

Support of Applicants and Students with Specific Needs at the University of Hradec Králové

I. Introductory Provisions

The aim of this Rector's Decree is to standardize the system of support of applicants and students with specific needs (hereinafter the SN Applicants/Students) at the UHK in accordance with Act No. 111/1998 Sb., on higher education institutions and on change and amendment of other acts (the Higher Education Institutions Act) as amended, and in accordance with the Methodological Guidelines on Financing of Increased Study-Related Costs of Students with Specific Needs (Annex 3 to the Rules for Providing Contributions and Grants to Public Higher Education Institutions by the Ministry of Education, Youth and Sports), as amended.

The Rector's Decree is addressed to academicians, officers of departments, offices and Study Departments, employees working in the University Library as well as to other UHK employees and SN Applicants/Students.

The Rector's Decree defines binding rules for provision and receipt of support; the Rules are applicable both to the employees and the SN Students. At the same time, the Rules allow the SN Applicants to consider their own capability and competence for study at the UHK.

II. General Considerations

This Article defines target groups who participate in the process of specific support providing and receiving and presents the UHK considerations of equalizing the conditions for studies.

For the purposes hereof, the **SN Applicant/SN Student** means a disabled individual who applies for study or studies at the UHK (for sake of simplicity and unless the admission procedure is involved specifically, the term SN Student will be used in the whole document even in cases where the given issue concerns the SN Applicant as well).

For the purposes hereof, **disability** (hereinafter Disability) means:

A. Visually impaired student

- A1. Mild visual impairment – the student uses his/her sight
- A2. Severe visual impairment – the student uses touch/voice
- B. Hearing impaired student
 - B1. Hard of hearing – the student uses verbal language
 - B2. Deaf – the student uses sign language
- C. Motor disabled student
 - C1. Lower limbs disabilities
 - C2. Upper limbs disabilities (fine motor skills)
- D. Student with specific learning difficulties
- E. Student with autism spectrum disorder
- F. Student with mental disorder, impaired communication abilities, or chronic somatic disease

A student with more than one disability can be included in several categories mentioned above.

The given classification takes account of the relevant aspects that affect studies at a higher education institution (hereinafter the HEI), i.e. practical impact of Disability on working, communication and other processes that are used commonly during the studies or research at the HEI.

The **UHK employees** are obliged to treat the SN Applicant/Student in a way respecting his/her specific needs following from his/her Disability. At the same time, the student's maximum possible participation and self-reliance during his/her studies at the UHK is expected.

Support of Students with Specific Needs “Augustin” (hereinafter the Augustin Centre) is a specialized UHK workplace that provides service and coordinates activities of other UHK workplaces in terms of making studies accessible to the SN Students. Comprehensive organizational rules of activity are specified in a document titled the Standard of the Augustin Centre Activity.

The main UHK starting points to equalize the conditions for study include:

- a) Each eligible SN Student has the right for such conditions of study that neither advantage nor discriminate him/her against intact students.
- b) When providing support, the UHK respects the individual possibilities and specific needs of a particular SN Student as well as their variability during his/her studies.

- c) The UHK may require the SN Student to have minimum competences that compensate his/her disability as much as possible (Annex 2).
- d) Like intact students, the SN Students manage their own studies and are responsible for fulfilment of their study duties.

III. Records and Documents Relating the Applicants and Students with Specific Needs at the UHK

All records and processing of data about the SN Applicants, SN Students and SN graduates are subject to a personal data protection regime under Act No. 110/2019 Sb., on personal data processing, and to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter the **GDPR**).

- a) Eligible documents proving the student's disability include:
 - Proof of disability within the meaning of section 67 of Act No. 435/2004 Sb., on employment;
 - Proof of invalidity of any grade within the meaning of section 39 of Act No. 155/1995 Sb., on pension insurance;
 - Identity card of an individual with any grade of disability within the meaning of section 34 of Act No. 329/2011 Sb., on provision of allowance to disabled individuals;
 - Document certifying specific learning difficulties ascertained on the basis of results of generally valid psychometric tests;
 - Document certifying the autism spectrum disorder ascertained on the basis of a comprehensive examination by a clinical psychologist;
 - Medical certificate on results of specialized medical examination in individuals who cannot provide the documents specified above;
 - In specific cases, a decision issued by the Association of Providers of Services to Students with Specific Needs at HEIs (AP3SP).
- b) Dossiers of applicants, students and graduates with specific needs are kept by the Augustin Centre.
- c) Based on the SN Student records, the UHK asks the Ministry of Education, Youth and Sports to provide funds to support the financing of increased expenses related to studies of the SN Students. Supporting documents are prepared by the Augustin Centre.

