

601 APPLICATION FOR AN EQUAL OPPORTUNITY ALLOWANCE

Student Information

Starting from the 2019/2020 fall semester, applications for an equal opportunity allowance are to be submitted via the Neptun system. The Equal Opportunities Committee shall decide on submitted applications.

Who may submit the application?

- Persons with a proven disability and with a legal status at the Institution, or who have obtained a final certificate or taken the final examination but not yet received their diplomas.

When can the application be submitted?

- Between August 21 of the current year and June 30 of the subsequent year.

What information is included in the application?

The applicant's information as recorded in the Neptun system:

- Student personal data:
 - o Name,
 - o Neptun code,
 - o Email address,
 - o Phone number.
- Data of the student's program:
 - Faculty code,
 - Program name and code,
 - Education level,
 - Full-time or correspondence education.
- The student's equal opportunity data as recorded in the Neptun system, and any previous equal opportunity applications.

Information to be provided by the applicant:

- Specification of the allowance(s) requested.
- Compulsory written justification.
- Attached document certifying the disability.

Process

Submission of the application

The application can be submitted by opening '*601 Application for an equal opportunity allowance*' on the '*Available request forms*' tab under the '*Administration*' / '*Requests*' menu item in HWEB. The start and end of validity are displayed in the application row.

The allowances being applied for can be specified by checking the box at the beginning of the applicable row and, where required, providing additional information requested for the given allowance type. If the allowance requested by the applicant is not included in the list, use the dropdown text field under *'Special requests'* to inform the Equal Opportunities Committee.

Use the *'Justification'* text field to provide details about the disability for which the allowance is requested. This also activates the *'Attachment'* button, which can be used to upload supporting documents. A justification has to be provided and a document certifying the disability has to be attached to the application. More than one document may be attached. It is possible to submit the certificate in its original format and language if it is in English, German, or Italian. However, both the original document and its English translation must be uploaded if the certificate is written in a language other than those mentioned above.

After completing the form, it is submitted by pressing *'Next'* and then the *'Submit request'* button on the bottom of the preview page. The application is considered submitted if it receives the status *'Being processed,'* which students can check on the *'Submitted requests'* tab under the *'Administration / Requests'* menu item.

The applicant has to submit the original copies of the documents supporting the application at the Dean's Office of the competent Faculty, addressed to the President of the Equal Opportunities Committee. (The Dean's Office forwards the original documents to the President of the Equal Opportunities Committee.)

No service fee is payable for the submission of the application.

Applications returned for corrections

During the application process, the person preparing the application at the Faculty or assessing the application may find that corrections have to be made to the application or the related documents. The application is then returned for corrections, and it is delivered to the applicant via HWEB with the status *'Returned for correction'* under the *'Administration / Requests'* menu item. The applicant is notified of the necessary corrections by way of a Neptun message (or email, if the user has not disabled email notifications). Corrections can be made by clicking the *'Corrections'* menu item from the pop-up menu displayed after clicking on the + sign at the end of the row.

The process for making corrections is the same as submitting applications, with the difference that the pop-up window displayed when the application is opened provides a message on the reason why the application was returned for corrections (the reason is also displayed in the text box above the application after the pop-up window is closed). Please note that applicants have 24 calendar days to make corrections, after which time the application will be returned to the person initiating the correction in unchanged form if no corrections are made.

Deciding applications and administration

Students can monitor the status of submitted applications on the *'Submitted requests'* tab under the *'Administration/Requests'* item on HWEB.

When deciding the application, the Equal Opportunities Committee considers the allowances requested, but may deviate from those in its decision.

The applicant is notified of the decision by way of a Neptun message (or email, if the user has not disabled email notifications). The decision specifies the allowances awarded. Where necessary, the applicant can utilize and provide proof of the granted allowance with a copy of the decision printed from the Neptun system and certified by the Registrar's Office.

The decision is issued in PDF form, allowing it to be printed with all applications that can handle and print PDF documents. The document can be viewed and downloaded from the *'Submitted requests'* tab in the *'Administration / Requests'* menu point in HWEB by selecting the *'View decision'* menu point from the pop-up menu displayed after clicking the + sign at the end of the row of the application.