

UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA V KOŠICIACH



Guarantor: Rector's Office

In Košice on 06/09/2018

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Rector's Decree No. 19/2018

**on Minimal Standards of Support Provided to Students and Applicant Students with
Special Needs at Pavol Jozef Šafárik University in Košice and Its Units**

September 2018

Pursuant to Section 15 (1) (l) of Law Act No. 131/2002 Book of Statutes on Higher Education Establishments and on Amendments to Certain Law Acts, as amended, and following the provision of Section 100 of Law Act No. 131/2002 Book of Statutes on Higher Education Establishments and on Amendments to Certain Law Acts, as amended (the "HELA"), the Ministry of Youth, Education, Science, Research, and Sport stipulation of Decree No. 458/2012 Book of Statutes on the minimum claims of students with special needs, and stipulation in connection with Art. 32 Regulation of the European Parliament and of the Council No. 2016/679 of 27 April 2016 on the Protection of Individuals with Regard to the Processing of Personal Data and on the Free Movement of Such Data, repealing Directive No. 95/46 / EC (General Data Protection Regulation) (hereinafter "GDPR") and Law Act No. 18/2018 Book of Statutes on the Protection of Personal Data and on the Amendment to Certain Law Acts (the "Personal Data Protection Act"), I hereby

issue

this Rector's Decree on Minimal Standards of Support Provided to Students and Applicant Students with Special Needs at Pavol Jozef Šafárik University in Košice and Its Units (hereinafter "UPJŠ" or "University").

Article 1 Introductory Provisions

1. In accordance with stipulation of Section 100 (1) HELA, UPJŠ forms a generally accessible academic milieu and adequate terms and conditions of study for applicant students and students with special needs without reducing the demands on their academic performance.
2. In determining those terms and conditions, equal rights for all the applicant students and students shall be guaranteed. In accordance with the principle of equal treatment, any discrimination is forbidden based on age, gender, sexual orientation, marital status, family status, race, colour of the skin, disability, language, political or other opinion, belonging to a national minority, of different religion or belief, trade union activities, national or social origin, property, birth, or any other status.
3. A study applicant or a student with special needs shall be considered the applicant student or the student who due to the congenital or acquired nature of their health condition requires modification of admission examinations, study conditions, working conditions, removal of physical barriers, or any other special adjustment of the UPJŠ premises for a successful course of their study (hereinafter referred to as "student with special needs").
4. In accordance with stipulation of Section 100 (2) HELA, a student with special needs shall be considered the student
 - a) with sensory, physical and multiple disabilities;
 - b) with chronic illness;
 - c) with physical weakness;
 - d) with mental illness;
 - e) with autism or other pervasive developmental disorders;
 - f) with learning difficulties;by reason of which they need appropriate adjustment and support for education.

Article 2 Organizational Chart of the Support to Students with Special Needs at UPJŠ

