



## Guidelines for SEN Service Registration

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## Guidelines for SEN Service Registration

### 1. Introduction

1.1 As a caring University, the Chinese University of Hong Kong (CUHK) seeks to promote positive educational outcomes for its students and is committed to promoting equal opportunities in academic pursuits for every student. The SEN Service (SENS) of the Office of Student Affairs (OSA) strives to facilitate and enrich the university life and learning experience of students with special educational needs (SEN). SENS coordinates with different CUHK units to provide the following support services:

- Learning aids & equipment
- On-campus Rehabus service
- Barrier-free facilities on campus
- Examination and lecture accommodations
- Student hostel accommodations
- Peer support
- Integration and inclusion activities
- Social-emotional enhancement programmes
- Career counselling
- Psychological counselling
- Academic advisory
- General medical care

1.2 Special educational needs (SEN) refer to the needs of students arising from various types of disabilities including the following:

- Attention-deficit/ Hyperactivity disorder (ADHD)
- Autism Spectrum Disorder (ASD)
- Hearing Impairment (HI)
- Mental Illness (MI)
- Physical Disability
- Specific Learning Difficulties (SpLD)
- Speech and Language Impairment (SLI)
- Visceral Disability/ Chronic Illness
- Visual Impairment (VI)

### 1.3 Eligibility

1.3.1 In general, **full-time undergraduates and postgraduates with permanent disabilities or SEN** are eligible to register with the **SEN Service**. Part-time students with permanent disabilities can register for the on-campus Rehabus service. Part-time students with SEN are advised to write to the course instructors with medical report(s) for applications for special examination and/or lecture arrangements.

1.3.2 Students with **temporary medical conditions or injuries** are required to contact their **respective course instructors and course offering departments** for general learning accommodations and special arrangements in non-centralized examinations such as mid-terms and course tests; and contact the **Registration and Examinations Section (RES)** for semester-end centralized examinations.






1.3.3 To register with the SEN Service, eligible students shall read carefully the registration procedure, guidelines, and documentary evidence requirements. A completed registration form, together with relevant supporting documents, should be submitted to the SEN Service.

### 1.4 SEN Service Contact

Address:	3/F, Pommerenke Student Centre, CUHK, Shatin, N.T., HK
Email:	<a href="mailto:sens@cuhk.edu.hk">sens@cuhk.edu.hk</a>
Service Hotline:	(852) 3943 5441 / (852) 3943 0338
Office Hours:	Monday – Thursday: 08:45 – 13:00, 14:00 – 17:30 Friday: 08:45 – 13:00, 14:00 – 17:45 Saturday, Sunday & Public Holiday: Closed

## 2. Registration Procedure

Eligible students who wish to register with the SEN Service shall follow the procedure below:

-  • Contact the SEN Service for making an appointment with the SEN Service Manager.
-  • Download and complete the Registration Form ([MS Word](#) / [PDF](#)).
-  • Bring along the completed Registration Form and all relevant required documentary evidence, as listed in section 5 of this guideline, for the appointment with the SEN Service Manager, who will verify the submitted documents, assess the student's needs, and work out an accommodation plan with the student.
-  • Receive a confirmation email about the registration result and the accommodation plan.
-  • Stay connected with the SEN Service to review needs and share feedback on the effectiveness of accommodations arranged and learn about opportunities and activities available for students with SEN.

Upon eligible students' successful registration with the SEN Service, the SEN Service will officially notify students' respective course offering departments, College, and RES about the necessary accommodations to be provided.

