

University of Chemistry and Technology, Prague

Title	DIRECTIVE No. A/S/961/7/2021
Subject	Support for students with special needs
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Prepared by	Counselling and Career Centre - 940
Issued by	prof. Dr. RNDr. Pavel Matějka, Rector

Article 1 General principles

1. This directive governs the position of students and applicants with special needs at the University of Chemistry and Technology, Prague (hereinafter "UCT Prague").
2. A student or applicant with special needs (hereinafter "student with SN" or "applicant with SN") shall mean a person who, due to an inborn or acquired nature of his or her health condition, requires adjustment to conditions for successful completion of the admission procedure and adjustment to study conditions for successful course of their study.
3. A student/applicant with SN shall mean a person with visual, hearing or mobility impairment, with a specific learning disorder, autism spectrum disorder, or other difficulties (mental disorder or difficulties, neurodevelopmental disorder, chronic somatic diseases) who properly declares the nature of his or her health impairment or handicap and also meets the status of a student or applicant for study.
4. The support services provided with the aim to make study accessible shall not reduce the requirements in terms of the required knowledge or skills. Students/applicants with SN are obliged to follow the current internal documents of UCT in the same way as students or applicants without special needs. The requirements for the student's medical fitness to study in the respective study programme at UCT Prague stipulated by the internal regulation "Conditions of admission to study and admission proceedings at UCT Prague" shall apply to applicants with SN as well.

5. The method by which a student/applicant with SN is to prove his/her impairment or disorder, as well as the form and scope of the support services, shall always comply with the Methodology standard for ensuring study for students with special needs, which forms part of Annex 3 of the Rules of granting contributions and subsidies to public higher education institutions by the Ministry of Education, Youth and Sports, as amended (hereinafter the “MEYS Methodology Standard”). UCT Prague will make sure the full wording of the current MEYS Methodology Standard is available to students with SN by providing a direct link on the page with information for students with SN, i.e. pkc.vscht.cz/ssp.
6. Applicants for admission and students of UCT Prague have the right to request that their special needs are taken into account during the fulfilment of study obligations or during the admission proceedings as stated below in this directive.

Article 2

Organisation

1. The coordination of services for students/applicants with SN is ensured by the Counselling and Career Centre of UCT Prague (hereinafter “CCC”). CCC is in charge of registration and keeping of records of students with SN and organisation of the services in compliance with the MEYS Methodology Standard. The scope of the provided services is determined by the CCC based on professional diagnostics or medical opinion and in compliance with the professionally established functional diagnostics, however always taking into account the operating conditions and the safety regime of specialised workplaces of UCT Prague.
2. CCC organizes the support provided to students/applicants with SN in cooperation with other units, faculties and departments of UCT Prague, and pursuant to this directive it provides consulting and counselling services also to teachers and employees of UCT Prague. The entities taking part in supporting applicants/students with SN in cooperation with CCC are:
 - a. study officers
 - b. Vice-Dean for Education
 - c. study programme guarantor
 - d. course guarantor
 - e. teachers
3. The increased costs related to the provision of services to applicants/students with SN are namely paid out of the contribution granted by the Ministry of Education, Youth and Sports of the Czech Republic and designed to finance the increased cost of study of students with SN. In this respect, CCC prepares the necessary information for the application submitted to the MEYS for granting financial resources under the F criterion, the purpose of which is financing increased costs of study of students with special needs. The application is sent to MEYS in the form of a separate request Quantification of performance in the area of students with special needs together with an overview of the number of students with SN broken down to the individual categories and with quantification of the cost of the study. The utilisation of the granted contribution is described in Annex 1 hereof.

4. With reference to Article 4, paragraph 5, UCT Prague also guarantees protection of information related to the cause of the students' special needs, namely their health condition, and treats such information as confidential.