IV. Diagnostics and Assessment of the Extent of Specific Needs

The extent of specific needs of the SN Student is determined on the basis of assessment of the specific disability and impacts of the given disability to abilities related to the study at the UHK.

a) *Diagnostics of a specific disability*, impaired communication abilities, mental disorders and/or specific learning difficulties proved by the student through some of the above mentioned eligible documents

The diagnostics is performed by:

- For a specific disability: Physician – specialist in the given field
- For impaired communication abilities: Clinical speech therapist
- For mental disorders: Psychiatrist (and/or clinical psychologist)
- For specific learning difficulties or suspected mental disorder: Psychologist
- For specific learning difficulties: Special pedagogue

b) *Functional diagnostics* includes:

- Evaluation of the SN Applicant's/Student's disability impact on communication, information handling and performance of other activities related directly to study and research activities within the selected branch of study, taking account of the possibilities to provide respective service measures;
- Check of the minimum competences to use adaptive technologies;
- Proposal of service measures (e.g., interpreting services, extra time for tasks completion, etc.)

Recommendations resulting from the diagnostics serve as a basis for adjustment of conditions during the entrance examinations and study (Annex 1). The SN Applicant/Student is obliged to cooperate during the diagnostics.

When choosing the branch of study, the SN Students are recommended to consult the actual analysis of suitability of study branches specifying the extent of the study branches accessibility for the given type of specific needs (available in the Augustin Centre internal documents).

V. Entities Managing the Support to the Applicants and Students with Specific Needs at the UHK

The support to the SN Students is organized on three levels:

- The UHK: Augustin Centre;

- The faculty/institute: Faculty coordinator;
- Department/Institute: Tutor.

Va. Augustin Centre – Support of Students with Specific Needs

The Augustin centre aims its activity at support of SN Applicants/Students, the UHK employees, and also at increase of awareness of intact students and the public. In implementation of support provision to SN Applicants/Students, the Augustin Centre cooperates with other experts who ensure the particular service measures. Organizational rules of the Augustin Centre are defined in the Standards of Activity of the UHK Information, Counselling and Career Centre (hereinafter the IPaKC).

- a) The Augustin Centre is one of the IPaKC workplaces.
- b) It provides consultations and services to the SN Students in relation with provision for their studies accessibility.
- c) It provides methodological support to the UHK employees in providing for services and measures for the SN students.

Vb. Faculty Coordinator

Each UHK faculty/institute creates a post of a *Faculty Coordinator* who supervises the implementation of support to the SN students at the given faculty/institute. This post is usually performed by the Vice-Dean for studies of the given faculty or the institute deputy director. He/she is appointed in writing by the Dean.

Faculty coordinator:

- a) Is trained in the SN Student issues through the Augustin Centre education tools;
- b) Is charged to solve problems at the providing of support to the SN Students;
- c) Is paid for his/her activity from the funds paid by the Ministry of Education, Youth and Sports.

Vc. Tutor

The Tutor is appointed in writing by the head of each department/institute/workplace out of the department/institute/workplace employees. Such employee:

- a) Is trained in the SN Student issues through the Augustin Centre education tools;
- b) Upon the SN Student request, cooperates in solving problems related directly to the study;
- c) Cooperates with the Augustin Centre at providing support to the SN Student;

- d) Is responsible for transmission of information about the student specific needs and support at the Tutor's workplace;
- e) Is paid for his activity from the funds paid by the Ministry of Education, Youth and Sports.

VI. Adjustment of Admission Procedure Conditions

Specific needs are taken into account at the admission procedure in such SN Applicants who ask for it, provide the required documents proving their disability at least 1 month before the entrance examination date, and cooperate properly with the Augustin Centre in the specification of the conditions adjustment.

