

BRNO UNIVERSITY OF TECHNOLOGY

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CONSOLIDATED VERSION GUIDELINE NO. 11/2017 APPLICANTS AND STUDENTS WITH SPECIAL NEEDS AT BRNO UNIVERSITY OF TECHNOLOGY

Article 1 Objective of the Guideline

1. This Guideline regulates the status of applicants and students with special needs at BUT.

Article 2 Definitions and general principles

1. An applicant/student with special needs shall mean an applicant/student with a sensory or locomotor disability, with a specific learning disorder, a mental illness, an autistic spectrum disorder, an communication skills impairment or a chronic somatic disorder (hereinafter an “applicant with SN” and “student with SN”) who properly declares the nature of his/her special needs.
2. The manner in which an applicant with SN/student with SN properly declares his/her special needs, as well as the extent and form of the assistance services and other activities aiming to make the studies or admission examinations accessible shall be governed by the currently applicable Methodical Guideline of the Ministry of Education, Youth and Sports of the Czech Republic for study conditions of students with special needs (hereinafter the “MoEYS Methodical Guideline”).¹
3. Applicants with SN are entitled to an admission procedure that does not disadvantage them in comparison to other applicants. At the same time, the services and other potential activities provided by the university in order to make the admission procedure accessible shall not lower the standards of knowledge and skills according to the applicable requirements of the individual faculties/component parts of BUT.
4. Students with SN are entitled to study conditions that do not disadvantage them in comparison to other students. At the same time, the services and other potential activities provided by the university in order to make the study accessible shall not lower the requirements on the knowledge and skills that would be achieved through the standard form of education.
5. The admission and studies of students with SN shall be governed by the applicable standards of BUT regulating medical fitness required for certain programmes.

¹The document forms Annex 3 to the MoEYS “Rules for Providing Contributions and Subsidies to Public Higher Education Institutions” available at: <http://www.msmt.cz/ekonomika-skolstvi/financovani-vysokych-skol>.

Article 3
Institutional and financial arrangements

1. Services for applicants and students with SN shall be provided by the Lifelong Learning Institute of BUT (hereinafter the "LLI"). Information on the staff and their respective competences is publicly available on the Institute's website.
2. The LLI shall arrange for registration of applicants and students with SN and organisation of services, as stipulated in the MoEYS Methodical Guideline. The scope of the services provided shall be determined by the LLI on the basis of objective evaluation of the needs of the applicant/student with SN, and according to the Institute's current possibilities. The LLI shall provide consultancy services also to academic and other staff of BUT.
3. The LLI shall receive assistance in preparing study materials for students with SN from the central library, the VUTIUM press, the faculties and other component parts of BUT.
4. All employees of BUT shall be obliged to assist the LLI in fulfilling the requirements stipulated by this Guideline.
5. The costs associated with the services provided to applicants and students with SN hereunder shall be paid mainly from contributions of the MoEYS earmarked to cover the costs of ensuring equal conditions in studies at higher education institutions.

Article 4
Admission procedure

1. The Student Services Departments of the Dean's Offices of the individual faculties and component parts, or the Study Affairs Department of the Rectorate of BUT, as applicable (hereinafter the "Student Services Department") shall provide applicants with SN with information on the possibilities of study for applicants without SN and general information on the system of assistance and consultancy services for applicants with SN, as provided by the LLI, and with the address of the LLI's website.
2. When selecting their field of study, applicants with SN shall use the consultancy services provided by the faculties, component parts of BUT and the LLI.
3. Applicants with SN are entitled to request that consideration be given to their specific needs during the admission procedure and subsequently also during the studies, doing so by providing the respective information in the electronic application form.
4. An authorised employee of the LLI shall contact the applicant with SN based on his/her request made in the electronic application form and register the applicant (especially verifying the validity of the documents on the disability submitted by the applicant, objectively assessing the nature and extent of the applicant's special needs, determining the scope of the services to be provided and introducing general measures to adapt the standard form of the admission examination, if necessary).
5. Applicants with SN are obliged to observe the instructions given by the LLI if they wish that they be registered and their request for consideration of their specific needs during the admission procedure and then subsequently also during their studies assessed.
6. The LLI shall request that the Student Services Department of the faculty/component part, or other department of the faculty/component part competent to organise the admission procedure, modify the admission procedure. In doing so, the Institute shall observe the principle that the requested modification shall be as small as possible and, in addition to the disposition for

the selected programme, the modification shall also test the readiness of the applicant to use the available standard technology to overcome the specific barriers (compensatory aids, information technology, sign language and tactile fonts, etc.).