1. The following entities at UPJŠ and its individual Faculties shall provide care for students and applicant students with special needs:
 - the UPJŠ Coordinator,
 - coordinators at each Faculty,
 - authorized staff at University departments,
 - Departments of Study at relevant Faculties, and
 - special departments centralized at the UPJŠ Counselling Centre pursuing the following tasks:
- a) **UPJŠ Coordinator** for students with special needs shall be appointed by the UPJŠ Rector (the relevant information available at <https://www.upjs.sk/en/departments/university-counselling-center/support-for-students-with-special-needs/>) and shall be in charge of the field of support to and care for students and applicant students at UPJŠ, where they shall:
 - address the conceptual tasks in the field of support and care for students and applicant students with special needs;
 - coordinate the work of coordinators at the relevant UPJŠ Faculties;
 - direct students with special needs towards establishing contacts to approaching the departmental co-ordinators, the relevant University department, the Department of Study Affairs of the relevant Faculty, or the provider of special services;
 - coordinate cooperation with partner institutes of Košice-based universities to effectively help students with special needs, particularly with the Access Centre at the Technical University (relevant information available at <http://accesscentre.tuke.sk/en/>);
 - submit projects to promote improved care for students with special needs;
 - annually submit proposals to the UPJŠ management to use funds to support students with special needs, in particular to ensure the material and technical aids and equipment;
 - annually submit reports to the UPJŠ management on the conditions of using the support services at the Faculties and UPJŠ.
- b) **The Faculty Coordinator** shall be authorized by the relevant Faculty Dean and be accountable for the field of support to and care for applicant students and students with special needs at the Faculty. The Faculty Coordinator shall closely cooperate with the UPJŠ Coordinator, with the heads of the relevant departments and institutes, with teachers, with the Faculty Department of Study, with relevant departments of the Rector's units and with the staff providing special services. The Faculty Coordinator's tasks pursuant to stipulation of Section 100 (9) HELA shall include the following:
 - active engagement in identifying applicant students with special needs and students with special needs;
 - evaluating specific needs of applicant students with special needs and students with special needs, the corresponding range of support services, and shall be involved in their provision;
 - ensuring cooperation with institutes and special-purpose facilities at the University and the relevant Faculty and with relevant University and the Faculty staff, to whom they shall provide information and advice on the specific needs of students while rendering the counselling for students in providing the support services and shall coordinate those services for them;
 - annually submitting a proposal to the UPJŠ Coordinator to use the funds to support students with special needs, in particular ensuring the material and technical aids and equipment; the Faculty Coordinator shall submit the relevant proposals to the UPJŠ Coordinator;
 - annually submitting to the UPJŠ Coordinator a report on behalf of the Faculty on the conditions of using the support services;

- if the applicant student requests in the application form taking into account their specific features for the admission examinations, the role of the Faculty Coordinator shall be establishing for them a contact with the latter in order to negotiate the terms and conditions and preparation of the admission examinations, while the principle shall be in place that the proposed regulation should in the least deviate from the usual level of the routine procedure;
- the Coordinator, in collaboration with the Department of Study Affairs and the relevant Vice Dean in charge of the admission procedure organization, shall oversee the course of the modified admission examination;
- the duties of the Faculty Coordinator shall include informing the Faculty students with specific needs of the services rendered by UPJŠ;
- continuous updating the information for the students and applicant students at the relevant Faculty web site;
- developing the activities that contribute to raising awareness of the Faculty staff on the issues of students with special needs;
- keeping the teachers via heads of the relevant Faculty departments or institutes informed of the students with special needs attending their classes;
- approaching the Faculty students with the offer of assistance services;
- cooperating with students in addressing their individual study needs and modifying their learning conditions and milieu.

Article 3 Support Services

UPJŠ shall provide its support services to students and applicant students:

- a) in the preparation for the admission procedure and during the admission examination;
- b) during the study at UPJŠ;
- c) mediation assistance in the study;
- d) counselling for the study abroad.

Article 4 Support Provided in the Admission Procedure

1. The applicant for study may, in connection with the specification of their health characteristics, apply for a modification of the admission examinations.
2. If the applicant for study requires modification of the performance of their admission examinations, the applicant shall attach a letter of request to the application for the study (a sample letter of application is given in Annex No. 2 to this Decree) appended by:
 - a) The original copy of a medical certificate not older than three months, which is particularly represented by a medical finding, a report on the progress and development of the disease and the disability, or by an extract from medical records.
 - b) Presenting an expert opinion of psychologist, speech therapist, school psychologist, speech therapist, or special educator.
 - c) The consent of the person concerned - the applicant for study, the integral part of which shall be the document entitled: Information Pursuant to Art. 13 GDPR (the sample letter of consent is given in Appendix 4 hereto and the information template is given in Appendix 5 hereto).

Medical certificate or a statement by subparagraphs a) or b) should include a more detailed specification of the applicant's needs in the context of the admission examinations and a proposal for the corresponding modification.