- a) The adjustment of conditions at the entrance examination is based on the Applicant's classification according to the type of disability (see Article 1).
- b) The standard adjustment of the admission procedure conditions includes:
 - Making available of information and materials related to preparation courses and admission procedure provided to intact applicants;
 - Provision of barrier-free access to the specific building and room;
 - Provision for accessible communication code (e.g., transformation of speech into a written form, interpreting to the Czech sign language, transformation of written instructions into an accessible format, etc.);
 - Possibility to pass the entrance examination with the use of commonly used compensating aids or adaptive technologies (e.g., a specially equipped PC with a voice or touch-based output etc.);
 - In justified cases, the possibility to extend the time limit of the entrance examination by maximum 50% of the standard duration of the examination;
 - In justified cases, use of the assistance service.
- c) Supervision of entrance examinations is performed in the same way as in intact students.
- d) The Augustin Centre is responsible for the assessment, proposal and coordination of specific service measures at the entrance examination.
- e) The head of the respective department/director of the respective institute and/or the tutor is obliged to cooperate with the Augustin Centre at both the preparation and implementation of service measures.

VII. Decision on Admission, Registration and Enrolment

Specific needs of the SN Students are taken into account no later than at the registration and enrolment if the SN Student asks for a specific support in writing at least 1 week in advance and respects the Augustin Centre instructions.

- a) The Study Department is entitled to require physical presence of the SN Student in a room accessible for the SN Student in order to deliver to him/her documents that must be served personally.
- b) At registration, the SN Student registers only such courses out of the elective and optional ones that he/she is able to undergo due to his/her specific needs.
- c) In justified cases, the Study Department prefers electronic communication for dealing with the SN Student study issues.
- d) If the conditions presented in a subject syllabus do not correspond to the factual situation, or if the education facilities are not accessible for the SN Student, student may ask the faculty Dean/institute director for adjustment of conditions allowing him/her continue his/her studies.

VIII. Meeting the Specific Needs during the Study and at Learning Outcomes Checking

The SN Student support is implemented on the basis of cooperation of the SN Student, teachers, and the Augustin Centre.

- a) The Augustin Centre passes, in the first week of each semester at the latest, the information about the kind and recommended extent of support of each individual SN Student to the respective workplace and to each teacher who will participate in teaching of the given student. In extraordinary cases (sudden change of health, teaching regimen etc.), the teachers can get the information during the academic year as well.
- b) If the SN Student asks for taking his/her specific needs into account, he/she is obliged to notify the teachers (and/or other UHK employees) of it in advance.
- c) All academicians who teach the SN Student are obliged to respect the following rules. They are obliged to:
 - Treat all students equally and not to reduce the learning expectations from the SN Student as compared to intact students;
 - Allow using of recommended forms of *study accessibility solutions* (see below) at teaching and at learning outcomes checking;

- Take account of the SN Student's specific needs in terms of communication, information handling and performance of other activities related directly to study and research activities;
- Make information and materials available in the same time when they are provided to intact students (if they do not correspond to the SN Student's specific needs, the teacher supplies them for adaptation to an accessible format);
- Notify the SN Student, in the first week of the semester at the latest, of requirements that could exceed the SN Student's abilities (e.g., field trips) and if the teacher is not able to provide for the SN Student's effective participation in the tuition, he/she asks the Augustin Centre for cooperation in the issue solving;
- Not to give up the standard form and course of an examination if the requirements can be met using the available technologies. For this purpose, teachers are obliged to provide for adaptation of written documents to an accessible format.

VIIIa. Forms of Study Accessibility Solutions

a) Use of personal/university technical equipment and/or service measures

- SN Students who use the personal compensating aids commonly are obliged to notify the teacher in advance of their intent to use a specific compensating aid during the tuition/credit/examination etc.
- Upon the Augustin Centre recommendation, the SN Students are allowed to pass credits/examinations in enlarged black print or in an electronic form using a personal computer.
- Hearing impaired students have the right for interpreting into the Czech sign language or to a transcript of speech in real time. When using interpreting services, the teacher is obliged to provide the supporting documents for teaching to the interpreter in advance.

b) Adjustment of written documents for a credit/examination

- The specific adjustment of the document must correspond to the SN Student's classification in the respective A-E category and must be based on the diagnostics results.

c) Extra time

- The SN Students may ask for extension of time for passing the assigned task/credit/examination; such extension may not exceed 50% of the standard time for a text or examination passing. The requirement legitimacy must correspond to the diagnostics.

