

PALACKÝ UNIVERSITY OLOMOUC
UP RECTOR'S DIRECTIVE
B3-14/4-SR

Applicants and Students with Special Needs at Palacký University Olomouc

Contents:	This Directive issued by the Rector of Palacký University regulates the situation of applicants with special needs during the admission procedure, and the situation of students with special needs during their study at Palacký University Olomouc.
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Distribution list:	Rector, Vice-Rectors, Bursar, Rector's Office, Deans and Secretaries of Faculties, Director of the Accommodation and Dining Facilities, Directors of the Computer Centre of UP, Library of UP, University Press, Project Service of UP, Science and Technological Campus of UP, Academic Sport Centre of UP, Centre for Students with Special Needs, Directors of the Economic, Technical-administrative, Development and Construction, Operational, Research, International Affairs and Further Education Support Offices, Operational Programs Office and Communication Office of the Rector's Office, Archive of UP, Legal Office of UP, Office of Internal Audit and Control of UP, Organization and Management Office of UP.

Applicants and Students with Special Needs at Palacký University Olomouc

Part I Introductory Provisions

1. This Directive regulates the situation of applicants with special needs during the admission procedure, and the situation of students with special needs during their study at Palacký University Olomouc (hereinafter referred to as “UP”).
2. For the purposes of this Directive, applicants or students with special needs (hereinafter also referred to as "applicants and students") mean applicants and students with special needs as a result of their disability, specific learning difficulties, communication disorders or autistic spectrum disorder or, as the case may be, applicants and students suffering from chronic somatic or mental diseases. Disability means a sensory, physical or mental disability of applicants or students which lasts, or the findings of the medical science suggest that it is to last, for a minimum of one year.
3. Depending on the specific needs of the individual applicant or student and the nature of their disability, such applicants and students are supported by the Support Centre for Students with Special Needs (hereinafter the “Centre”) of Palacký University Olomouc.
4. If the disability clearly puts the student at a disadvantage for the purposes of meeting some of their study requirements, the Dean of the respective faculty may, upon the student’s request, determine a form for meeting such a requirement other than the standard one. This shall in no way narrow or modify the extent of knowledge and skills which students are required to demonstrate in order to meet the study requirements.

Article 1 – Admission Procedure

1. In addition to general information on study at UP, the Students’ Offices of the faculties (hereinafter the “Students’ Offices”) shall provide the applicants with special needs with information about the Centre and a link to its website. The Students’ Office shall provide the applicants with a link to access this Directive.
2. Applicants with special needs are required to attach a proof evidencing their special need to their electronic application.
3. If applicants with special needs file an application for study requiring that their special needs be taken into consideration, the Students’ Office shall inform the Centre thereof without undue delay and shall provide the Centre with a copy of the application for study and, possibly, with other information on the requirements for the entrance examination for applicants with special needs (including, without limitation, the dates and form of the entrance examination, the knowledge tested etc.).
4. Staff of the Centre shall inform the applicants with special needs of the services offered by UP to students with special needs depending on the nature of their disability and their individual situation.

5. A disability advisor of the Centre shall contact the applicant personally to find out the nature and extent of the special need (in justified cases a medical certificate evidencing such a need issued by the attending doctor may be required), and shall propose, through the Students' Office, that the Dean of the respective faculty adjust the admission procedure for the student in accordance with Article 5 hereof. The adjustment proposed by the disability advisor shall diverge from the standard procedure as little as possible and shall also test, apart from the requirements for the selected programme of study, whether the applicant is able to use standard technologies which are available for overcoming the respective barriers (such as corrective devices, information technology, knowledge of sign language or a tactile writing system).

6. The Students' Office of the respective faculty shall inform the Director of the Centre without undue delay of the fact that an applicant with special needs has been admitted for study.

Article 2 – Disability Advisors for Applicants or Students with Special Needs

1. Applicants or students with special needs will have their own disability advisors assigned; the disability advisors are employees of the Centre.