7. In rare and exceptional cases and following an agreement with the head of the LLI, the Dean of the faculty or the head of another component part may decide that the admission procedure shall be held in rooms whose equipment and accessibility allows for a modified admission procedure.
8. In justified cases, the head of the LLI, or an employee authorised by him/her, may handle documents and materials related to admission examinations, provided that it is necessary to obtain and use these to modify the admission examinations to make the form of the assignments accessible. Making the assignments accessible shall not entail changing their content. All employees of the LLI are obliged to handle the materials related to the admission examinations so as to prevent their misuse.
9. All employees of BUT are obliged to handle all materials and information in compliance with the applicable regulations, especially the relevant provisions of Act No. 101/2000 Coll., on personal data protection, as amended.

Article 5 Enrolment

1. The Student Services Department is entitled to request that the student with SN be present at enrolment or other official acts, if the relevant room and agenda are accessible for the student with SN, given his/her disability. If these are not accessible, the Student Services Department shall perform the enrolment individually, in other suitable premises of the faculty or component part, and with a modified agenda, if necessary, in compliance with Art. 2 (3) hereof.
2. The Student Services Department prefers delivery of documents that can only be controlled visually, in case of students with severe visual impairment in the electronic form. If a certain matter cannot be dealt with electronically or in any other manner acceptable for both sides, the Student Services Department shall recommend to the student to contact an LLI employee to assist him/her in dealing with the matter.

Article 6 Tutor of a student with SN

1. At request of the head of the LLI, the guarantor of the relevant course or field shall appoint a standing expert consultant to co-operate with the LLI for at least one academic year (hereinafter the "tutor"). At request of the head of the LLI, or a person authorised by him/her, the tutor shall inform the LLI of the precise annotations of the courses that the student with SN should take in the next two semesters, including the relevant literature absolutely necessary to complete the course, and of the identity of the teachers who will teach the groups in which the student with SN will be included.

Article 7 Registration for courses

1. If so required by the nature of the student's special needs, the student with SN shall register for courses following a consultation with the guarantor of the relevant course or field and with an LLI employee, in order to verify whether the student can indeed study the relevant courses to the full extent, given his/her specific needs, i.e. whether conditions have indeed been created allowing

students with SN to study the courses (availability of literature, specific didactic aids, interpreters, technology, knowledge of accessible routes etc.).

Article 8 Individual study plan

1. If a student requires an individual study plan (hereinafter the “ISP”) in view of his/her special needs, the student shall draw up his/her draft ISP in collaboration with the LLI and the guarantor of the field, and shall submit the ISP to the relevant faculty’s Vice-dean for Study Affairs, or the Secretary for Study Affairs of the relevant component part. The approval and implementation of the ISP shall be governed by regulations of the relevant faculty or component part. An ISP may not be applied retroactively.

Article 9 Course of study

1. The LLI shall register students with SN throughout the academic year. The right to have the SN taken into consideration and the study regime modified can be asserted as of the beginning of each semester and entails notification of the relevant teachers of the student with SN. The right to have the SN taken into consideration cannot be applied retroactively to the time prior to registration and assessment of the student’s request. Examinations and tests may only be modified for students with SN registered prior to commencement of the relevant examination period. Registered students with SN are entitled to use the other services offered by the centre (e.g. speech therapy, editing service etc.) throughout the academic year.
2. An authorised LLI employee shall inform all teachers whose groups include students with specific needs of the specific needs of the relevant students and he/she shall also offer them consultancy in questions related to the specific needs of the students and their education. This shall be done in the beginning of the semester through the Apollo IS. In rare cases (acute outbreak of a chronic somatic or other disorder, where its beginning and impact on the studies cannot be anticipated), the teachers shall be informed during the semester, but never during the examination period.
3. A teacher is obliged to inform the student at least one working week in advance of any requirements that may exceed his/her abilities (e.g. a written test or activity in a laboratory requiring vision in case of visually impaired students, manual work with small parts in case of students with disabilities affecting their upper limbs etc.); simultaneously, the teacher shall discuss with the student the possibilities of technical solutions for the tasks or alternatives acceptable for both sides. The LLI is competent to provide assistance in resolving such situations.
4. If a didactic procedure entirely prevents the student with SN to take part in regular instruction, the guarantor of the course or teacher shall appoint a mentor from among the teachers or students who will provide the student with alternative instruction and necessary explanations on an individual basis, where this shall be done following an agreement with the head of the LLI, or an employee authorised by him/her.
5. In justified cases and following an agreement with the LLI, the Dean or head of the component part shall allow for instruction of students with SN in premises reserved for this purpose by the LLI, especially in cases where instruction cannot be modified in standard conditions (use of specific technology, teaching of foreign languages to deaf students etc.). Depending on the agreement, the instruction may be provided either by the regular teacher of the course, or by a teacher appointed by the LLI.