IX. Study-Related Fees

- a) The SN Student is not exempted from the duty to pay administrative study-related fees.
- b) The SN Student may be exempted from the fees charged in case of additional registration or necessary changes in registration classes related immediately to the functional impacts of his/her disability. The SN Student may ask the Dean of the respective faculty/ the institute director in writing for remittance/reduction of the fees.
- c) The SN Student has the right to ask the Dean of the respective faculty/the institute director for remittance of the fees for providing an excessive period of study if such extension of study is related directly to the SN Student's disability consequences.
- d) The remission of fees related directly to the SN Student's disability consequences falls within the powers of the faculty Dean/institute director.

X. Accommodation and Boarding of Students with Specific Needs

The SN Student who wants to stay at the Halls of Residence files a standard electronic application for accommodation. He/she may specify in the application that he/she is the SN Student and may ask for a barrier-free apartment.

- a) If the student proves his/her disability by the above mentioned documents (see Article 2), he/she will be given preferential accommodation according to the rules specified in the document titled Accommodation at the UHK Halls of Residence (as amended).
- b) The UHK (the Halls of Residence Administration Office) is responsible for preferential meeting of the application.
- c) There is no legal right to the accommodation in the Halls of Residence. The decision about the application handling may not be appealed.
- d) The UHK offers the SN Students boarding in an accessible facility contracted for this purpose by the UHK.

XI. Service Measures

The UHK works continuously on ensurance of accessibility of premises, internal information and other systems used for the tuition (e.g., the study agenda systems, e-learning environments etc.). These systems should meet the basic technical requirements for barrier-free environment. Specialized supportive services are provided to the SN Students at the UHK by the Augustin Centre. Their forms and way of implementation are specified more closely in the IPaKC Standards of Activity and are based on the classification of disabilities of students with special needs for the purposes of providing services equalling the conditions of study at the UHK – see Annex 1.

XIa. Conditions of Technical and Technological Background

From the point of view of technical and technological background, the following conditions for the study, check and evaluation of the study results should be met:

- a) *Barrier-free premises, including technical measures allowing overcoming of physical barriers without improvised one-off solutions (e.g., inclined ramps, lift of required size, orientation elements, availability of barrier-free water closets etc.)*
- b) *Technical and technological equipment (compensating aids, information technologies etc.) to provide for standard services guaranteed by the university (including, but not limited to the study literature processing – scanners, OCR for texts digitalization, printers etc.).*

XIb. Processing of Study Literature and Making it Available

Processing or adaptation of the study literature represents a set of technical measures and procedures resulting in study literature in a form accessible for the SN Students. The process of study literature adaptation is governed by the IPaKC Standards of Activity and respects the Act No. 121/2000 Sb., on copyright, on copyright-related rights and on change of some acts (the Copyright Act) as amended.

Alternative formats take account of work procedures and technical and sensory possibilities of the SN Students.

Accessibility of the study literature is provided for by the Augustin Centre in cooperation with teachers and the University Library.

There are the following outputs taking account of the kind of the SN Student's specific needs:

Visually impaired students

- Digitalized document (editable electronic document, non-editable electronic document, touch-based document or electronic audio document)

Hearing impaired students

- Video-document or electronic editable document with clear and highlighted structure

Motor disabled students

- Electronic editable document and/or electronic non-editable document

Student with specific learning difficulties

- Electronic editable document with clear and highlighted structure, allowing adaptation by the student him/herself

The SN Student will get access to the existing electronic documents in the University Library after he/she signs in the Augustin Centre a statement about confidential treatment of documents (according to section 37 of Act No. 121/2000 Sb., the Copyright Act). Copies of published works can be made exclusively for the needs of disabled individuals for non-profit purposes in an extent justified by their disability).

XIc. Assistance Service

In a broad sense, the assistance service means the coordinated complex of activities aimed at making the higher education studies accessible to the SN Students.

Assistance services are provided if it is not possible to use adaptive technologies that would allow the SN Student's independent participation in the given study subject. The assistant provides support only to the extent necessary and must respect the principles of equal access to the study. The use of the service may not advantage the SN Student in any way as compared to intact students and may not distort his/her study results or practical competences.