2. If requested by the applicants or students, the disability advisors actively cooperate with the student to prepare their individual curricula and to provide for any other special needs they may have in relation to the admission procedure or their study at UP.

Article 3 – Registration for Courses

1. Disability advisors help students with special needs register, in the respective semester, only for such courses which the students may properly attend with respect to their special needs because appropriate conditions necessary for their completion have been created (such as available literature and special study aids, interpreters, technology, and familiarity with access routes).

2. Should it transpire within one month of the beginning of the semester that students cannot complete a registered course in the respective semester due to their special needs, the Director of the Centre shall inform the Dean of the respective faculty thereof.

3. Employees of individual UP faculties shall provide the employees of the Centre with any cooperation necessary for drafting individual curricula and for the subsequent provision of special services.

Article 4 – Services for Students with Special Needs

1. The Director of the Centre may require (either personally or through a disability advisor) that the guarantors of individual programmes or fields of study provide a detailed description of the courses which a student with special needs is to complete in the two forthcoming semesters under his or her personal or individual curriculum, including the bibliography

required for the completion of the course, and that the guarantors determine the teacher to whose group the student with special needs will belong.

2. Before or at the beginning of the semester, a designated disability advisor of the Centre shall contact the teachers whose groups include students with special needs and shall offer them consultancy services in relation to the didactic methods and technologies which may be used.

3. A designated disability advisor of the Centre shall arrange for the required study literature, sign language interpreting or special didactic technology for the respective courses under the individual curriculum so that these are available for the period necessary to prepare for an examination, colloquium or credit.

4. Teachers shall notify employees of the Centre a minimum of three business days in advance of the conditions for meeting the respective study requirements, the fulfillment of which might be beyond the capacity of students with special needs (e.g. a written test or sight-conditioned laboratory or practical tasks for visually impaired students) and shall discuss whether technology may be used to meet such requirements, or if alternative requirements may be set.

5. If the didactic procedure does not make it possible to follow the classes at all in their standard form, the Head of the Department shall, upon consultation with the teacher and a disability advisor, designate an employee of the Department who shall provide the student with an alternative presentation of the course content and the required explanations on a one-to-one basis.

6. If the course requires working with very specific technology (e.g. information technology or foreign language classes), students with special needs may take the classes at the Centre using the technology necessary. Subject to an agreement, such classes may be taught directly by the respective teacher, or by a designated employee of the Centre. In such cases, the completion of the course is confirmed either by the teacher of the respective course or by the Director of the Centre.

7. Should a student become a student with special needs during the course of his or her study at UP, he or she shall notify the Students' Office of the respective faculty thereof, and the Office shall notify the Centre without undue delay. Subsequently, the student is required, having been invited by the Centre to do so, to submit proof evidencing his or her disability or other special needs.

Article 5 – Conditions related to Credits, Colloquia, Examinations, Board Examinations, and Premises Used for Teaching

1. Accessibility of premises used for teaching

Examination rooms and other premises used for teaching must be accessible for students with special needs (a wheelchair ramp or an elevator of an appropriate size must be available) and must be located close to specially adapted toilets, if possible.

2. Technical equipment in examination rooms

If it is not possible to integrate applicants or students with special needs with other applicants or students for reasons of a technical nature, such as the need to use special technology or dependence on their personal assistant, they are invited to take examinations and tests in special examination rooms (usually at the Centre). The Director of the Centre is responsible for the technical equipment of such rooms and must be notified of the examiner's requirements in accordance with Article 4(4) hereof.

