

# Special Educational Support (SPS) at DTU

# Agenda

1. Who is eligible for SPS
2. Documentation requirements
3. Where does SPS apply?
4. Deadlines and case processing
5. Creating an application on the SPS portal
6. The further SPS application process
7. Good advice for SPS students
8. Contact information



# Who is eligible for SPS?



Students with a documentet (chronic) functional impairment

**General terms for receiving SPS:**

- Danish citizen
- EU or EEA Citizen
- Rank alongside a Danish citizen

# Documentation requirements

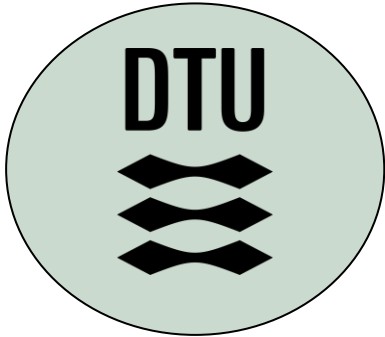


- Your name and date must be clearly stated.
- **Medical documentation, e.g.:**
  - ✓ Doctor's certificate
  - ✓ Psychiatrist
  - ✓ Specialist doctor
  - ✓ Medical record printout
  - ✓ Printout from Sundhed.dk
- **Test for dyslexia or dyscalculia**

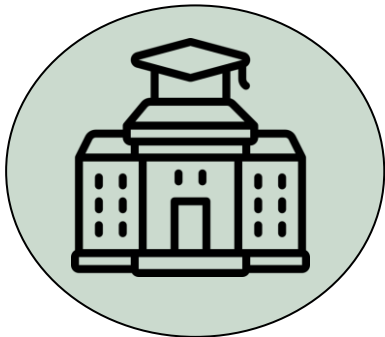
## Note:

- ✓ It is your responsibility to obtain the medical documentation – DTU does **not** cover any potential costs.
- ✓ We can only apply for SPS on your behalf once you have received your Danish personal identification number.

# Where does SPS apply?



**SPS must only be applied for at DTU**



**If you take courses at institutions other than DTU, it is the SPS unit at DTU that helps establish SPS at the other educational institution.**

- **This applies:**
- If DTU is the enrollment university for a joint programme
- If you take courses at other educational institutions
- If you are going on an exchange abroad

# Deadlines and case processing



- No deadlines to apply for SPS
- Total case processing time: 1–6 weeks
- The SPS unit is bound by confidentiality
  - Your lecturers are not informed
  - It does not appear on your diploma

# Creating an application on the [SPS portal](#)

INFORMATION
EXAM CONDITIONS
SPS
DOCUMENTS
SEND

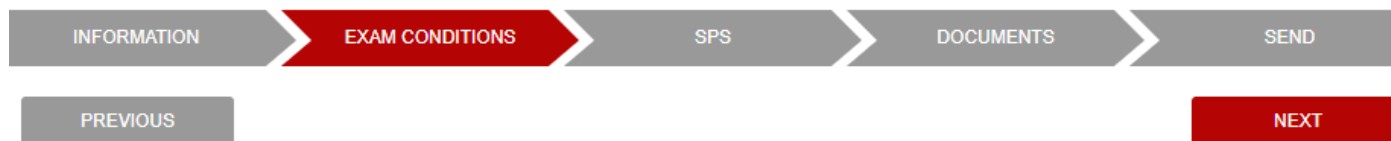
NEXT

## Information

Please fill in your personal information.

Student No.	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Social Security No.	Nationality ?	Citizenship ?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Mail	Private Mail	Phone number ?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Expected graduation date (dd-mm-yyyy) ?	Campus ?	
<input type="text"/>	<input type="text"/>	

# Creating an application on the SPS portal



## Examination conditions

Here you can apply for special exam conditions. To be granted this, medical documentation or a dyslexia/dyscalculia assessment is required. Read more about special examination conditions at [student.dtu.dk](https://student.dtu.dk).

### Application deadlines:

- November 1 for the winter exam
- April 15 for the summer exam
- July 1 for the re-examination period in August

If you **do not wish to apply for or have already been granted special examination conditions for the remainder of your enrollment**, you should proceed to the next step regarding the SPS application.

