

# **CZECH TECHNICAL UNIVERSITY IN PRAGUE**

## **METHODICAL GUIDELINE**

**No. 1/2016**

### **On support to students with special needs at CTU in Prague**

#### **Article 1**

##### **General principles**

1. This Methodical Guideline on support to students with specific needs at CTU (hereinafter “Methodical Guideline”) regulates the status of students and study applicants with specific needs at CTU and establishes rules for ensuring their support within the studies.
2. Students or study applicants with specific needs (hereinafter “students with SN” or “study applicants with SN”) are persons with visual and hearing impairments, or physical disabilities; also persons with specific learning disorders, or autism spectrum disorder, or other difficulties (other mental disorders, or conditions including non-autism neurodevelopment disorders: decreased language, speech and other communicative abilities; or chronic somatic disorders who are able to duly declare the nature of their health impairment or of any other disadvantage affecting their studies and who, at the same time, fulfil the status of a student or study applicant.
3. A student with SN or a study applicant with SN is obliged to abide by the CTU internal regulations, same as students or study applicants without any special needs.
4. The provided services – service provisions and other activities implemented in order to enhance the accessibility of study programs (hereinafter modifications) do not decrease study or other requirements for students with SN or study applicants with SN.
5. A scope of support to students with SN and study applicants with SN stems from functional effect of health-related or other handicap and is governed by the valid Methodical standard for fulfilment of conditions to arrange for students with SN of the Ministry of Education, Youth and Sports (hereinafter “Methodical Standard MSMT”) which is a part of Rules for subsidies and grants to public universities of MSMT.
6. The regulations listed in this Methodical guideline are valid for all CTU employees as well as for students with SN and study applicants with SN.
7. All persons affected by this Methodical guideline are bound by ethical principles to maintain confidentiality when dealing with sensitive data on students with SN or study applicants with SN.

#### **Article 2**

##### **Organisation**

1. Coordination of modifications for students with SN and study applicants with SN are provided by the Support Centre for Students with Special Needs ELSA, Bechynova 3, 166 36 Prague 6, with an office at the Faculty of Nuclear Sciences and Physical Engineering, CTU in

Prague, Trojanova 13, Prague 2, 120 00, [www.elsa.cvut.cz](http://www.elsa.cvut.cz), [strediskolsa.cvut.cz](http://strediskolsa.cvut.cz). The ELSA centre is a part of the Department for studies and student affairs of CTU Administration.

2. The Dean assigns a person (hereinafter “contact person”) responsible for modifications related with the support of students with SN and study applicants with SN at the respective faculty (institution). The contact person cooperates, when implementing modifications, with a Vice-Dean for studies (a coordinator for study affairs at an institution) and with the ELSA centre.
3. The ELSA centre, in accordance with this Methodical Guideline, provides consultation and advisory services for teachers and other employees of CTU.
4. The ELSA centre monitors and initiates modifications leading to generally obstacle-free environment at CTU so that the studies are physically accessible also for students with reduced mobility and orientation.
5. The centre stores and makes use of the information linked to a study applicant’s or student’s disability solely in order to arrange for modified study conditions for students and study applicants with SN, and pursuant to Act No. 101/2000 Coll. on the Protection of Personal Data and to the Dean’s directive N. 5/2015: Personal data protection at CTU. Such data are stored in the centre’s archive and in the student’s personal file kept at the Study Department of the relevant Faculty.
6. Česká technika – CTU publishing house fully cooperates with the ELSA Centre to provide all information necessary for adjustment of textbooks and other publications for students with SN. This cooperation is further specified in a separate document.
7. Central library of CTU cooperates with ELSA centre to provide all information necessary for adjustments of textbooks and other publications for students with SN. This cooperation is further specified in a separate document.

### **Article 3**

#### **Registration of students with special needs**

1. Information concerning the student’s disability and his/her classification under the Typology of Students with Special Needs (hereinafter “Typology”) listed in the Methodical Standard of MSMT will be included in an application form for a financial contribution to the Ministry of Education, Youth and Sports based on a written consent of the student in question, which takes the form of a signature affixed to the “Agreement on providing service arrangements for students with special needs at CTU” (hereinafter as “Agreement with SSN”), see Annex No.1.
2. The school will inform all students via KOS, in the time period established by MSMT for data collection, that in case they are handicapped and consequently have specific needs in the course of their study and would like to apply for a financial support, they are obliged to substantiate this with documents specified by the ELSA Centre.
3. The required (acceptable) documents necessary for the approval of student’s special needs are listed in the Methodical Standard MŠMT (see currently valid document on the MSMT websites).
4. The ELSA Centre will verify the legitimacy of the request for receiving support and service connected with the study, including a check of the acceptable document, and provided it is approved, the student will be included in the corresponding category in

accordance with the Typology of Students with Special Needs with respect to the service and support they are entitled to.