Forms: Personal assistance, study assistance, spatial orientation

XId. Recording and Visualization Service

The recording and visualization service mean measures that:

- Compensate the impacts of hearing impairment in hearing impaired individuals who use verbal language and/or who use sign language;
- Compensate physical limitations in written recording of a speech in students with motor disability

Forms: writing down a content, transcript of speech in real time (simultaneous transcript)

The Czech sign language is a specific form of visualization.

XIe. Interpreting Service

The interpreting service mediates communication between the Czech sign language users and hearing people through a sign language interpreter.

XIf. Individual Tuition

Individual tuition may be taken as an interventional measure to provide for, in justified cases, sensory or physical accessibility of direct tuition to the SN Students. The individual tuition is intended neither to compensate insufficient preparedness from the lower levels of education nor to replace the classical form of tuition. It serves only as a complement to common study regimen in order to equalize the study conditions. Individual consultations with the teacher are the predominant form of the individual tuition.

XIg. Special Pedagogical Counselling and Support at Study and Work Strategies Training

Special pedagogical counselling is a service for the SN Students if they have any education problems.

Study and work strategies can be trained within the special pedagogical support. This will help the SN Students to compensate their motor, sensory, or cognitive impairment as much as possible. The service builds on the SN Student's basic specific skills defined as minimum competences (Annex 3).

XIh. Psychological Counselling

Psychological counselling is a service that can be used by students – both the intact and SN ones – in case of mental difficulties, especially problems in communication, relationships, integration in the higher education environment etc. Psychological counselling at the UHK is provided by the IPaKC division Psychological and Therapeutic Support.

XII. Provision of Supportive Services

- a) The ESN Applicant/Student may not use supportive services if:
 - No right for supportive services provision has arisen;
 - The right for supportive services provision has extinguished.
- b) The right for supportive services provision can extinguish if the SN Applicant/Student acts in contradiction with the Agreement on Services

Providing (see the IPaKC internal documents) or with the IPaKC Standards of Activity.

If the SN Student uses supportive services, he/she is obliged to respect the rules for the support arrangement specified herein.

The extent of supportive services provision depends on the amount of the contribution paid by the Ministry of Education, Youth and Sports for the given academic year. If the contribution is reduced, the UHK reserves the right to limit outsourced services.

XIII. Financing of Increased Expenses Related to Studies of the SN Students

The Ministry of Education, Youth and Sports undertakes to finance increased expenses related to studies of the SN Students. The higher education institution's separate written request for getting funds to support financing of increased expenses related to studies of the SN Students (hereinafter the Request) is signed by the UHK Rector and submitted to the Ministry.

The contribution granting is conditioned, among others, by creation of conditions and pre-requisites to provide for the study of the SN Students according to the methodological standard that include (but are not limited to):

- A guarantee of minimum technical and technological background and its accessibility to the SN Students;
- A guarantee of providing services that meet the students' specific needs and rights;
- A guarantee that the outputs of the provided services will be published in case the public availability is a part of the minimum standard.

XIV. Final Provisions

The Rector's Decree No. 15/2013 is repealed hereby.

This Rector's Decree becomes valid and enters into effect on the day of its signing.

In Hradec Králové on 16 February 2021

Prof. Ing. Kamil Kuča, Ph.D.

Rector

List of annexes

Annex 1

Classification of disabilities of the SN Students for the purposes of providing services equalling the conditions of study at the UHK.

Annex 2

Minimum competences required by the higher education institution from a student with specific needs



EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education



MINISTRY OF EDUCATION,
YOUTH AND SPORTS

Classification of Disabilities of the SN Students for the Purposes of Providing Services Equalling the Conditions of Study at the UHK