## 3. SEN Service Registration & Special Examination Arrangement (SEA) Application Timeline

- 3.1 Eligible students are highly encouraged to self-report their SEN to the university through registration with the SEN Service of OSA after their admission to allow timely arrangement of necessary support services. The registration is voluntary. Students may revise their accommodation plan or withdraw their registration at any time during their studies by contacting the SEN Service via the channels stated in 1.4.
- 3.2 Applications for SEAs in centralized examinations shall be submitted **at least 6 weeks before** the centralized examination period of each term; the exact application deadline will be announced on the [RES website](#) before/ when the draft examination timetable of the term is also released. Late applications will normally not be processed, unless there are unexpected medical conditions or accidents arising. Late applications owing to overlooking the deadline will not be entertained.
- 3.3 Eligible students with SEN who have missed the SEA application deadline of the term are encouraged to contact the SEN Service for the application of next term's examination arrangements. If needed, students may consider applying for absence from examinations with RES for arrangements of make-up examinations.
- 3.4 The special accommodations would normally be sent to the concerned departments after the course enrollment period and the official add/drop period. Should there be any special add/ drop during the middle of the term, students are required to contact the SEN Service for timely arrangement of special accommodations in the added course(s). Students may also revise accommodations with the SEN Service during the term, with the most recent documentary evidence provided.

## 4. General Principles of Special Accommodations & Examination Arrangements

In general, special accommodations and examination arrangements including extra time allowance, supervised break time and separate invigilation for students with SEN will only be given where there is clear evidence/ rationale to justify the need. All requests should be supported by relevant documentary evidence as set in section 5.

## 5. SEN Service Registration & Special Examination Arrangement (SEA) Application Documentary Evidence Requirements

Depending on the nature of SEN and learning support required, the documentary evidence required varies as follows:

### 5.1 Attention-deficit/ Hyperactivity Disorder (ADHD)

- 5.1.1 Medical document with diagnosis issued by a **psychiatrist within 4 years before registration/ application**;
- 5.1.2 **Requests for SEAs** should be supported by documentation with details of past SEA provision from previous school/ university/ public examination authority;
- 5.1.3 **Requests for extra time allowance (ETA) on examinations** should be supported by **one** of the following:
  - Documentation with **details of SEAs including ETA in public examinations** (e.g. a letter issued by the Hong Kong Examinations and Assessment Authority (HKEAA) regarding special arrangements for the Hong Kong Diploma of Secondary Education Examination (HKDSE));
  - Documentation **from previous/ home university** (e.g. for inbound exchange students or for students whose first post-secondary degree was not attained at CUHK);
  - Documentation **from a relevant professional** (e.g. psychiatrist, clinical/ educational psychologist) **indicating the rationale/ observations** to justify the need for ETA.

### 5.2 Autism Spectrum Disorder (ASD)

- 5.2.1 Medical document with diagnosis issued by a **psychiatrist in any of the applicant's secondary school years**;
- 5.2.2 **Requests for SEAs** should be supported by documentation with details of past SEA provision from previous school/ university/ public examination authority;
- 5.2.3 **Requests for extra time allowance (ETA) on examinations** should be supported by **one** of the following:
  - Documentation with **details of SEAs including ETA in public examinations** (e.g. a letter issued by the Hong Kong Examinations and Assessment Authority (HKEAA) regarding special arrangements for the Hong Kong Diploma of Secondary Education Examination (HKDSE));
  - Documentation **from previous/ home university** (e.g. for inbound exchange students or for students whose first post-secondary degree was not attained at CUHK);
  - Documentation **from a relevant professional** (e.g. psychiatrist, clinical/ educational psychologist) **indicating the rationale/ observations** to justify the need for ETA.

### 5.3 Hearing Impairment (HI)

- Medical document or assessment report (including an **audiogram**) specifying the degree of hearing impairment issued by an **ENT (Ear, Nose, and Throat) specialist or audiologist within 3 years before registration/ application**.
- For students **whose degree of HI is persistently "severe or above" in both ears and have been implanted with a lifelong hearing device** (such as cochlear implant, auditory brainstem implant), the **validity of the documentary evidence will have no time limit** on the condition that they are issued right after the time of the implant and details of the implantable hearing device are indicated in the documentary evidence.
- Students who also have **speech and language problems** should include **an assessment report issued by a speech therapist within 3 years**.