Article 3

Support provided to applicants with special needs during admission proceedings

1. Via an inquiry in the electronic form of the application for admission to study, UCT Prague encourages applicants with SN to declare their request for the school to take into account their special needs, by which the applicants provide the initial information about their special needs and they may ask for adjustment to conditions within the admission proceedings and, subsequently, also within their study accordingly.
2. Applicants with SN are obliged to inform about their wish to have the conditions of the admission proceedings adjusted well in advance, i.e. no later than 7 days before the date of the admission exam, or according to the specific conditions of the respective faculty (department); the respective faculty (department) shall make such conditions available to all applicants well in advance.
3. After the deadline for submission of applications for the admission proceedings, the study officer of the respective faculty will deliver to the CCC the necessary information concerning the applicants with SN.
4. In justified cases, once a diagnostic has been performed and the required documents have been submitted, the CCC in cooperation with the candidates with SN undertake activities leading to adjustment to the course of the admission proceedings so that the applicant's special needs are respected on a case-to-case basis.
5. CCC hands over the information on applicants with SN and on the adjustments made to entrance exams to contact persons at faculties (departments) and cooperates with them during the implementation of the measures in the course of the admission proceedings.

Article 4

Principles of keeping records of students with special needs

1. UCT Prague keeps records of students with SN and applicants with SN and for the relevant period defined in paragraph 5, as well as of ex-students with SN. The respective employees of UCT Prague who get into contact with data regarding applicants with SN and students with SN are responsible for setting up measures preventing disclosure of any information concerning applicants/students with SN other than the information to the disclosure of which the respective applicants/students with SN have given their explicit consent. Viewing of the documentation of applicants/students with SN shall not be available to persons outside UCT Prague, unless their request to view the documentation is based on performance of an obligation of UCT Prague (e.g. courts, Police of the Czech Republic). Within UCT Prague, the persons entitled to view the documentation are limited exclusively to those persons who are authorised by this directive to provide support to applicants/students with SN.

2. CCC keeps records of students with SN based on a request for being included in the records of students with SN submitted by the respective student. Together with the request, the student also delivers other relevant documents as defined in paragraph 3 below and at the same time provides a written explicit consent to inclusion in the records of students with SN. The student submits the request before the start of the academic year or during the semester, however no later than before the start of the examination period. In exceptional and justified cases (e.g. in case of acute change of health condition), inclusion in the records is possible any time during the academic year.
3. Students with SN prove their right to have study conditions adjusted by submitting one of the relevant documents stated in the MEYS Methodology Standard. Verification of the required documents and of the right to claim support is performed by CCC. Each student with SN is assigned to the appropriate category according to the Typology of students with special needs included in the MEYS Methodology Standard.
4. The student with SN and UCT Prague enter into an Agreement on Provision of Services to Student with SN, which includes the Consent to inclusion in the records of students with SN and Information on personal data processing.
5. Only a very limited range of persons is involved in the processing of personal data of applicants with special needs and students with special needs. Personal data of applicants with special needs and of students with special needs are processed in compliance with the principles and stipulations of 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 “GDPR”); in addition, the processing and protection of personal data shall be carried out pursuant to Act No. 110/2019 Coll., on personal data processing. During processing of personal data of applicants with special needs and students with special needs a special category of personal data may be processed (namely information on health condition) – the legal basis for the processing is Article 6 paragraph 1 letter c) in connection with Article 9 paragraph 2 letter h) and Article 9 paragraph 2 letter g) of GDPR. By processing personal data regarding health condition, the university meets its obligation stipulated namely by Act No. 111/1998 Coll., on Higher Education Institutions, as amended, and by other regulations. In case of students with SN and applicants with SN, special categories of personal data may namely be processed provided that the persons (students with special needs or applicants with special needs) have given their explicit consent under Article 6 paragraph 1 letter a) in connection with Article 9 paragraph 2 letter a) of GDPR.

Any information on students/applicants with SN, namely medical documentation, is maintained by CCC exclusively in connection with ensuring adjusted study conditions for students with SN; such information is maintained in the respective student's personal file in compliance with the above mentioned regulations. All relevant information will be kept for the time required for proving the eligibility for the support. The term for which the documentation of applicants/students with SN is to be kept is defined as 5 years from the date of termination of provision of the support services. Once the term has elapsed, all information will be shredded or kept for the period set forth by the respective internal regulations of UCT Prague issued in compliance with Act No. 499/2004 Coll., on Archiving and Records Management.