3. After receiving the applicant's letter of request for modification of performing the admission examination, the relevant Department of Study shall forward the student's letter of request alongside with the requested annexes pursuant to Section 2 (a) – (c) of this Article to the departmental co-ordinator, who will review the request for modification of the admission examination. Subsequently, the Faculty Coordinator shall establish a contact with the applicant for study, identify the nature and extent of specific demands, and suggest a modification of the admission examination in collaboration with the Vice-Dean, the department or institute. The principle is that the proposed modification should be different from the normal procedure to a minimal degree. In collaboration with the relevant Department of Study, the Coordinator shall subsequently notify the applicant for study on the assessment of their letter of request.
4. The Coordinator shall also verify readiness of the applicant for study for their using standard technologies available for overcoming specific barriers (mobility aids, computers, knowledge of the sign character font or of the tactile writing). This procedure shall be implemented so as to comply with the principle of the admission procedure at UPJŠ and the principles of the admission procedure at the relevant Faculty. The Faculty Coordinator shall have the right to check the measures taken and the modified course of the admission examination. The Department of Study of the relevant Faculty shall inform the coordinator of the applicant's success or failure at the admission examination and on their enrolment for or withdrawal from the study.
5. The Ministry of Health of the Slovak Republic Decree No. 364/2009 Book of Statutes shall in particular apply for applicants for medical study branches in relation to the assessment of their medical fitness for study, which establishes the criteria of medical fitness for applicants for medical study branches.

Article 5

Obtaining the Status of Student with Special Needs and the Support During the Study

1. The student who aspires at obtaining the status of student with special needs (the student with "SN") shall submit to the relevant Department of Study the "Application for Obtaining the Status of Student with Special Needs", the sample form of which is shown in Annex No. 3 to this Decree.
2. The student shall apply for the status of student with SN when enrolling for the study at the beginning of the academic year. The application may also be filed during the study, but not later than two weeks before the start of the semester as of which the student will be in need of being provided the support. The student with SN status cannot be awarded retroactively.
3. The following represent compulsory particulars when applying for the student with SN status to be submitted by the student for the purpose of evaluating the specific needs and the range of support services:
 - a) The original copy of the medical certificate not older than three months, which is particularly a medical finding, a report on the progress and development of the disease and the disability, or an extract from medical records; or
 - b) The original copy of a statement by psychologist, speech therapist, school psychologist, school speech therapist, or that by special educator.
 - c) The consent of the person concerned - the student, the integral part of which shall be the document entitled: Information Pursuant to Art. 13 GDPR (the sample letter of consent is given in Appendix 6 hereto and the information template is given in Appendix 7 hereto).
4. Upon receipt of the student's letter of request for awarding the status of a student with SN, the relevant Department of Study shall forward the student's letter of request to the Dean

of the relevant Faculty alongside with the required annexes pursuant to Section 3 (a) - (c) of this Article.

5. The award of reasonable modifications and support services shall depend on the evaluation of the specific needs of the student, shall be subject to the Dean's decision within a reasonable deadline (a sample decision is given in Annex 8 to this Decision), and shall never have retroactive force and effect. Based on the positive decision of the Dean, the student shall be included within the Registry of Students with Special Needs kept by the Department of Study of the relevant Faculty.
6. The student with SN shall present the decision of the Dean on awarding the status of student with SN in contact with the University staff as needed.
7. The student who will be awarded the status of student with SN, shall qualify for the support services depending on the extent and type of specific needs during their study, in particular the following:
 - a) ensuring the possibility of using specific educational resources that are available to UPJŠ;
 - b) receiving individual learning approaches;
 - c) special terms and conditions for the implementation of the study requirements without reducing the demands on educational attainments.
8. The appropriate modifications and support services awarded shall be usually valid for one academic year. Their validity can be renewed, as a mater rule when enrolling for the next academic year. In the event of facts worthy of special consideration arising, the Dean may decide to grant appropriate adjustments and support services to the student with specific needs for the entire period of study.
9. The Faculty Coordinator shall have the right to ask the student for re-submitting the documentation pursuant to paragraph 3 (a) and (b) hereof to verify the eligibility of the terms and conditions for awarding the support during their study.