5. Upon the conclusion of the Agreement with SSN, by affixing his/her signature, the student gives consent to be included in a registry of students with special needs, and will submit a copy of the acceptable document which will be archived. An essential and integral part of the Agreement with SSN is the Consent to the processing of sensitive and personal data (see Annex No. 3). Should a student refuse to sign this document, or should he withdraw the consent later on, he/she will not be granted, or will be deprived of the status of a student with SN and he/she will not be able to use the support to SSN. The refusal or withdrawal of the consent is registered with ELSA centre which is obliged to highlight this fact of non-provision or withdrawal of the consent in all the documents related with SSN.
6. The ELSA Centre will archive the Agreement with SSN, including a signed Consent to the processing of sensitive and personal data, a copy of an acceptable document and other documents provided by the student with special needs. The ELSA Centre will hand a copy of the Agreement with SNN over to the respective Study Department (Institution). The ELSA Centre will hand over the collected data to be processed into the application form for financial subsidy to the Ministry of Education, Youth and Sports to the Department for Study and Student Affairs by a specified date.

#### **Article 4**

##### **Admission procedure**

1. Based on information obtained from the electronic study application form, CTU will ask the study applicant to declare the type of his/her disability based on which he/she asks for adjustments in the admission procedure and to cooperate with realisation of preparation of modified entrance tests. Before the beginning of the entrance exams at the latest, an applicant is obliged to submit a signed consent to processing of sensitive and personal data. Should a student refuse to sign this document, he/she will be deprived of the status of an applicant with SN and he/she will not be able to take the modified entrance exams.
2. An applicant with SN is obliged to inform the ELSA centre about the requirement to modify entrance exams well in advance, i.e. 7 days before the date of entrance exams at the latest, or according to specific conditions of relevant faculty (institution).
3. After diagnostics has been carried out and required documents have been presented, the centre in cooperation with the study applicant with SN will undertake steps leading to adjustments in the entrance exams procedure, if justified, so that the study applicant's specific needs are respected individually.
4. The ELSA centre conveys information on applicants with SN and on modifications of entrance exams to contact persons at faculties (institutions) and cooperates with them during implementation of the modifications. The ELSA centre cooperates also with the departments (institutions) that ensure the course of entrance exams.
5. In extraordinary and justified cases, the admission procedure can take place in the premises of the ELSA Centre, primarily if special technology needs to be utilized and

the course of the admission procedure needs to be adjusted (for instance, the time limit needs to be extended), if such an adjustment is not possible in the premises of the Faculty (Institution) in question. To ensure the modifications of entrance exams, employees of the ELSA Centre can be invited (e.g. supervision).

6. Employees of the ELSA Centre are authorized to handle documents connected with the entrance exams if obtaining and utilizing them is necessary for adjusting the entrance exams. The centre's employees are also obliged to handle such documents in a manner which will make their abuse impossible.

## **Article 5**

### **Student enrolment**

1. The Study department of a faculty (institution) is authorised to, in the time of an enrolment procedure or other official acts, require physical presence of an applicant with SN, provided the conference room and the agenda is accessible to an applicant with SN considering the degree of his/her handicap. If such room is not accessible, the Study department performs the enrolment procedure individually in other suitable premises.
2. In case the specific needs of an applicant with SN prevent the performance of enrolment procedure in standard manner, the study department will, in cooperation with ELSA Centre, perform the enrolment procedure other way.
3. The study department prefers communication with an applicant with visual impairment in an electronic way. If it is not possible to process all the relevant agenda electronically, or any other way acceptable to both parties, the study department will recommend to an applicant to contact ELSA Centre which will assist with the enrolment procedure.

## **Article 6**

### **Methods of ensuring modifications**

1. The ELSA Centre and the student with SN will conclude an "Agreement on providing service arrangements for students with special needs at CTU". The integral part of the Agreement is the Consent to personal and sensitive data processing (see Annex No. 3) The agreement is drawn up in 3 copies, one copy will be passed on to the Study Department of the Faculty or Institute in question to be stored in the student's file, the second copy belongs to the student and the third copy will be archived in the ELSA Centre.
2. Registration of students with special needs is carried out primarily at the start of the academic year, in justified cases also during the semester, but always before the start of the examination period at the latest. In the exceptional and justified cases it is possible to register anytime in an academic school year (e.g. a sudden change of a health condition).

3. The ELSA Centre will inform the teachers in question about the adjustments in the study for the benefit of the students with SN which may substantially affect the lessons.
4. If the student's special needs require an individual study plan (hereinafter as ISP), the student with SN and the ELSA Centre with the respective guarantor of the study specialization will draw up a draft plan and further on proceeds in standard way. The approval and realization of the ISP is governed by the rules of the Faculty in question. The ISP cannot be applied retroactively.

