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Overview of Changes

Provision	Detailed description of the change and justification for the change compared to the previous version

List of Annexes

List of Related Documents

Rules for ensuring measures to equalize opportunities for study at the Czech Technical University in Prague

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Article 1 General principles

- 1.1 This Methodological Guideline (hereinafter referred to as the "Methodological Guideline") regulates the rules and procedures for individual support measures for students, applicants for study, and, in exceptional cases, participants in continuing education with specific needs studying special subjects of accredited study programs at CTU in Prague.
- 1.2 A student, applicant, or participant in continuing education studying special subjects of accredited study programs with specific needs (hereinafter referred to as "student with SN" or "applicant with SN") is a person with a visual, hearing, or mobility impairment, as well as a specific learning disability, or an autism spectrum disorder, or other difficulties, i.e., other mental disorders or illnesses, including non-autistic neurodevelopmental disorders, i.e., impaired language, speech, and other communication abilities, or a chronic somatic illness, who properly declares the nature of their health or other disability or disadvantage and at the same time meets the status of a student or applicant for study, or has concluded a contract for extraordinary study of subjects accredited study programs and at the same time has concluded an Agreement on the provision of service measures to students with specific needs at CTU (hereinafter referred to as the "SN Agreement").

Article 2 Records of students with specific needs

- 2.1 Information about a student's disability used to classify them into the appropriate category according to the Typology of Students with Specific Needs (hereinafter referred to as the "Typology") contained in the Methodological Standard of the Ministry of Education, Youth and Sports is obtained and processed based on prior written consent to the processing of personal and sensitive data.
- 2.2 The prescribed (acceptable) documents for the recognition of specific needs are listed in the Methodological Standard of the Ministry of Education, Youth, and Sports (see the currently valid document on the website of the Ministry of Education, Youth, and Sports).
- 2.3 The ELSA Centre will verify the eligibility of the claim to receive support and services related to the study and will check the acceptable document. If approved, the student will be placed in the appropriate category according to the Typology based on the type of service and support to which they are entitled.
- 2.4 The student will confirm their consent to be included in the register of students with special needs by signing an Agreement with a student with special needs and submitting a copy of the acceptable documentation for archiving. An essential and integral annex to the Agreement with the student with SN is the Consent to the processing of personal and sensitive data. If the student refuses to sign this consent or subsequently revokes their consent, they will not be granted or will be deprived of their status as a student with SN and will not be able to use the support for students with SN. The refusal or revocation of consent is recorded by the ELSA Center, which is obliged to indicate the fact that consent has not been given or has been revoked in the documentation related to the record of the student with SN and, in the event of withdrawal of consent, also notify the faculty/institute.
- 2.5 The ELSA Center archives the Agreement with the student with SN, including the signed Consent to the processing of personal and sensitive data, a copy of the acceptable document, and other materials of the student with SN. The ELSA Center forwards one copy of the Agreement with the student with SN to the relevant study department of the faculty (institute);

the study department marks this event in the IS KOS and at the same time a graphic symbol of a student with SN is displayed next to the student's name in the web KOS.

- 2.6 If a student with SN intends to terminate the SN Agreement, they shall notify the ELSA Center of its termination on the prescribed document. Upon termination, the student's status as a student with SN is revoked, and the ELSA Center informs the student and the relevant study department of the faculty (institute) of this fact; the study department marks this event in the IS KOS. If the Agreement with a student with SN is terminated on the initiative of the ELSA Center, the ELSA Center shall notify the student and the relevant study department of the faculty (institute), which will mark this event in the IS KOS. From the date of removal of the student with SN from the register, he/she is considered a student without entitlement to support and services, and at the same time, other circumstances related to his/her specific needs cease to apply. If a student removed from the register is charged a fee for longer study, the student's health condition with SN is considered in the event of a request for a reduction. If the Agreement with the student with SN is not terminated earlier, the Agreement is always terminated on the date when the student ceased to be a student of CTU or a participant in continuing education studying in accredited study programs.
- 2.7 The ELSA Center forwards selected data for processing to the Ministry of Education, Youth and Sports' Department for Studies and Student Affairs at the CTU Rector's Office.