## 5.4 Mental Illness (MI)

- 5.4.1 Medical document with **diagnosis issued by a psychiatrist within 3 years before registration/ application**;
- 5.4.2 **Requests for SEAs** should be supported by documentation with details of past SEA provision from previous school/ university/ public examination authority;
- 5.4.3 **Requests for extra time allowance (ETA) on examinations** should be supported by **one** of the following:
  - Documentation with **details of SEAs including ETA in public examinations** (e.g. a letter issued by the Hong Kong Examinations and Assessment Authority (HKEAA) regarding special arrangements for the Hong Kong Diploma of Secondary Education Examination (HKDSE));
  - Documentation **from previous/ home university** (e.g. for inbound exchange students or for students whose first post-secondary degree was not attained at CUHK);
  - Documentation **from a relevant professional** (e.g. psychiatrist, clinical psychologist) **indicating the rationale/ observations** to justify the need for ETA.

## 5.5 Physical Disability

- Medical document with diagnosis of the student's physical disability.
- Assessment report with the following information **issued by a specialist (e.g. physiotherapist, occupational therapist) within 3 years before registration/ application**:
  - Description of functional impairments in daily function(s) (e.g. handling of stationery tools, level of functioning in self-care task);
  - Assessment results and analysis (e.g. handwriting assessment, assessment tools related to writing such as fine motor, power and pinch strength, visual perception, visual motor integration, and ocular motor skills); and
  - Description of the severity of disability and recommendations on SEAs and/or learning accommodations.
- Documentation with details of SEAs received in previous school/ university/ public examinations.

## 5.6 Specific Learning Difficulties (SpLD)

- Assessment report with the following information **issued by a clinical/ educational psychologist within 4 years before registration/ application**:
  - Diagnosis with description of specific area(s) of difficulty; and
  - Recommendations on SEAs and/or learning accommodations.
- Documentation with **details of SEAs received in public examinations** (e.g. a letter issued by the Hong Kong Examinations and Assessment Authority (HKEAA) regarding special arrangements for the Hong Kong Diploma of Secondary Education Examination (HKDSE)), if available.

## 5.7 Speech and Language Impairment (SLI)

- Assessment report with **diagnosis of the student's disability, severity, and area(s) of difficulty** (e.g. articulation, voice, fluency) issued by a **speech therapist within 3 years before registration/ application**.
- Documentation with details of SEAs received in previous school/ university/ public examinations.

## 5.8 Visceral Disability/ Chronic Illness

- Medical document **issued by a doctor/ specialist within 3 years before registration/ application**.
- Recommendations on SEAs and/or learning accommodations by medical professionals or documentation with **details of SEAs received in public examinations** (e.g. a letter issued by the Hong Kong Examinations and Assessment Authority (HKEAA) regarding special arrangements for the Hong Kong Diploma of Secondary Education Examination (HKDSE)).

## **5.9 Visual Impairment (VI)**

- Medical document or assessment report with the following information **issued by an ophthalmologist or optometrist within 3 years before registration/ application**:
  - Student's visual acuity after correction; and
  - Visual field
- Applicants with colour blindness/ colour amblyopia problems should submit a medical document or assessment report issued by an ophthalmologist or optometrist for special consideration in the arrangement of question papers.
- Documentation with details of SEAs received in previous school/ university/ public examinations.

## **5.10 Multiple Disabilities**

- Medical document(s) or assessment report(s) issued by respective doctor(s)/ specialist(s) and/or documentation with details of SEAs received in public examinations with reference to the documentary evidence requirements applicable to respective types of disabilities listed above.

5.11 For medical documents or assessment reports that are not issued by the above-stated specialists or that do not provide sufficient information that support the application, the SEN Service retains the right to:

5.11.1 Require the student to obtain further documentary evidence or seek for supplementary information from specialists; and/or

5.11.2 Reject the student's registration with the SEN Service.

5.12 Medical documents written in a language other than English or Chinese are only accepted if students can also provide an official translation of the original document.

## **6. Undiagnosed/ Suspected SEN**

If students suspect that their learning difficulties or weaknesses are related to an undiagnosed SEN, students are encouraged to contact the SEN Service to discuss further about the condition. When needed, students could be referred to relevant assessment services.

## **7. Student Personal Data**

All submitted personal data will be kept confidential and will only be used for the purposes of processing the registration of SEN Service and arranging necessary accommodations with relevant units of CUHK on a need-to-know basis.