

USE OF CONTRIBUTION FROM MEYS FOR FINANCING OF INCREASED COSTS OF STUDY OF STUDENTS WITH SPECIAL NEEDS

Article 1 BASIC PROVISIONS

1. This Annex defines the rules for distributing the contribution from the Ministry of Education, Youth and Sports (hereinafter “MEYS”), which is directly designed for co-financing of the increased costs related to study of students with special needs (hereinafter “SSN”).
2. The amount of the contribution is decided by the MEYS based on an individually sent request prepared in compliance with the Rules for provision of contribution and subsidies to public higher education institutions by the Ministry of Education, Youth and Sports, specifically according to the current wording of Annex 3, i.e. the Methodology instruction for financing of increased costs of study of students with special needs (hereinafter the “Methodology Instructions”).
3. The supporting information for the request, i.e. Quantification of effort of the public higher education institution in the area of study of SSN (Kvantifikace výkonů VVŠ v oblasti studia SSP) with a break down of the cost of studies by individual categories of SSN is prepared by the Counselling and Career Centre. The request is to be submitted to the MEYS by 30 November of the respective year; the decisive date for establishing the number of students and their reporting within the quantification of effort is 31 October of the respective year.
4. The contribution is not claimable and MEYS may adjust the total amount granted to the individual higher education institutions according to its budget resources.
5. MEYS sends the contribution to the school during the following calendar year and the contribution is used for all eligible costs, which for the purpose of this document means the costs related to ensuring the study of students with SN and with the performance of the activities stated in paragraphs 6 and 7.
6. The contribution may be used for investment and non-investment activities, namely for ensuring service and organisational measures, which include:
 - a) **time compensation**
Time compensation may be understood as an organisational type of measure by which a student receives for a certain study activity more time than the time which is standard for the same purpose.
 - b) **Individual instruction**
A measure which is not designed to compensate insufficient knowledge from previous levels of education, but rather a measure by which, in justified cases, sensory or physical accessibility of the studied matter is ensured, sometimes with the use of different methods of instruction.

c) regime and organisational measures

This includes a wide spectrum of activities, in general of organisational or administrative character, provided based on individual needs of SSN, namely adjustment of the place, time and method of fulfilment of study obligations, ensuring classroom equipment, adjustment of light or acoustic conditions, changes to the time schedule of instruction, use of assistive devices, etc. It also includes counselling (study, psychological, special pedagogical) and diagnostics.

d) personal and study assistance

Personal assistance may be understood as support compensating a physical impairment of SSN during self-care or other physical activities related to the study (accompaniment, assistance with manipulation with objects, assistance with accommodation, catering, assistance with orientation in space, etc.). Study assistance means support which compensates physical impairment during instruction or work with study materials or during research activity and work with technologies necessary for fulfilment of tasks which form part of the education programme (e.g. in the laboratory).

e) Interpretation and recording services

A measure compensating sensory impairment of students with hearing difficulties and physical impairment of students with physical disability; it includes also simultaneous transcript (written recording of spoken language), content recording (study notes) and interpretation service for users of sign language.

f) making study literature accessible

converting study literature into an accessible form by applying technical measures and procedures. The process results in a document containing information to maximum possible extent identical to the source document, complemented with standardized elements (graphical elements, automatic formatting of headlines) making the document accessible to a specific group of users.

7. Furthermore, the contribution may be used for co-financing of technical measures aiming at removal of barriers, adjustment of teaching, communication and related premises of the university, basic technological equipment (e.g. hardware and software, digitalisation devices or recording services, compensatory aids, etc.), and for making internal information systems of the university accessible.
8. Financing of the increased costs related to the study of SSN is always ensured also from other sources than exclusively from the contribution from MEYS.
9. The decision on the use of the provided funds and their distribution is within the authority of the Counselling and Career Centre of UCT Prague (hereinafter the "CCC"), which coordinates the service measures, initiates training and education of teaching and non-teaching employees of UCT Prague, proposes and provides opinion on technical adjustments aiming at barrierless physical availability as well as availability of information, organises purchase of assistive devices, recommends modifications of study conditions and organises the study of SSN.