Measure/Student category	[A1] Uses sight	[A2] Uses touch/ voice	[B1] Uses spoken language	[B2] Uses sign language	[C1] Lower limbs disabilities	[C2] Upper limbs disabilities	[D] Specific learning difficulties	[E] Autism spectrum disorder	[F] Other difficulties
Study literature processing Tab. (2), (3), (4) ¹	NED	EED I HD EAD	-	-	-	EED II NED	EED II	-	-
Transcribing/ recording service Tab. (1), (4)	-	-	Simultaneous transcription Record of content	Simultaneous transcription Record of content	-	Record of content	Record of content	-	-
Interpreting Service Tab. (1), (4)	-	-	-	Sign language	-	-	-	-	-
Individual Tuition Tab. (5)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Study assistance Tab. (5)	-	Yes	Yes	Yes	-	Yes	Yes	Yes	-
Personal assistance Tab. (6)	Yes	Yes	-	-	Yes	Yes	-	Yes	Yes
Spatial orientation Tab. (6)	Yes	Yes	-	-	Yes	-	-	Yes	Yes
Extra time Tab. (1), (2), (3), (5)	Yes	Yes	Yes	Yes	-	Yes	Yes	Yes	Yes

¹Figures in brackets refer to specific needs 1-6 (see tables above) that are met by the respective service measure.

Minimum Competences Required by the Higher Education Institution from a Student with Specific Needs

Minimum competences of students with specific needs mean such skills and knowledge that exceed the skills and knowledge of mainstream students and are required to ensure inclusive education.

The UHK has the right to require that the SN Student has the ability to use special knowledge and skills exceeding the common requirements. These include, but are not limited to, work procedures by means of which the SN Student compensates his/her motor, sensory, or cognitive impairment as much as possible.

The minimum competences are identified during the initial diagnostics (see Article 3).

The minimum competences of students with specific needs are determined as follows according to Annex 3 to the Rules of Contributions and Grants Providing to Public Higher Education Institutions by the Ministry of Education, Youth and Sports, as amended:

1. The general minimum competence of all students with specific needs include IT and technical literacy allowing using specific adaptive technologies and ensuring the maximum possible independence from individual assistance.
2. **Visually impaired students:**
 - 2.1. Sight users: Ability to use hardware and software to:
 - Adjust visually both the printed and electronic documents;
 - Adjust the application environment for work with documents;
 - Adjust the system environment for work with applications;
 - Edit independently documents for visual print (texts, tables).
 - After the student is acquainted with the routes and familiarizes him/herself with them, he/she is able to move independently and orientate him/herself in the premises (unless he/she has any associated motor or another disability).
 - 2.2. **Touch-using students:**
 - Braille knowledge (if the student's health condition does not prevent the student from using it) including the specific standard and standard valid for recording the language that is the study subject;
 - Ability to work efficiently with touch-based documents including the touch-based graphics;

- Knowledge of work with the screen reader, touch-based display and speech synthesizer including the synthesis of the language that is the study subject.
- The student is able to edit independently documents (texts, tables) for both visual and touch-based print.
- After the student is acquainted with the premises, he/she is able to move independently and orientate him/herself there (unless he/she has any associated motor or another disability) using a white can or a guide dog.

3. **Hearing** impaired students:

- Ability to work efficiently with written text – its translation, structuring, language correctness checking etc., including the electronic text communication tools (chat);
- Ability to communicate in writing in Czech;
- Ability to use efficiently at least one communication system specified in Act No. 155/1998 Sb., on communication systems for deaf and deaf-blind individuals, as amended by Act No. 384/2008 Sb.;
- Sign language users: Ability to use technical terms in sign language (including the terms in other sign languages, work with vocabularies, stylistic differentiation etc.); skills for working with electronic video communication tools (video documents recording, editing and watching etc.).

4. **Motor** disabled students:

- 4.1. Students with **lower limbs disabilities**: Ability to move independently in premises adjusted in accordance with Regulation No. 398/2009 Sb., on general technical requirements ensuring the use of constructions by people with limited ability to move, unless the specificity of the disability or the combination of disabilities makes objectively the independent movement impossible.
- 4.2. Students with **upper limbs disability**: Skills for work with computer and IT and/or any other compensating tool allowing documents and objects handling.

5. Students with **specific learning difficulties**:

- Knowledge of strategies for work with texts (efficient reading, orientation in documents of various types, length and structure);
- Skills for work with computer and IT allowing the check the correctness of a text structure, typography and spelling.

6. Students with **autism spectrum disorder** and students with **other difficulties**:

- Knowledge of strategies for efficient use of time for study, scheduling of study duties, coping with social skills etc.