- ☐ Extra time ?
- ☐ Use of computer with assistive software and headphones for text-to-speech support. This is only granted if you check the box below regarding the solemn declaration ?
- ☐ I agree to the contents of the solemn declaration regarding the use of my own computer. ([Read the declaration here](#))
- ☐ Use of headphones for music/noise cancelling. This is only granted if you check the box below regarding the solemn declaration. ?
- ☐ I agree to the contents of the solemn declaration regarding the use of headphones. ([Read the declaration here](#))
- ☐ Special physical facilities ?
- ☐ Other ?

Write your justification for being granted special examination conditions:

- What is your situation (including your diagnosis)?
- What challenges does this cause you in an exam situation?
- How do you believe the special conditions can help you?

If you want to know how to apply for **special exam conditions**, you can read more here:

[Apply for special examination conditions](#)



# Creating an application on the SPS portal

INFORMATION

EXAM CONDITIONS

SPS

DOCUMENTS

SEND

PREVIOUS

NEXT

## Special Pedagogical Support

*Here you can apply for Special Pedagogical Support (SPS). Medical documentation or a dyslexia/dyscalculia test is required to be granted this support.*

***If you are only applying for special examination conditions, please proceed to the next step.***

*SPS is granted to students who can document having one or more of the following:*

- A mental health diagnosis
- A developmental disorder
- A neurological diagnosis
- A visual impairment
- A hearing impairment
- A mobility impairment
- Chronic or serious illness
- Dyscalculia (math disability)
- Dyslexia (reading disability)

*Additionally, testing may be granted to students who suspect they have dyslexia or dyscalculia. This does not require documentation.*

☐ I wish to apply for SPS

Describe why you need SPS

# Creating an application on the [SPS portal](#)

INFORMATION

EXAM CONDITIONS

SPS

DOCUMENTS

SEND

PREVIOUS

NEXT

Upload documents

*Here you can upload relevant files, such as medical documentation, assessments, statements, etc.*

*If you have previously received SPS based on dyslexia, you do not need to upload documentation.*