Article 3 Admission procedure

- 3.1 Through the information in the electronic version of the application for study, CTU invites applicants with disabilities to declare the type of their disability, based on which the applicant himself/herself requests an adjustment to the admission examinations, and to cooperate in the implementation of the adjusted admission examinations. However, the applicant's request must not conflict with the requirement for medical fitness to study the relevant study program. Not later than before the start of the entrance examination, the applicant is required to submit a signed consent form for the processing of personal and sensitive data to the ELSA Center. If the applicant refuses to sign this consent form or subsequently revokes their consent, they will not be granted or deprived of their status as an applicant with SN and will not be able to take the modified entrance examinations.
- 3.2 Applicants with SN are required to inform the ELSA Center of their request for modifications to the entrance examinations well in advance so that the relevant faculty is informed by a representative of the ELSA Center no later than 7 days before the date of the entrance examination.
- 3.3 After diagnosis and submission of relevant documents, the ELSA Center, in cooperation with the applicant with SN, takes steps to modify entrance examinations in justified cases so that the specific needs of the applicant are individually respected.
- 3.4 The ELSA Centre passes on information about applicants with special needs and modifications to the entrance exams to contact persons at the faculties (institutes) and cooperates with them in implementing the modifications. The ELSA Center also cooperates with the departments (institutes) that organize the entrance exams.
- 3.5 In exceptional and justified cases, the admission procedure may also take place at the ELSA Center, if it is necessary to use special technologies, ensure modifications to the entrance examination (e.g., adjustment of the time limit), etc., and if these modifications cannot be

implemented at the premises of the relevant faculty (department). ELSA Centre staff may also be invited to help modify entrance examinations (e.g., supervision).

- 3.6 ELSA Centre staff are authorized to handle documents and materials related to entrance examinations if their acquisition and use is necessary to modify entrance examinations. ELSA Centre staff are also required to handle relevant documents and materials in a manner that prevents their misuse.

Article 4 Enrollment

- 4.1 The study department of the faculty (institute) is authorized to require the physical presence of an applicant with a disability at the time of enrollment or other official acts, provided that the meeting room and meeting agenda are accessible to the applicant with a disability given the extent of their disability. If the room is not accessible, the study department will enroll the applicant individually in other suitable premises of the relevant department.
- 4.2 If the specific needs of an applicant with special needs prevent them from enrolling in the standard manner, the study department, in cooperation with the ELSA Center, will carry out the enrollment in an alternative manner.
- 4.3 The Study Department prefers to communicate with visually impaired applicants electronically. If it is not possible to complete the relevant agenda electronically or in another manner acceptable to both parties, the Study Department will recommend that the applicant contact the ELSA Center, which will assist them in completing it.

Article 5 Method of providing modifications

- 5.1 The ELSA Center concludes an Agreement with the student with SN, which is drawn up in 3 copies. An essential and integral part of the Agreement with the student with SN is the Consent to the processing of personal and sensitive data. One copy is handed over to the study department of the relevant faculty (institute) and stored in the student with SP's file, the second belongs to the student with SN, and the third is archived at the ELSA Center.
- 5.2 The registration of students with SN takes place primarily before the start of the academic year, in justified cases during the semester, but no later than before the start of the examination period. In exceptional and justified cases, registration is possible at any time during the academic year (e.g., acute change in health status).
- 5.3 The ELSA Center informs the relevant teachers, the contact person, and the vice-dean for studies (coordinator for study matters), for the Faculty of Mechanical Engineering, also the heads of the relevant departments. The ELSA Center sends information about the modification in the document Modification of Study Conditions (hereinafter referred to as "Modification") by e-mail. The contact person saves the Modification document in the student's file.

Article 6 Special needs during instruction and verification of academic results

- 6.1 Students with special needs have the right to request adjustments to the course of study to fulfil the objectives of the Methodological Standard of the Ministry of Education, Youth, and Sports. Typically, these include, for example, the conversion of study materials into electronic form, interpretation into sign language, signed Czech and articulation interpretation, transcription of lessons and simultaneous notetaking, study and personal assistance, extension of the time limit for completing tests, etc. (according to the valid Methodological Standard of the Ministry of Education, Youth and Sports).
- 6.2 Every student with a disability has the right to request study conditions that do not disadvantage them compared to other applicants or students. In contrast, teachers must not deviate from the standard course of the examination, where the available technology or set modifications allow students with special needs to meet normal requirements.
- 6.3 Teachers can verify the validity of a student's SN status using a graphic indicator in the KOS web portal. This indicator is only visible to teachers who currently have students with SN in their classes.
- 6.4 Students with special needs who have specific needs due to their disability during their studies must declare their disability and request that their specific needs be considered in a timely manner. It is not permissible to request that specific needs be retroactively considered prior to the date of registration of the student with special needs.
- 6.5 Modifications to exams and tests during the exam period are only made for students with special needs who are registered before the start of the specific exam period. If a student develops specific needs during the exam period, the procedure is individual.
- 6.6 A student with a disability who is registered in full and does not use modifications during classes may also request modifications to exams and tests. Students may also request modifications only in selected subjects where the functional impact of their disability or disadvantage is evident.
- 6.7 Students with special needs may, after prior agreement with the relevant teachers, be invited to take exams or tests at the ELSA Center or another special testing room if their inclusion among other candidates or students is not technically or organisationally possible due to the use of special equipment or other requirements for exam modifications.
- 6.8 Students with disabilities who normally work with special equipment are required to notify the teacher in advance, before the start of the lesson or exam, that they wish to use special equipment (FM system for the hearing impaired, digital magnifier, laptop with voice and tactile output, or other special software, etc.). The ELSA Center also informs the relevant teachers about this situation. The use of technology must not violate the generally applicable principles for exams and tests (use of data on personal recorders and other devices in cases where the exam does not allow the use of personal notes, etc.).
- 6.9 Students with special needs are required to cooperate with the teacher on the specific course of modification well in advance, preferably from the beginning of the semester.
- 6.10 Students with special needs may, under predetermined conditions, use an extended time limit during classes and to take exams or tests. This time limit may not exceed twice the time normally expected for taking the relevant exam or test.

