

**Information Sheet for Students Interested in Submitting an Application to Receive
Accommodations due to Physical, Psychological, or Mental Disabilities**

Accessibility Services for Higher Education

Updated June 2017

- The individual responsible for determining academic accommodations is Ms. Sigal Blum. You can schedule a meeting with her through the secretary at the Advancement of Students Unit – 077-8874112.
- **You can receive assistance completing the form through the Support Center at the Technion.**
- **The procedure is written in masculine form but is intended for both women and men.**

Dear Students,

This information sheet is intended for students with disabilities who are requesting accommodations due to their disability. The following is the definition, as per Section 5 of the law:

Individual with a disability: A person with a physical, psychological or mental impairment including cognitive impairments, permanent or temporary, which substantially limit his functioning in one or more areas of his major life domains.

Procedure for making a request

1. Students requesting accessibility accommodations for themselves are asked to complete the application form (attached), including an up-to-date assessment from a medical specialist in the field from the last two months. In the event that the request regards a permanent disability, you can include an assessment from a prior date indicating that this is the case. **Documents from a family doctor/primary care physician will not be accepted.**
2. After completing the application form, you should schedule a preliminary interview and a counseling session with Ms. Sigal Blum, the individual responsible for determining accommodations. You should bring all of the relevant forms with you to the meeting.

The forms should be submitted to the individual responsible for determining accommodations by the end of the month of November for the Winter Semester exams and by the end of April for the Spring Semester exams. The reviewing of the application is conditional on the submission of the forms by the specified dates. The specified dates, as noted in this clause, were determined with regard to the amount of time needed for the students to exercise their rights and to enable the Technion to have sufficient time to prepare the provision of the necessary accommodations. The Technion cannot guarantee that applications received after the specified dates will be discussed for the requested semester, it is possible that they will be discussed for the semester following.

3. The decision regarding the determination of accommodations will be provided within 30 days from the day of submission of the application by the individual responsible for determining accommodations. Academic accommodations can be permanent, for the entire degree, or limited by time or to a specific course.
4. Accommodation will be provided in such a manner that it will not harm the essence of the higher education services that the Technion provides.
5. Students are permitted to request approval for entry to the Accessibility Center located on the 3rd floor in the Ullman Building which handles accessibility issues, including physical accessibility. The assistance provided by the Accessibility Center is provided by professionals in the field who have relevant knowledge and experience.

The following are some of the services provided by the Support Center:

- a. Assistance with submitting accommodation applications and completing the required forms.
 - b. Assistance with implementing accommodations that were approved in accordance with the procedure.
 - c. Provision of auxiliary aids and services that the student needs to learn.
 - d. Academic counseling and support.
6. Submitting an appeal to the appeals committee in regard to the accommodation determined:
 - a. Students who are found to be ineligible for accommodations are permitted to submit an appeal request within 15 days from the day that they were notified of the decision. The request must be submitted in writing to the accessibility counselor.

- b. Students who would like to appear before the appeals committee are to submit a request in writing and will appear before them at the date and location that will be determined by the committee. Students are permitted to arrive to the appeals hearing with someone on their behalf.
- c. The decision of the appeals committee will be explained in writing and will be given to the student no later than 30 days from the day that he submitted the appeal request.
- d. The decision of the appeals committee will be final.

Application Form for Accommodations Due to a Medical Disability

The form must be completed in full and submitted to the Accommodations Coordinator after scheduling a one-on-one meeting. You are eligible to receive assistance in completing the form from the Support Center.

The request will be discussed, and a response will be provided in writing within two weeks from the date of the submission of the form.

Forms that are not completed in full or are submitted without a signature on the declaration statement regarding the truthfulness of the information will not be discussed.

The applicant must sign a medical confidentiality waiver and attach it to the application.

Personal Information

First and last name:

Faculty:

ID number:

Phone number:

Email address:

Date of submission of the request:

Reason for requesting exam accommodations

A brief description of the reason for your request for exam accommodations. You should indicate what the issue is and how it affects your performance while taking exams presently and in the past.

History of the problem

When did the problem begin?

What caused the problem?

Please mark yes or no to each question in the table below:

	Yes	No
Did you receive accommodations for this problem in school?		
If you served in the IDF, did the problem affect your military profile?		
Did you receive leniency during your military service due to the problem?		
Did you receive any accommodations for the psychometric exam?		
Does the problem impair your daily life functioning in any other area?		
Has the problem been recognized by the National Insurance Institute (Bituach Leumi)?		
Has the problem been recognized by the Ministry of Defense?		

If the problem has been recognized by the National Insurance Institute (Bituach Leumi), please note:

Percent of disability:

Disability clause:

Temporary/permanent disability:

Declaration Statement by the Student Submitting the Application

I declare that all of the information that I provided are correct. I am aware that exam accommodations are provided to students on the basis of the Equal Rights Law for Persons with Disabilities and that my application does not stem from an attempt to gain an unfair advantage.

Signature: _____

Date: _____

Form, to be completed by the doctor

This section is to be completed by the doctor who specializes in the applicant's medical issue. In lieu of this form, you may submit a medical document from the specialist doctor that addresses all the information that appears in this form. **Documentation from a family doctor/primary care physician will not be accepted.**

Student Information

First and last name:

ID number:

- Reason for seeking a medical examination
- Anamnesis
- Abnormal findings on the clinical examination
- Recommendations for further medical treatment
- Diagnosis
- Severity of the problem

- Are exam accommodations required? Yes / No
- If yes, specify your recommendations for accommodations during the student's studies at the Technion

Doctor's name

Medical specialty

License number

Date

Signature