Article 5

Support of students with special needs during their study, methods of ensuring adjustment of the study conditions

1. The study of students with SN at UCT Prague is fully governed by the Study and Examination Rules of the University of Chemistry and Technology, Prague. After the deadline for enrolment, the CCC in cooperation with the respective study officers of the respective faculties generates a list of students who enrolled as students with SN.
2. Students with SN have the right to such study conditions which do not handicap them in comparison with other students. Students with SN are entitled to adjustments to the course of study within the scope given by the MYES Methodology Standard while taking into account the operating and technical conditions and means of UCT Prague. This includes, for example, conversion of study materials into electronic form, offer to lend them computational hardware with special software installed, longer time assigned to perform a certain study activity, study and personal assistance, individual time for consultancy, etc.
3. The scope of the provided services and the scope of possible support during the study are determined by a specialised employee in compliance with the MYES Methodology Standard based on functional diagnostics. The purpose of the functional diagnostics is to identify the abilities and needs of the student in comparison to the medical diagnosis, and to establish functional impact of the student's impairment on his or her study. The functional diagnostics results in a Opinion/Proposal regarding adjustment of study conditions containing a list of individually established support measures.
4. The adjustment to conditions has to be adequate to the type and scope of health impairment/handicap, whereas the adjustment to formal conditions during assessment of study results shall in no case change the content conditions defined for fulfilment of a study obligation.
5. The CCC passes the information on the type and recommended scope of support of the specific student to the Dean's Office of the respective faculty of UCT Prague, and also, as the case may be, to the academia member or employee of UCT Prague who will participate in the instruction of the student with SN; such case happens when the student with SN requires such information to be disclosed to that person. The persons who on behalf of UCT Prague work with sensitive information related to individual needs of a student/applicant with SN are obliged to keep confidential any information they learn in connection therewith. In standard cases, a student with SN is responsible for delivering the Opinion/proposal for adjustment of study conditions to the teacher. A student with SN is obliged to cooperate with all teachers working on the specific course of modification well ahead of time, ideally before the start of the respective semester.
6. Students with SP who normally work with their own assistive device are obliged to inform in advance the academic or employees of UCT Prague that they would like to use such own specific device during the lessons (digital magnifier, voice notebook, etc.).
7. The request for modification of the course of the study may be made only before the start of each examination period. In case of a request to increase the time limit for completing assessment of study, the increase shall not exceed the double of the standard time limit for the given type of assessment. The modification of the course of study shall not change the content conditions

defined for fulfilment of the respective study obligation, nor shall it decrease the level of the required knowledge of the student with SN. Students with SN may request adjustment to study conditions only for selected subjects.

8. If during the study or during verification of the course of the study a student with SN gains access to study materials in electronic form on data carriers, or if such materials are sent to him or her by e-mail or made available in other form, the student with SN undertakes to use such materials exclusively for his or her own purpose and for the purpose of fulfilment of study obligations, and the student shall handle such materials in compliance with Act No. 121/2000 Coll., the Copyright Act, as amended, and the related regulations.

Article 6 **Rules of refusal to provide services**

1. A student is not entitled to use support services which take into account specific needs during the study if the student is not eligible or has ceased to be eligible to the provision of the support.
2. A student with SN is obliged to inform the CCC of any changes in the reasons of his or her specific needs without unnecessary delay. In addition, the student with SN is obliged to report without unnecessary delay any changes to the study, i.e. namely termination of study for whatever reason and/or suspension of study.

Article 7 **Final provisions**

1. In the areas not directly specified herein, UCT Prague shall always proceed in a way that takes into account individually the specific needs of the student/applicant with SN.
2. This directive shall come to force and effect on the date of its signing.

prof. Dr. RNDr. Pavel Matějka