- 6.11 Students with special needs may request an extension of the deadline to complete an assigned task during class. The deadline is consulted with the instructor of the course.
- 6.12 The teacher will provide the student with special needs with study materials in electronic form, if possible and necessary due to the nature of the student's disability. If the materials provided require additional modification to make them accessible, the teacher will provide them to the ELSA Center, without the possibility of further distribution. The study materials provided are designed exclusively for the needs of students with special needs.
- 6.13 Students with visual impairments can take exams in Braille, enlarged black print, or using technology, and can write either manually or with the aid of appropriate equipment. The necessary modifications are made by the ELSA Center in cooperation with the teacher. All other modifications for students with visual impairments are included in the Methodological Standard of the Ministry of Education, Youth, and Sports.
- 6.14 Students with hearing impairments are entitled to written assignments and an extension of the time limit for completing written work, as well as to appropriate visualization (e.g., simultaneous visualization transcription). Deaf students are entitled to sign language interpretation. All other modifications for students with hearing impairments are included in the Methodological Standard of the Ministry of Education, Youth, and Sports.
- 6.15 Students with physical disabilities are entitled to a personal assistant during classes, e.g., for handling personal items and self-care. Students with disabilities of the upper extremities have the right to an extension of the time limit to complete written work and to the use of special recording technology. All other modifications for students with physical disabilities are included in the Methodological Standard of the Ministry of Education, Youth and Sports.
- 6.16 Students with specific learning disabilities (hereinafter referred to as "SLD") may use special compensatory procedures common to their form of SLD during classes and exams, e.g., the use of computers with special technologies, the choice of oral/written form of examination (if possible) and an extension of the time limit for completing written work. All other modifications for students with SLD are included in the Methodological Standard of the Ministry of Education, Youth, and Sports.
- 6.17 Modifications for students with autism spectrum disorder and students with other difficulties are regulated by the Methodological Standard of the Ministry of Education, Youth and Sports. These mainly concern regime measures during lessons and exams and an increase in the time limit for completing written work.

Article 7 Support tools for students' mobility abroad

- 7.1 Foreign students who participate in classes and have a health disability are eligible for the same support tools under this measure during their exchange study stay at CTU, if this is possible within the financial support provided by the scholarship of the foreign (sending) institution or the financial resources of CTU. The exact conditions for using these support tools are based on the student's functional diagnosis, documented by an acceptable certificate or similar document from the sending institution, and are determined in cooperation with the ELSA Center faculty coordinators for incoming students and the International Relations Department of the University Rectorate.

- 7.2 Students with specific needs who are going on a short-term stay abroad are provided with support from the ELSA Center in cooperation with the host institution.

Article 8 Accommodation and meals for students with specific needs

- 8.1 The CTU Facilities Management Department (hereinafter referred to as "FMD") will arrange accommodation for students with specific needs (if they request it) so that the accommodation complies with the applicable standards for the stay and movement of persons with limited mobility and orientation, according to the technical capabilities of FMD.
- 8.2 FMD shall ensure that students with SN who are interested in using FMD catering facilities do not have to rely on their own assistants when ordering and carrying meals.

Article 9 Final provisions

- 9.1. In areas not specifically mentioned in these Guidelines (participation in academic bodies of the school, access to information, physical education and sports, professional practice, etc.), each case will be handled individually, always considering the specific needs and interests of the student with SN.
- 9.2. Students with disabilities are not exempt from the obligation to pay fees associated with their studies, and when requesting a reduction or waiver of fees, they shall proceed in the same manner as students without SN.