## **Article 7**

### **Special needs in lessons and verification of study results**

1. Students with SN are entitled to adjustments in the course of their study aimed at meeting the design of the Methodical Standard MŠMT. Typically, these include, for instance, the conversion of study textbooks to electronic version, interpretation to sign language, Czech sign language and visualization, transcripts of lessons and simultaneous transcript, study and personal assistance, extended time limits in tests, etc. (see the valid Methodical Standard MŠMT).
2. Each student with SN is entitled to such study conditions which do not put him/her at a disadvantage compared to other study applicants or students. On the other hand, teachers unaware of the set adjustments to the study must not alternate the standard conditions of exams provided the available technology permits the student with SN to comply with common requirements.
3. Students with SN whose special needs arise during their studies as a result of a disability acquired during their studies will declare their disability and apply for conditions respecting their special needs in time, and always before the start of the examination period. It is not possible to demand consideration for the specific needs retroactively before the date the student with SN was registered.
4. The adjusted exams and tests during the examination period are organized only for students with SN who had registered by the start of the given examination period. In case that special needs arise within an exam period, it is proceeded individually.
5. Even a student with SN who is registered and who did not make use of the modification within the lessons can ask for exams and tests modifications. A student can ask for modifications only in selected subjects in which the functional effect of his/her disabilities or disadvantage is apparent.
6. Following an arrangement with their teachers, students with SN can be invited to take their exams and tests in the ELSA Centre, or in another special examination room, provided their incorporation among other applicants or students is not technically possible due to utilization of specialized technology or other requirements on adjustments during the exam.
7. Students with SN who are used to working with special equipment are obliged to inform about their intention to use own special equipment before the exam (FM system for hearing disabilities, electronic magnifier, laptop with screen reader or Braille line, or any other software etc.). The ELSA centre informs about this situation respective teachers through contact persons. While using this technology, generally

binding rules for exams must not be violated (using data in personal recorders and laptops when the exam does not allow the use of personal notes, etc.).

8. A student with SN is obliged to cooperate with a teacher on the actual course of modification well in advance, since the beginning of the semester the best.
9. In exceptional cases and under prearranged conditions, students with SN may be allowed an extended time limit in class and during exams. This time limit must not exceed double the time normally allowed for the given test or exam, or for carrying out a task in the lesson.
10. Teachers will provide students with SN with electronic study textbooks, if possible and if necessary with respect to the student's disability. If the provided materials require further alteration necessary in order to make them accessible, the teacher will provide them to the ELSA Centre, which is not allowed to further distribute them. The provided study textbooks are intended solely for the use of the particular student. In case of any doubts or uncertainties, the teacher will refer to the centre.
11. Blind or visually impaired students take tests in Braille, enlarged print, or using other technology, and they can write either manually or using the given equipment. The necessary adjustments are performed by the ELSA Centre in cooperation with the teacher. All other service arrangements regulating the study conditions for visually impaired students are published in the Methodical Standard MŠMT.
12. Students with hearing impairment are entitled to receiving written instructions in a test, extension of time limit, and to ensuring appropriate visualization (e.g. simultaneous visualised recording). Deaf students are entitled to interpretation to sign language. All other service arrangements regulating the study conditions for students with impaired hearing are published in the Methodical Standard MŠMT.
13. Students with reduced mobility are entitled to a personal assistant during classes, for example to help them handle personal use objects and for self-care. Students with reduced mobility of their upper limbs are entitled to extension of time limit and to using special recording technique. All other service arrangements regulating the study conditions for students with reduced mobility are published in the Methodical Standard MŠMT.
14. Students with special learning disabilities (dyslexia) are entitled to use special compensation processes common in special learning disabilities (dyslexia) during classes and exams, such as: the use of a computer with special technologies, the choice between oral and written exam, extension of time limit. All other service arrangements regulating the study conditions for students with special learning disabilities are published in the Methodical Standard MŠMT.
15. Arrangements for students with autism spectrum disorders; students, or study applicants with other mental disorders (including non-autism neuro-developmental disorders), or with a chronic somatic diseases are regulated by the Methodical Standard MŠMT. This regards mainly regime measures within the classes and course of an exam, and extension of time limit for written tests.

## **Article 8**

### **Lodging and catering of students with special needs**

1. The Service Facilities Administration CUT (SFA) will organize lodging for students with SN (if they require it) in a room the interior equipment of which complies with valid

standards for lodging and movement of persons with reduced mobility and orientation, within the technical limits of the SFA.

2. The SFA will ensure that students with SN who wish to make use of SFA's catering facilities will not have to rely on their own assistants when ordering food.

## **Article 9**

### **Other provisions**

1. Areas not directly regulated in this Methodical Guideline (election to the Academic Senate, documents available on the Internet and on notice boards, physical education, practical training, etc.) will be arranged with respect to individual specific needs and interests of students with SN.
2. Students with SN are not released from the obligation to pay administrative fees linked to the study and shall proceed in the same manner as students without SN when applying for reduction of or exemption from fees.
3. This Methodical Guideline replaces the Methodical Guideline on Support to Students with Special Needs at CTU No. 2/2015 of 1<sup>st</sup> October 2015.
4. This Methodical Guideline becomes effective on the day of its signing.

In Prague, on 2<sup>nd</sup> May 2016

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