

B3-11/11-SR



PALACKÝ UNIVERSITY IN OLOMOUC  
UP RECTOR'S DIRECTIVE

B3-11/11-SR

## **Applicants and Students with Special Needs at Palacký University in Olomouc**

**Contents:** This Directive regulates the conditions of applicants with special needs during the admission procedure and the conditions of students with special needs during their study at Palacký University in Olomouc.

**Drafted by:** Legal Department of UP

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# Applicants and Students with Special Needs at Palacký University in Olomouc

## I. Introductory Provisions

1. This Directive regulates the conditions of applicants with special needs during the admission procedure and the conditions of students with special needs during their study at Palacký University in Olomouc (hereinafter "UP").
  2. For the purposes of the present Directive applicants or students with special needs (hereinafter also referred to as "applicants and students") shall mean applicants and students with special needs due to their disability, specific learning disorders or, as the case may be, applicants and students suffering from chronic somatic or mental diseases. Disability shall mean a sensory, physical or mental disability of applicants or students which lasts, or the findings of the medical science suggest that it is supposed to last, for a minimum of one year.
  3. Depending on the specific needs of the individual applicant or student and the type of their disability, such applicants and students are supported through the Support Center for Applicants and Students with Special Needs (hereinafter the "Center"), which is a workplace of UP.
  4. If it is demonstrable that the students are disadvantaged because of their disability for the purposes of meeting some of their study requirements, upon the student's written request the Dean of the faculty may determine a different form for the fulfillment of such a requirement 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 fulfill the study requirements.
- undue delay and shall provide the Center with a copy of the application for study and possibly with other specific information on the requirements of the entrance examination for applicants with special needs (in particular the dates and form of the entrance examination, the knowledge required, etc.).
4. Furthermore, an employee of the Center shall inform applicants with special needs of the procedures offered by UP to students with special needs depending on their disability.
  5. A designated employee of the Center shall contact the applicant personally to find out the nature and extent of the special need (in justified cases a confirmation of such a need by the attending doctor may be required) and proposes that the Dean of the respective faculty modify the admission procedure for the student in accordance with the provision of Article 5 hereof. The employee shall observe the principle that the proposed modification shall diverge from the standard procedure as little as possible and shall also test, apart from the requirements for the selected program of study, whether the applicant is able to use standard technologies which are available for overcoming the respective barriers (such as compensatory aids, information technology, a knowledge of sign language or a tactile writing system).
  6. The Manager of the Center shall be informed by the Students' Office without undue delay that an applicant with special needs has been admitted.

### 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 Center and a link to its website.
2. Applicants with special needs are required to attach a proof of their special need to their electronic application.
3. If applicants with special needs file an application for study in which it is required that their special needs be taken into consideration, the Students' Office shall inform the Center thereof without

### Article 2 Coordinators for Applicants or Students with Special Needs

1. Each applicant or student with special needs shall have his or her coordinator assigned; the coordinators are employees of the Center.
2. Coordinators actively cooperate with students to prepare their individual curricula and to provide for other special needs of the applicant or student with special needs in relation to the admission procedure or their study at UP.

### Article 3 Registration for Courses

1. The Coordinator of the Center is responsible for ensuring that students with special needs be

registered, in the given semester, only for such courses which they may properly follow given their special needs because 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 given semester due to their special needs; the Manager of the Center shall inform the Dean of the respective faculty thereof. Within the meaning of Article 15 (1) of the Study and Examination Code of Palacký University in Olomouc, the Dean of the respective faculty may allow a student to withdraw from a course if the student is not able to complete the course due to his or her special needs.
3. Employees of individual UP faculties shall provide the employees of the Center 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 Manager of the Center may require (either personally or through a coordinator) that the guarantors of individual programs or fields of study provide a precise annotation of the courses which a student with special needs is to complete in two forthcoming semesters under his or her individual curriculum, including the bibliography required for the completion of the course and that they determine the teacher to whose group the student with special needs will belong to.
2. Before the beginning of the semester, a designated employee of the Center shall notify the teachers whose groups include students with special needs and shall offer them consultancy in relation to the didactic methods and technologies which may be used.
3. A designated employee of the Center shall arrange for the necessary 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 are obliged to notify employees of the Center a minimum of three working days in advance of the conditions for the fulfillment of the respective study requirements, the fulfillment of which might be beyond the possibilities of students with special needs (e.g. a written test or visually conditioned laboratory or practical tasks for visually impaired students) and shall thus verify

the possibilities for a technological fulfillment of such tasks or their alternative fulfillment.