3. Use of special equipment

a) Applicants or students who normally use, as a result of their special needs, special equipment are required to notify the Centre in advance of the fact that they need to use such special equipment (digital magnifying glasses, a Braille notetaker, notetakers with speech synthesizers or tactile display, typewriter, etc.). In order to ensure that general rules for taking examinations are observed (e.g. using data on personal recorders or computers if the use of personal notes is not allowed during the examination) UP may require that the applicant or student use equipment provided by UP during the examination. UP shall adapt the special equipment in such a way that the working conditions correspond to the special needs of the applicant or student.

b) Blind and partially-sighted applicants and students take examinations, colloquia, and credits in Braille or in large print and they may fill in the answers either manually or using the appropriate technical equipment. If the nature of the examination, colloquium or credit allows so, the Director of the Centre may authorize the student or applicant to use a speech synthesizer only. If anonymity is required for examinations with a specific type of completion, a designated member of the Examination Board or a designated person under the supervision of a member of the Examination Board shall transcribe the text into standard writing and include it among the texts of other students.

c) Applicants or students with a hearing impairment are entitled to sign language interpreting. The Director of the Centre is responsible for the fact that only persons qualified to do sign language interpreting act as interpreters during the examination.

4. Time extension

Applicants or students with special needs may file an application with the Dean of the respective faculty for an extension of the time allowed for the examination; the Dean will decide on such an application upon a proposal by the respective teacher, and such an extension may not be longer than three times the time allowed for the completion of the respective test or examination under standard conditions.

5. Content and form of examinations

a) If applicants or students with special needs sit for an examination, the examiner shall submit the examination instructions to the Director of the Centre or a person designated by the Director not later than 24 hours before the examination takes place to make it possible for the Centre to ensure that technology used in standard situations will be used during the examination. The Director of the Centre shall ensure that the information will not be disclosed to third parties so that it cannot be misused to interfere with the results of the examination.

b) In justified cases, the examiner may insist that the examination instructions only be provided to the employees of the Centre the very moment they are provided to other applicants or students. In such cases, applicants or students with special needs shall start completing the examination with a delay necessary to transform the instructions into a form corresponding to their special needs.

c) In the case of examinations of a competitive nature, such as entrance examinations, the Director of the Centre may require that the instructions are based on such written materials and require such work procedures which will make it possible for the applicants or students with special needs to take part in the competition under equal conditions. Such a requirement may be rejected only if the required adjustments of the instructions or procedures modify the very core of the examination.

6. Examination supervision and co-examiners

a) Supervision during entrance examinations, comprehensive and board examinations, State Final Examinations, State Comprehensive (Rigorosum) Examinations, and State Doctoral Examinations must be the same as in the case for other applicants or students. If the examination takes place at the Centre or on a special examination date, the examiner will decide whether he or she will ask an employee of the Centre to supervise the examination or will supervise it himself or herself.

b) If the special needs of the applicant or student require that a co-examiner be present, such an examiner will be appointed by the Dean from among the teachers of the field which is the subject of the examination. If this is not possible, the co-examiner is appointed so that he or she has the same level of education as the applicant or student; if his or her education is of a different type, or one level below, he or she shall have basic knowledge of the field.

Article 6 – Accommodation and Dining for Students with Special Needs

1. In cooperation with the Director of Centre, the Director of the Accommodation and Dining Facilities shall arrange for the priority accommodation of students with special needs after consideration by and recommendation from the Dormitory Committee of UP. Each application for accommodation will be considered on a case-by-case basis with regard to the extent of the special need and the wheelchair accessibility of individual dormitories.

2. Wheelchair accessible dining for students with a movement impairment is provided at Neředín Canteen, tř. Míru 113, Olomouc, Holice Cafeteria, Šlechtitelů 11, Olomouc and Šmeralova 6 Cafeteria, Olomouc.

Part II Final Provisions

This Directive repeals Rectors Directive No. B3-11-11-SR, Applicants and Students with Special Needs at Palacký University of 28 November 2011.

This Directive comes into force once it has been signed by the Rector of UP, and comes into effect upon its publication on the official notice board of UP, i.e. the day following the date of its force.

In Olomouc on 1 April 2014

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Rector of UP