



Special Educational Needs (SEN) Support

Guidelines on Documentary Evidence

General Requirements

The student should submit a completed registration and consent form together with the following supporting document(s) to SEN Support:

1. **Assessment report** issued by a qualified specialist within 5 years will be accepted, unless otherwise specified. The report should contain the information below and follow the “**Specific Requirements for Assessment Report**” for individual type of disability as stated in this document:
 - Provide a diagnostic statement identifying the disability condition
 - State whether the effects of disability condition are permanent or temporary
 - Assess the impact of disability condition on the student’s university learning
 - Provide recommendation on reasonable academic accommodations / adjustments and/or other support service
 - Include the full name, signature, professional qualifications, and contact information of the assessor, the assessment date and issue date of the document.
2. **Evidence proof showing the special support and/or academic accommodations that the student has received from previous school/university/ exam authority**, and including the below information:
 - The type(s) and duration of the support and/or academic accommodations provided to the student;
 - The name, signature, job title, and contact information of the person who issued the document and also the issue date.

CEDARS retains the right to request the student to provide more updated or additional information when deemed appropriate (e.g. when changes in the student’s disability condition may be possible), in addition to the document(s) stated above.

Specific Requirements for Assessment Report

I. Physical & Sensory Disabilities

Visual Impairments

- The medical document or assessment report should be issued by an ophthalmologist or optometrist. It should specify the student's visual acuity after correction and visual field, and/or on the level of colour-blindness / colour amblyopia problems.

Hearing Impairments

- The medical document or assessment report (including an audiogram) should be issued by an ENT (Ear, Nose, Throat) specialist or audiologist. It should specify the degree of hearing loss in each ear. Student with associated speech and language problems should include an assessment report issued by a speech therapist.

Physical Disabilities

- The medical document or assessment report should be issued by a specialist (e.g. physiotherapist, occupational therapist). It should state clearly the student's conditions and degree of disability (i.e. motor function ability, writing ability).

II. Learning & Developmental Disabilities

Autism Spectrum Disorder and Attention-Deficit / Hyperactivity Disorder

- The assessment report should be issued by a psychiatrist or clinical/educational psychologist. The report should specify the student's diagnosis and area(s) of difficulty.

Specific Learning Disabilities (e.g. Dyslexia)

- The assessment report should be issued by a clinical/educational psychologist. The report should specify the student's diagnosis and area(s) of difficulty.

Developmental Coordination Disorder (e.g. Gross motor / Fine motor problems)

- The medical document or assessment report should be issued by a qualified professional (e.g. physiotherapist, occupational therapist). The report should state clearly the student's diagnosis and degree of disability (e.g. motor function ability, writing ability).

Speech and Language Impairment

- The assessment report should be issued by a speech therapist, stating the severity of the student's disability and also the area(s) of difficulty (e.g. articulation, voice, fluency).

III. Mental Illness(es)

- The assessment report should be issued by a psychiatrist or clinical psychologist, indicating the student's diagnosis and area(s) of difficulty.
- The document must be current and dated generally within 1 year. In some circumstances, given the fluidity of the condition, student may be required to provide additional proof or an updated document issued less than 1 year.

IV. Other Disabilities

Chronic Medical Illnesses / Acquired Brain Injury

- The medical document and/or assessment report should be issued by a qualified professional (e.g. clinical psychologist, physiotherapist, occupational therapist). It should state clearly the student's conditions and area(s) of difficulty.

Supplementary information/ requirement to assessment report that does not match with the above stated requirements

For assessment report that is not issued by the specialist specified above, or does not provide sufficient information as listed in **General Requirements**, CEDARS retains the right to:

1. Require the student to obtain further document(s) issued by a specialist, or to seek for supplementary information from the specialist.
2. Require the student to submit assessment report that is endorsed by a specialist.
3. Consult the Director of University Health Service (UHS) of HKU, a specialist recommended by Director of UHS or Director of CoPE, or both, on the student's disability condition and potential impact on study.

If the student fails to provide sufficient supporting document(s), CEDARS may not be able to provide some of the service(s) requested.

Documents in a language other than English are generally not accepted.