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 coordinator of the Center, designate an employee of the Department, or a student, who shall provide the student with an alternative presentation and the required explanations on an individual 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 Center using the technology necessary. Subject to an agreement, such classes might be taught directly by the teacher of the course for other students, or by a designated employee of the Center. In such special cases, the completion of the course is confirmed either by the teacher of the respective course for other students or by the Manager of the Center.
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 Center without undue delay. Subsequently, the student is required, having been invited by the Center to do so, to submit proof of his or her disability or other special need.

#### **Article 5**

##### **Conditions related to Credits, Colloquia, Examinations, Board Examinations, and Teaching Premises**

1. *Accessibility of teaching premises*  
Examination rooms shall be accessible for students with special needs (a wheelchair ramp or an elevator of an appropriate size) and shall be situated near to specially adapted toilets, if possible.
2. *Technical equipment of 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 using special technology or dependence on their personal assistant, they are invited to take examinations and tests in special examination rooms (usually at the Center). The Manager of the Center shall be responsible for the technical equipment of such rooms and shall 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 Center in advance that they need to use such special equipment

(digital magnifying glasses, a Braille notetaker, notetakers with speech synthesizers or tactile display, typewriter, etc.). The Manager of the Center shall be responsible for the fact that generally applicable rules for examinations are not violated by using such technical equipment (e.g. using data on personal notetakers or computers if the use of personal notes is not allowed during the examination). Therefore, UP may require that the applicant or student use equipment from the UP inventory during the examination; however, 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 applicable technical equipment. If the nature of the examination, colloquium or credit allows so, the Manager of the Center may authorize the student or applicant to use only a speech synthesizer. 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 file it together with the texts of other students.
- c) Applicants or students with a hearing impairment are entitled to an official translation into sign language. The Manager of the Center shall be 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 for the examination; the Dean shall rule on such an application upon a proposal by the respective teacher, and such an extension may not be longer than three times the time expected for the completion of the respective test or examination.

#### 5. *Content and form of examinations*

- a) If the examinees include applicants or students with special needs, the examiner shall submit the examination instructions to the Manager of the Center or a person designated by the Manager not later than 24 hours before the examination takes place to make it possible for the Center to ensure that technology will be used during the examination as is usual in such situations. The Manager of the Center is responsible for not providing the information 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 Center 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 Manager of the Center 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 modifications of the instructions or procedures modify the very core of the examination.
- #### 6. *Examination supervision and additional examiners*
- a) Supervision during entrance examinations, comprehensive examinations, State Final Examinations, State Comprehensive (Rigorousum) Examinations, and State Doctoral Examinations shall be the same as in the case of other applicants or students. If the examination takes place at the Center or on a special examination date, the examiner shall decide whether he or she will ask an employee of the Center to supervise the examination or supervise it himself or herself.
  - b) If the special needs of the applicant or student require that an additional examiner be present, such an examiner shall be determined by the Dean from among the teachers of the field which is the subject of the examination. If this is not possible, the additional examiner is determined 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 a basic knowledge of the field.

### **Article 6**

#### **Accommodation and Dining for Students with Special Needs**

1. In cooperation with the Manager of the Accommodation and Dining Facilities, the Manager of the Center 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 shall be considered on an individual basis with regard to the extent of the special need and the wheelchair accessibility of individual dormitory buildings.

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

## **II. Final Provisions**

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

In Olomouc on 28 November 2011

Prof. RNDr. Miroslav Mašláň, CSc.  
Rector of UP