



### Ordinance no. 01/2025/COPERVE

Provides for the granting of special test conditions in the Special Admission Process for refugees, low-income asylum seekers and humanitarian visa holders UFSC/2025 (Call for Applications no. 05/2025/COPERVE)

**Article 1** The applicant who needs special test conditions must request them in their Application Form, during the application period for the admission process, and prove their need by presenting a legible MEDICAL REPORT, which must include:

- a) the applicant's full name;
- b) clinical description of the disability, including its type (physical, auditory, visual, mental/intellectual or multiple), in accordance with Law No. 13,146, of 6 July 2015, AND/OR of autism spectrum disorder (ASD) AND/OR of attention deficit hyperactivity disorder (ADHD) AND/OR of another condition that justifies the request for special conditions to take the test;
- c) specification of the barriers and/or limitations faced by the applicant and adaptations required due to the disability or other condition that justifies the request for special conditions;
- d) corresponding code in the International Classification of Diseases (ICD 10) and/or in the International Classification of Functioning, Disability and Health (ICF) and/or in the Diagnostic and Statistical Manual of Mental Disorders (DSM 5);
- e) doctor's full name; specialty; registration number with the Regional Medical Council – CRM; and signature (with date);
- f) for applicants with ADHD and/or ASD, also include: the diagnosis date, current treatment, and duration of follow-up with the current doctor.

**Sole paragraph:** The minimum required duration of specialized follow-up for applicants with ADHD is at least 6 (six) months.

**Paragraph 1** The medical report mentioned in this article must be attached to the Application Form within the application period (between 15 April and 15 May 2025) and will be evaluated by a multi-professional team, who, if necessary, may call the applicant for an interview and request the original copy of the report(s) submitted, as well as other additional documents.

**Paragraph 2** In addition to the medical report, the applicant may attach additional documents

prepared by education and/or health professionals related to their request for special conditions to take the test, such as follow-up reports, examination reports, expert opinions, etc.

**Article 2** If the applicant requires special conditions other than the ones outlined in the Application Form, the option “OUTRA” [other] must be selected and explained in the appropriate field of the form.

**Article 3** The medical report is optional for the following special conditions, and the applicant must indicate in the application form the desired condition:

- a) permission to breastfeed;
- b) taking the test on the ground floor.

**Article 4** A lactating applicant requesting authorization to breastfeed must be accompanied by an adult (18 years or older) who will remain in a designated room, responsible for the child's care.

**Paragraph 1** During the test, any interaction between the lactating applicant and their companion must be witnessed by a supervisor.

**Paragraph 2** The lactating applicant may breastfeed in accordance with Law 13,872 of 17 September 2019.

**Paragraph 3** The companion may not carry a cell phone, watch or any other items restricted by the call for applications during the test.

**Article 5** Applicants with disabilities and/or autism spectrum disorder who require accessibility resources may indicate their specific needs (e.g.: enlarged test, ruler, braille stylus, arithmetic board, soroban or cubarithm, typoscope, signature guide, magnifying glass, lamp, overlay, writing board, screen reader software without internet access, slant board, pencil or pen adapter/thickener, FM system, etc.) in the “OTHER” option on the application form.

**Article 6** Only special conditions requested by the applicant through the online application form will be considered.

**Article 7** Applicants who use hearing devices must submit a medical report proving the need for the device, even if they do not request any other special conditions, to obtain authorization for its use during the test.

**Article 8** The special conditions requested will be met according to feasibility and reasonableness criteria.

**Article 9** The scanned copies of the medical report and other supporting documents submitted through the application system must be fully legible; otherwise, the request for special conditions may be rejected.

**Article 10** Medical reports that provide only a theoretical description (e.g., excerpts from manuals, guidelines, consensus documents, or scientific studies) of the clinical condition without specifying the applicant's individual needs will not be considered.

**Article 11** The results regarding the special conditions requested, indicating whether they will be fully, partially or not met, will be announced on 22 May 2025 on the Special Admission Process website.

**Article 12** If the applicant does not agree with the partial approval or refusal of the special conditions requested, the applicant may appeal to Coperve/UFSC by 6 p.m. on 23 May 2025, in accordance with

the procedures specified in the call for applications.

**Paragraph 1** The result of the appeal will be individualized and made available, for the exclusive access of the applicant who filed the appeal, on the Special Admission Process website by 27 May 2025.

**Paragraph 2** Coperve/UFSC's decision regarding the appeals is final.

**Florianópolis, 15 April 2025**

**Marcos Antonio Rocha Baltar**  
**President of Coperve/UFSC**

#### **ANNEX I – Table of Special Conditions**

<b>Type of Condition</b>	<b>Report</b>	<b>Description</b>
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Wheelchair access	Yes	The applicant will be allocated to a wheelchair-accessible room with a suitable desk.
Permission to breastfeed during the test	Optional	The applicant will be allowed to breastfeed a child up to six months old during the test. The child must be under the care of an adult in a room designated for this purpose.
Assistance in completing the essay sheet	Yes	The proctor can transcribe the essay onto the essay sheet.
Brazilian Sign Language (Libras)/Portuguese interpreter proctor	Yes	The proctor mediates communication between deaf and hearing people regarding warnings and instructions given to the applicants (they do not translate or interpret the test).
Brazilian Sign Language (Libras)/Portuguese interpreter	Yes	The interpreter assists the hearing-impaired applicant by providing them with synonyms or signs that help them recognize the written word, idiomatic expressions, sentences and context.
Reader	Yes	The proctor can read texts and describe images, pictures, maps, graphs, charts, and other elements that may be included in the test.
Extra time for taking the test	Yes	Extra time for taking the test will be given to applicants who present a medical report justifying the need, according to the rules specified in this ordinance.
Enlarged text (16-point font)	Yes	The applicant will receive the test materials printed in A3 format, with enlarged text (16-point font) and enlarged images.
Taking the test on the ground floor	Optional	The applicant will be allocated to a ground-floor room, whenever possible, in a location with easy access for individuals with mobility impairments.
Hearing aid use	Yes	The applicant may use a hearing aid during the test.
Other	Yes	Any other special condition that does not fit into those described hereinabove. The applicant must clearly indicate the condition in the appropriate field of the Application Form.