Article 6 Assistance in the Study

1. UPJŠ is not a registered provider of social services.
2. Students with SN at UPJŠ requiring assistance of another person may apply for assistance services in their study in the preparation for passing the examinations, to being accompanied at the lectures and exercises, may apply for rendering assistance services. To this end, the UPJŠ Coordinator, in cooperation with the Faculty Coordinators, shall set up a database of registered providers of assistance from among the UPJŠ students, as well as a database of applicants for assistance services.

Article 7 Study Abroad

1. In the case of students with SN being interested in the mobility within the LLP/Erasmus programme, the Faculty Coordinator shall inform of this fact the institutional LLP/Erasmus Coordinator who shall negotiate the possibility of creating adequate conditions for their study at the partner institution of the receiving party.
2. In the case of the incoming student at UPJŠ, the institutional coordinator shall verify with the partner institution, in collaboration with the Faculty Coordinators and lecturers at UPJŠ, the suitability of the UPJŠ milieu for their study.

Article 8

Modification of Study Conditions and the Premises

1. Students with mobility disabilities

- 1.1. Due to the historical nature of most of the UPJŠ buildings, it is not possible for the corresponding department or institute to ensure barrier-free premises for the admission procedure, teaching and fulfilment of other study duties during their study.
- 1.2 Due to the historical nature of most of the UPJŠ buildings, the time schedules of the relevant study programmes are not yet designed in such a way that lectures and seminars are held in the premises that are accessible to students and preferably located adjacent to barrier-free toilets. Exceptions may be made in case of specially equipped teaching facilities.
- 1.3 By prior arrangement between the teacher and the student, a modified version of the intermittent or final performance of assessment tasks may be made. However, modification should depart from the standard procedure to the least extent necessary. To prepare the modified performance of the assessment of study, one may make use of the services of special workplaces.
- 1.4 For a proper performance of one's study duties and the related activities, one may make use of the study assistant or a contractual personal assistant.

2. Blind and visually handicapped students

- 2.1 The student shall have a course description and an overview of the recommended study resources in the electronic form available to them in the AIS2.
- 2.2 The student shall be entitled, after previous agreement with the teacher, to make an audio recording of teaching and then use it exclusively for their own educational purposes or, eventually, use other technical equipment and utilities during the course of teaching.
- 2.3 If technically viable, the teachers shall enable the student to convert the study resources and other study materials into the electronic form in collaboration with the Faculty Coordinator or a designee by the University or its special department. The student shall only use those materials for educational purposes for their own use.
- 2.4 By prior arrangement made between the teacher and the student, a modified version of the partial or final study assessment may be made. However, such a modification should not deviate from the standard procedure to the least extent necessary. To prepare the modified performance of study assessments, one may use the services of special workplaces.
- 2.5. For the proper performance of study duties and activities related thereto, it is possible to use the services a study assistant or those of a contractual personal assistant.

Modification of the study conditions and the milieu covered in the above paragraphs 2.1. to 2.5. shall not apply to medical study courses at UPJŠ pursuant to the provisions of the Ministry of Health of the Slovak Republic No. 364/2009 Book of Statutes, laying down the criteria of medical fitness for the applicants for medical study courses.

3. Deaf and hard of hearing students

- 3.1 The students have course descriptions and an overview of the recommended study resources available to them in the electronic form in AIS2.
- 3.2 For the time being, UPJŠ does not dispose with suitable conditions for designing schedules of individual study programmes in such a way that the teaching may take place preferably in the premises that are specially adapted for such students, i.e., in soundproofed and carpeted ones, and the like.
- 3.3 Following the previous agreement with and consent by the teacher, the student may make audio/video recording of teaching and then use it exclusively for educational

purposes for their own purposes, eventually use other technical equipment and tools during the teaching in a way that does not significantly interfere with the course of teaching.

