
Procedure for obtaining the status of student with Special Educational Needs

Iscte - Instituto Universitário de Lisboa defends an inclusive education based on equal life and work opportunities for all students. **If you have a Specific Educational Need (SEN) (e.g. dyslexia, anxiety disorder, depression, reduced mobility, chronic illness), there is a Regulation for Students with Special Status**, which includes some support/measures that you may benefit from.

Step 1 - Enrolment

When you enrol you must: identify yourself as having SEN or send an email to the GNEE to request this.

➤ **You didn't tick?**

If you didn't indicate that you wanted this status when you enrolled, you have 30 days after that date to request it by submitting an application in Fénix+ or by emailing the GNEE.

Step 2 - Interview

You will be called for an interview to which you must bring all the necessary documentation, namely medical and/or psychological reports or opinions proving your disability and its consequences on your academic performance.

Step 3 - validated SEN

Once your SEN has been validated and the support has been decided, it is up to the Pedagogical Council to assign the status of student with SEN and to approve the support measures. The status of student worker is also applicable to students with SEN, namely the absence regime. You can obtain both statuses if necessary.

It's important that, at the beginning of each semester, you inform your teachers that you have the status and clarify with them your specific needs and the support you need.

➤ **Temporary disability?**

The status is automatically renewed each school year if you have a permanent disability. If it's temporary, you'll have to submit new documentation at the start of each school year.

Confidentiality:

The entire process of assessment and allocation of support is based on the assumption of confidentiality, and only those directly involved in the allocation of status and/or the implementation of support, and to the extent strictly necessary, have access to your SEN student file.

Examples of support provided:

- Priority in the choice of class and timetable;
- The right to an accessible room;
- Request up to 4 exams, or the number of curricular units corresponding to 24 ECTS credits, at a special evaluation period, as long as this is provided for in the academic calendar;
- Adaptation of the form and methods of assessment, by agreement with the teacher.

If you have any questions, get in touch!

Support Office for Students with SEN (SAS/GNEE)

E-mail: sas.nee@iscte-iul.pt

Opening hours: Monday, Tuesday and Thursday from 10:00 to 13:00 - 14:00 to 17:30

Location: Room 1W05 - Sedas Nunes Building

[website](#)