Article 2
SCOPE AND METHOD OF FUNDING

1. The following are financed on a monthly basis:
 - a) psychologist who provides consultations to prevent early termination of study by SSN, defines regime measures and service measures from students with mental disorder and is in charge of students with mental disorder
 - b) professional diagnostic specialist (by a psychologist or special pedagogue) who performs pedagogical and psychological examination of students with a specific learning disorder
 - c) special pedagogue who performs functional diagnostics of SSN, defines service and organisational measures, ensures registration of SSN and keeps the overall records of SSN at the university
2. The following persons are financed twice a year, after the end of the winter and summer semesters (April, November):
 - a) contact persons at the Deans' Offices, secretaries and administrative staff of the individual faculties and departments involved in the necessary adjustment of processes, providing study counselling and ensuring regime and organisational measures
 - b) tutors (or other students) assisting in operational and organisational activities and ensuring personal and study assistance to SSN
 - c) academics for above-standard individual classes or if they use more time consuming specific teaching methods, organize adjustment of study conditions and accessibility of instruction to SSN, use alternative options during fulfilment of study obligations by the students and during assessment of their study knowledge
3. The following support is financed irregularly, ad hoc:
 - a) specialist notetaking services provided by external notetakers in case of simultaneous notetaking, or by students in case of taking notes of the contents of lessons
 - b) interpretation services provided by professional Czech sign language interpreters
 - c) technical and specialist staff ensuring technical equipment for classrooms, adjustment to light and acoustic conditions, assistance with installation of software and assistive devices
 - d) other specialists and assisting and supporting professions participating in the process of SSN support, if necessary

Article 3
DEADLINES, RESPONSIBLE PERSONS AND CONTRIBUTION AMOUNT

1. The contribution assigned to specialists who directly ensure the operation of the office and the counselling for SSN, organize comprehensive professional counselling, technical and

therapeutic services and coordinate the activities related to adjustment to the study conditions of SSN within the entire UCT, is as agreed and the contribution is paid out on a monthly basis. The contribution amount is proposed by the head of the CCC and approved by the Vice-Rector for Education.

2. The contribution assigned to specialists performing professional diagnostic examinations and psychological consultations is as agreed and the contribution is paid out as required, usually on a monthly basis; however, always in compliance with the effort and number of the performed examinations or consultations. The contribution amount is proposed by the head of the CCC and approved by the Vice-Rector for Education.
3. The contribution assigned to study counselling, assistance with administration and organisation of study of SSN provided by the Secretary of the Dean's Office or by the designated employee (usually a study officer) is paid out as a lump sum in the form of a bonus always before the start of the examination period. The bonus amount is proposed by the head of the CCC and approved by the Vice-Rector for Education.
4. The contribution assigned to works related with necessary adjustments to the processes of instruction, organisation of the examination period, adaptation of the environment making the instruction accessible to SSN, etc., which are usually ensured by the secretary of the respective department, the guarantor of the subject or a specialised technical employee, is paid out in the form of a bonus at an amount adequate to the scope and effort of the necessary adaptation process. The proposal and the agreed amount of the bonus is submitted by the secretary or the head of the department or a designated employee to the head of the CCC always after termination of the current winter or summer semester, i.e. in April and November.
5. The contribution assigned to direct pedagogical activity during which the teacher uses time consuming and usually alternative methods or individual procedures which are necessary in order to modify the study conditions or to assess study results (this applies to language courses as well), is paid out in the form of a bonus at an amount adequate to the scope and effort of the specific measures. The proposal and the agreed amount of the bonus is submitted by the secretary of the department or by a designated employee to the head of the CCC always after termination of the current winter or summer semester, i.e. in April and November.
6. The contribution assigned to senior assistants, assistance provided by students (personal and study assistance), translation, notetaking and interpretation services, or to other specialised professions is defined upon agreement or based on a so-called regular price.
7. All the stated contributions, which are re-distributed in order to compensate study conditions of SSN, are non-claimable and the Counselling and Career Centre reserves the right to modify their amounts, namely if the total amount exceeds the contribution granted by the MEYS.