- 3.4 By prior arrangement between the teacher and the student, a modified version of the partial or final assessment of the study tasks may be made. However, such a modification should not deviate from the standard procedure to the least extent necessary. To prepare the modified performance of study assessments, one may use the services of special workplaces.
- 3.5 For a proper performance of one's study duties and the related activities, one may make use of the services of the study assistant or a contractual personal assistant.

Modification of the study conditions and the milieu covered in the above paragraphs 3.1. to 3.5. shall not apply to medical study courses at UPJŠ pursuant to the provisions of the Ministry of Health of the Slovak Republic No. 364/2009 Book of Statutes, laying down the criteria of medical fitness for the applicants for medical study courses.

4. Students with specific learning disabilities

- 4.1. Following the previous agreement with and the consent granted by the teacher, the student may make audio/video recording of teaching and then use it exclusively for educational purposes for their own purposes, eventually use other technical equipment and tools during the teaching in a way that does not significantly interfere with the course of teaching.
- 4.2. By prior arrangement between the teacher and the student, a modified version of the partial or final performance of assessment tasks may be made. However, modification should depart from the standard procedure to the least extent necessary. To prepare the modified performance of assessment of the study, one may make use of the services of special workplaces.
- 4.3. For a proper performance of one's study duties and the related activities, one may make use of the study assistant or a contractual personal assistant.

5. Students with psychological and psychiatric disorders

- 5.1 By prior arrangement between the teacher and the student, a modified version of the partial or final performance of assessment tasks may be made. However, modification should depart from the standard procedure to the least extent necessary. To prepare the modified performance of assessment of the study, one may make use of the services of special workplaces.
- 5.2 For a proper performance of one's study duties and the related activities, one may make use of the study assistant or a contractual personal assistant.

6. Students with chronic somatic illness or weakness

- 6.1. By prior arrangement between the teacher and the student, a modified version of the partial or final performance of assessment tasks may be made. However, modification should depart from the standard procedure to the least extent necessary. To prepare the modified performance of assessment of the study, one may make use of the services of special workplaces.
- 6.2. For a proper performance of one's study duties and the related activities, one may make use of the study assistant or a contractual personal assistant.

1. **The University Counselling Centre (UNIPOC)** provides special services in the study issues and fields pursuant to paragraph 4 of this Article for all the UPJŠ students through authorized employees of specialized departments and institutes of the Faculties or the Rectorate units (information available at: <https://www.upjs.sk/en/departments/university-counselling-center/>).
2. UNIPOC is headed by its Director appointed by the Rector. The competence of the Director, the list of specialist institutions involved in the UNIPOC activities, the method of implementation of its mission, as well as other principles of action are set out in the UNIPOC Rules of Procedure issued by the Rector.
3. In accordance with the provisions of Section 100 HELA, the University shall allocate special-purpose funds in the annual budget breakdown for carrying out the UNIPOC activities.
4. The role of UNIPOC staff is to provide special services for all the students, specifically for the students with special needs in the following areas:
 - a) legal advice,
 - b) psychological counselling,
 - c) social counselling,
 - d) career counselling
 - e) advice for students with special needs.

Article 10 Accommodation

1. Students who are severely disabled persons or holders of a severe disability card shall enjoy preferred treatment when considering their request for accommodation pursuant to the House and Accommodation Rules of the UPJŠ in Košice Student Dormitories and Canteens.

Article 11 Final provisions

1. This Decree shall enter into force on the date it is signed by the UPJŠ Rector.
2. Upon entry into force of this Decree, the Rector's Decree No. 13/2016 on minimum standards of support provided to students and applicant students with special needs at UPJŠ of 13/06/2016 shall become void.
3. Contact persons (the UPJŠ Coordinator, Faculty Coordinators, staff committed to providing special services) are listed in Annex No. 1 to this Decree.

Prof. RNDr. Pavol Sovák, CSc.
UPJŠ Rector