: none">¹ The Secretariat receives the documents and submits them to the Dean of Studies.² The Dean of Studies reviews the application for eligibility, based on the documents received, and decides whether to grant the measures or not. Support measures as per art. 7 paragraph 2 are conditional on the availability of the requisite material resources (notably: financial, infrastructural, human resources).³ Students may file an appeal with the Rector of FTL against the Dean of Studies' decision. As a last resort, students may file an appeal with the Administrative Court of the Canton, under the Administrative Procedure Act of Cantone Ticino dated 24th September 2013.⁴ Implemented measures apply all through the cycle of studies, unless changed or supplemented by the student, on the terms laid down at art. 8 paragraph 1.⁵ The Dean of Studies may consult and ask a trusted doctor for a second opinion. However, the procedure is treated as strictly confidential.
----------------	--

Art. 11	<p>¹ The Secretariat informs the student about the support measure that the Dean of Studies has decided to grant.</p> <p>² The Secretariat notifies such measure to the professors and assistant professors concerned and makes sure they are put into practice during the exams.</p>
Art. 12	This Directive comes into force in the academic year 2023-2024.