Article 10

Special needs during instruction and verification of the study results

1. A student with SN is entitled to modified study conditions to the extent determined by the MoEYS Methodical Guideline (e.g. interpreting to the Czech sign language, increased time allocation for tests, transcription of instruction and simultaneous recording, transfer of study materials into electronic form, etc.) once he/she is registered and his/her special needs are assessed by the LLI, provided that the student with SN actively co-operates with the LLI in using the services.
2. Students with SN using their own compensatory aids are obliged to inform the teacher in advance that they wish to use such specific aids during instruction (e.g. digital magnifier, laptop with voice output or Braille display, etc.). BUT is entitled to request that the applicant or student use a BUT device for examinations, where this device shall meet the working conditions corresponding to the applicant's or student's special needs.
3. Students with SN shall be invited to examination rooms that are physically accessible (inclined ramp, lift of the required dimensions, etc.) and, if possible, in the proximity of specifically fit-out lavatories.
4. Students with SN may use an increased time allocation for examinations and tests. The degree to which the time allocation shall be increased shall be recommended by a responsible LLI employee, where it shall hold that the increase shall be as small as possible. The increased time allocation shall not exceed twice the standard time allocation for the test or examination. The teacher is obliged to comply with the recommendation. The arrangements on staff supervising the examination shall be governed, by analogy, by Art. 9 (5) hereof.
5. In justified cases, students with SN can have short breaks in instruction, examinations and tests, in view of the nature of their SN and the general measures requested by the authorised LLI employee.
6. In case there are students with SN among the students undergoing an examination and it is necessary to modify the assignments due to the students' visual impairment, the examining teacher or guarantor of the examination shall provide the assignments to the head of the LLI, or a person authorised by him/her, at least 4 business days before the examination so that the LLI can arrange for modification of the form of the assignments. The head of the LLI is responsible for ensuring that the modified materials are handled so as to prevent their misuse.
7. Teachers shall provide students with SN with study materials in electronic form (on a flash drive, by e-mail or otherwise) if this is necessary in view of the nature of the students' specific needs. The same shall also apply to assigning homework. Students with SN agree to handle the materials provided to them in the future in compliance with the Copyright Act, No. 121/2000 Coll.
8. Blind and partially sighted students shall undergo their examinations using Braille, enlarged black print, electronic documents or special technology, and they can record their answers either manually or using a device. Modifications shall be performed either by the LLI or the teacher.
9. Students with hearing impairments are entitled to have the tasks associated with their studies assigned in writing. Students with hearing impairments are entitled to interpreting to the sign language, a recording service and articulation interpreting. The interpreting and recording services shall be arranged for by an authorised LLI employee, and the teacher is obliged to allow the relevant person to attend the instruction as well as the examination, if absolutely necessary. The scope of other service measures modifying the studies shall be governed by the MoEYS Methodical Guideline.
10. Students with specific learning disorders may use special compensation procedures usual for SLD in instruction and examinations, e.g. using computers with special technology, selecting either

oral or written examinations, increased time allocation. The scope of other service measures modifying the studies shall be governed by the MoEYS Methodical Guideline.

11. Students with mobility impairments are entitled to personal assistants in instruction, e.g. to handle their personal items and for self-maintenance, in case this is required in view of their SN. The scope of other service measures modifying the studies shall be governed by the MoEYS Methodical Guideline.
12. Students with other difficulties (autistic spectrum disorders, mental illnesses, impaired communication skills, chronic somatic disorders) are entitled to the service measures specified in the MoEYS Methodical Guideline.

Article 11

Accommodation and meals for students with special needs

1. At request of a student with SN, the Accommodation and Catering Services of BUT (hereinafter the "ACS") shall ensure for his/her accommodation fulfilling the conditions required due to the nature of the SN (this concerns especially the interior equipment and valid regulations for accommodation of persons with reduced mobility) according to its technical possibilities.
2. The ACS shall ensure that students with SN who are interested in using the catering services of the ACS be independent of the help of other persons in collecting the food.

Article 12

Miscellaneous

1. The Vice-rector for Students' Study Affairs is responsible for surveillance over compliance with this Guideline.
2. In areas not governed by this Guideline, the university shall always proceed so as to take consideration of the individual specific needs of the student with SN (e.g. the Academic Senate elections, physical education, internships, information available from the university's virtual environment, etc.).
3. Assistance services shall be provided exclusively to students with SN who observe an appropriate treatment regime and the instructions of the physicians with respect to the disorder underlying their special needs.
4. Students with SN are obliged to report changes in their medical condition without delay, in order to modify the assistance services used, if necessary. They are also obliged to report termination or interruption of their studies.
5. The LLI is entitled to withdraw or reduce the scope of provided assistance services in case the student does not observe the instructions of the LLI authorised employees.

Article 13

Final provisions

1. These internal standards shall enter into effect on the day specified in the heading hereof.

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