

Procedure for Supporting Students with Special Needs at the Estonian Academy of Music and Theatre

I General provisions

1. At the Estonian Academy of Music and Theatre (hereinafter the Academy), a student with special needs is understood as a student with special educational needs that necessitates additional student support or adjustments in studying, the organisation of study or the learning environment to ensure maximum participation in the learning process and an opportunity for individual development.
2. The Academy takes appropriate measures, in cooperation with the student with special needs, to support their independent coping, social integration and equal opportunities, and to facilitate effective involvement in studies.
3. The Academy supports students with special needs in admission, participation in studies, passing examinations and assessments, acquiring study materials as well as providing a suitable social and physical environment. A description of support services is published and regularly updated on the Academy [website](#).

II Admission counselling and adjustment of the admission examination

4. The same admission requirements apply to applicants with and without special needs. Depending on the special needs, an applicant may request an adjustment of an entrance examination by submitting a request to the Secretary for Admissions together with the admission application.
5. If an applicant with special needs requires additional information about the study opportunities in the chosen curriculum, the Secretary for Admissions will refer the applicant to the Head of the Registry and Student Affairs Department or the Chief Coordinator at the Academic Department for advice.

III Participation of a student with special needs in studies and financial support

6. If a student wants to receive special support, adjustments in teaching or financial support in connection with a special need, they must inform the Head of the Registry and Student Affairs Department of their special need and provide appropriate evidence. The Academy keeps the received health information confidential, using evidence of disability and reduced working capacity only when submitting data to the Estonian Education Information System (EHIS) and when making decisions on studying during academic leave and exemption from reimbursement of tuition expenses.
7. The Head of the Registry and Student Affairs Department conducts an initial consultation with a student with special needs to identify the preferences and needs of the student and to agree on the procedure for organising support services and adjusting studies. With the student's consent, the Head of the Registry and Student Affairs Department informs the

support staff and academic staff concerned about the special needs of the student, while not disclosing the student's specific health information.

8. Adjustments in teaching are planned in cooperation between the student with special needs, academic staff and the Registry and Student Affairs Department. If necessary, an individual study plan is prepared for a student with special needs, which provides an adapted way for the specific student to achieve the learning outcomes of the curriculum.
9. A student with special needs has the right to apply for all the scholarships and grants available to the students of the Academy, subject to the eligibility criteria. The student can further apply for scholarships for students with special needs to cover the expenses arising from their special needs during the studies.

IV Exemption from tuition fees

10. On the basis of a relevant request, a student with a moderate, severe or profound disability, a student with reduced working capacity or a parent or guardian of a disabled child up to the age of 15 (inclusive) will be exempted from the requirement to reimburse tuition expenses or pay tuition fees for both full-time and part-time studies if they study in an Estonian curriculum.
11. Exemption from tuition fees cannot be requested when re-entering a higher education level unless the nominal duration of the previous study programme multiplied by a factor of three has passed, and unless the student has reimbursed their tuition expenses when studying at the same level of higher education to an extent of at least half of the nominal duration of their previous studies (except students undergoing teacher training while working as a teacher), and by students who have been ex-matriculated and re-matriculated for the same curriculum within two years.

V Miscellaneous

12. If a student with special needs encounters discrimination or unequal treatment, they may file a complaint in accordance with the Academy's equal treatment measures and complaints procedure.
13. The Academy takes appropriate measures to raise the awareness of its members about supporting students with special needs and facilitating their social integration. Teaching staff are offered support in noticing the special needs of students and finding suitable forms and methods of teaching the students.