

REGISTRATION PROCEDURE

FOR STUDENTS WITH DISABILITIES & SPECIAL EDUCATIONAL NEEDS

1. Submission of Registration Application

Students who are interested in enrolling at the Center, must fill in a registration form, provided by the Accessibility Center, and submit it via the NTUA's Protocol Office by sending an email to the address: **protokollo@central.ntua.gr**.

Note that, the registration to the Center is optional, but necessary if the student requires support during their studies (e.g. special examination arrangements).

2. Submission of Supporting Documents

Along with the application, the Needs Assessment Form must be fully completed (available at: <https://student-affairs.ntua.gr/>)

Subsequently, the following documents must be sent by email to the Accessibility Center (**accessibility@mail.ntua.gr**):

- Medical certificate
- Descriptive assessment report of the applicant's abilities (e.g. learning, cognitive, communication, social, motor skills, etc.) and needs (issued by the authority that provided the diagnostic document or by another public or private body where an assessment process took place)
- Supplementary documents (if available)

3. Designing a Personalized Support Plan

The Center's administration staff contacts the applicant to schedule a personal appointment, during which through conversation problems and needs are recorded to design a personalized support plan.

The final plan, after the approval of both the administrator and the applicant, will be sent to the Academic Advisor for further actions.

4. Communication of the Student with the Academic Advisor

The student, on their own initiative, contacts and collaborates with the Academic Advisor regarding course attendance and examination arrangements.

Possible accommodation may include:

- Educational material in accessible formats
- Alternative teaching methods
- Special examination arrangements

Regarding special examination arrangements, the student must inform the Academic Advisor no later than one (1) week after the publication of the examination schedule.

5. Information of Professors and Secretariat Advisors

- The Academic Advisor informs the School's Professors of the necessary accommodation.
- The Academic Advisor collaborates with the designated Secretariat Advisor for further information concerning course registrations, lecture attendance, laboratory sessions, etc.