Documentation 1

CHOOSE FILE

Documentation 2

CHOOSE FILE

Documentation 3

CHOOSE FILE

Documentation 4

CHOOSE FILE

# Creating an application on the [SPS portal](#)

INFORMATION

EXAM CONDITIONS

SPS

DOCUMENTS

SEND

PREVIOUS

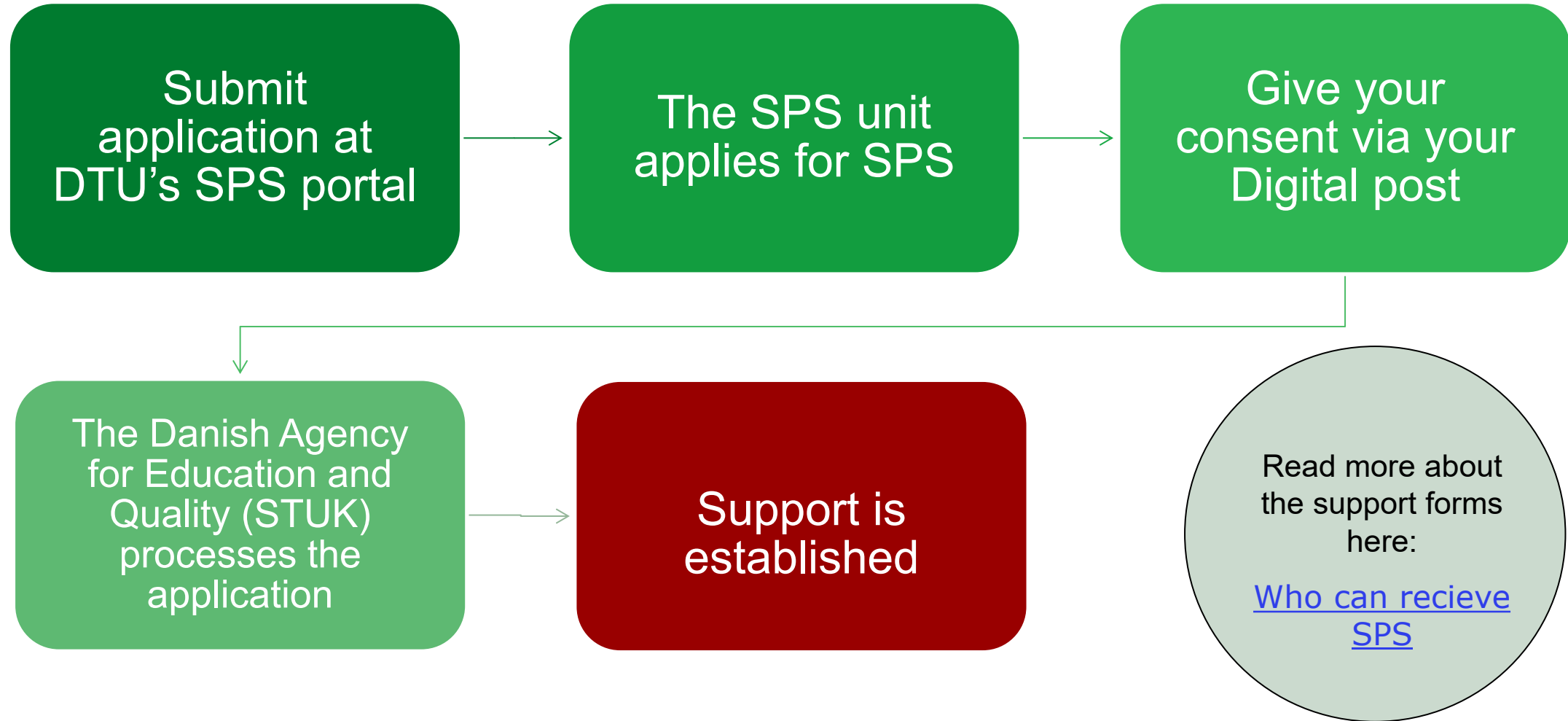
CONFIRM AND SEND

Confirm your entries and send

*Here you must confirm and submit your application for special examination conditions and/or SPS.*

Student No	<input type="text"/>	<div>Application - Special Examination Conditions</div> <div></div>
Social Security No.	<input type="text"/>	
Name	<input type="text"/>	
Nationality	<input type="text"/>	
Campus	<input type="text"/>	
Student Mail	<input type="text"/>	
Private mail	<input type="text"/>	
Phone number	<input type="text"/>	
Expected graduation semester	<input type="text"/>	
Citizenship	<input type="text"/>	
Documentation 1	<input type="text"/>	
Other uploaded files	<input type="text"/>	
		<div>Application - SPS</div> <div></div>

# The further SPS application process



# Good advice for SPS students

★ **You are not alone!**  
10% of all students at DTU are receiving SPS.

★ **Be open about your needs!**  
Share with your supporters and possibly your teachers and fellow students what you need – this gives them the opportunity to support you better.

★ **Well-being is a necessity for learning!**  
Use the support DTU offers (SPS, study guidance, special exam conditions, etc.).

★ **Remember your strengths!**  
Special needs say nothing about your academic abilities – only about your learning conditions. Use the support as a resource to bring your skills into play, not as a sign of weakness.



# Study Guidance at DTU

## Can help with, among other things:

- Study planning
- Exemptions and leave of absence
- Guidance on DTU's rules
- Challenges with student life or well-being

## Contact information

- Phone: +45 4525 1199  
(Monday, Wednesday and Friday from 9 AM to 11 AM.)
- Email: [studvejl@adm.dtu.dk](mailto:studvejl@adm.dtu.dk)
- Drop-in for personal guidance:
  - Lyngby: Monday, Wednesday and Friday from 12 PM to 2 PM
  - Ballerup: Monday and Wednesday from 12 PM to 2 PM
- Web: [Study Guidance](#)





# The SPS unit at DTU

## Can help with

- Establishing SPS
- Applications regarding special exam conditions

## Contact information

- Phone.: +45 4525 2000  
(Monday, Wednesday between 9.30—10.30 AM & Thursday between 12 PM to 1 PM)
- Email: [aus-sps@adm.dtu.dk](mailto:aus-sps@adm.dtu.dk)
- Personal guidance: By appointment
- Web: [SPS DTU](#)



DTU

