



Guarantor: Rector's Office

Košice, 27/05/2013

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## **Rector's Decree No. 10/2013**

### **on the minimum standards of support provided to students and Applicants for study with special needs at Pavol Jozef Šafárik University in Košice**

In accordance with stipulation of sec.100 Law Act No. 131/2002 Book of Statutes on Higher Education and on amending certain laws, as amended (hereinafter referred to as "Higher Education Law Act" or "HELA"), and following the provisions of the Ministry of Education, Science Research, and Sport Decree No. 458/2012 Book of Statutes on the minimum requirements of a student with special needs, I hereby

#### **issue**

the following Rector's Decree on the minimum standards of support provided to students and Applicants for study with special needs at Pavol Jozef Šafárik University in Košice (hereinafter "UPJŠ" or "University").

#### **Article. 1**

##### **Introductory Provisions**

1) The student or the applicant for study with special needs is considered a student or an applicant for study, who due to 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 arrangements of the UPJŠ premises for a successful course of their studies. Under sec. 100 HELA, UPJŠ creates a universally accessible academic environment by creating appropriate conditions for the study of students with special needs without compromising the requirements of their academic performance.

2) Under sect. 100 HELA on the change of and amendment to subsequent regulations, the student with special needs is considered a student with sensory, physical and multiple

disabilities; with chronic diseases; with health impairments; with mental illness; with autism or other pervasive developmental disorders.

## **Article 2**

### **Organizational Chart of the Support to Students with Special Needs at UPJŠ**

The following entities at UPJŠ and its Faculties provide care for students and applicants for study, with special needs:

- the UPJŠ Coordinator,
- Coordinators at individual Faculties,
- authorized staff of the University,
- Study Affairs Departments at individual Faculties and special units concentrated in the UPJŠ Advisory Centre with the following tasks:
  - a)** the UPJŠ Coordinator for students with special needs shall be appointed by the UPJŠ Rector and be in charge of the scope of providing support to and care of the students and applicants for study at UPJŠ, including the following:
    - addressing the conceptual tasks of providing support to and care of the students and applicants with special needs,
    - coordinating the work of the Coordinators at UPJŠ Faculties,
    - directing the students with special needs towards establishing contacts with the Faculty and/or the appropriate University-based unit, with the Study Affairs Department, or with the special services provider,
    - coordinating cooperation with partner institutes of Košice universities to effectively rendering assistance to students with special needs, especially with the Technical University Access Centre, <http://web.tuke.sk/AC/indexbbc.html>
    - submitting the projects to promote improved care of students with special needs
    - providing proposals on an annual basis to the UPJŠ officials on the way of using the funds to support the study of students with special needs, in particular to ensure the material-technical aids and equipment,
    - providing proposals on an annual basis to the UPJŠ officials on the conditions of rendering support services at the UPJŠ to the Faculties.
  - b)** the Faculty Coordinator shall be appointed by the Dean of the Faculty concerned and shall be in charge of the scope of providing support to and care of the students and Applicants with special needs at the Faculty. The Faculty Coordinator shall cooperate closely with the UPJŠ Coordinator, the Heads of the relevant Departments and Institutes, teachers, the Study Affairs Department, the relevant Rectorate units, and the personnel providing special services.

The Faculty Coordinator's responsibilities under sect. 100 paragraph 5 HELA include mainly the following:

- active involvement in identifying applicants for study with special needs and students with special needs;
- evaluation of the requirements of applicants for study with special needs, range of relevant support services and participating in their provision;

- ensuring coordination with the Departments and special-purpose establishments of the University and the Faculty, with the University and Faculty staff, to which s/he shall provide information and advice in relation to students with specific needs;
- implementing guidance for students in providing support services, s/he shall coordinate rendering the services for them;
- she shall annually submit a proposal to the UPJŠ Coordinator to use the funds to support students with special needs, in particular to ensure the material-technical devices and equipment;
- the Faculty Coordinator shall submit the proposal to the UPJŠ Coordinator;
- the UPJŠ Coordinator shall annually submit a report on the terms and conditions of rendering the support services at the Faculty to the UPJŠ Coordinator;
- in the event the applicant for study asks in the application form for taking into account their specifics during the admission examination, the Faculty Coordinator role is to establish contact with them for the purpose of arranging the terms and conditions during the admission examinations, while the principle shall apply that the proposed arrangement should deviate from routine procedure within the smallest possible degree;
- in consultation with the relevant Study Affairs Department and the relevant Vice Dean in charge of organizing the admission procedure, the Coordinator shall oversee the implementation of the modified admission examination;
- the Faculty Coordinator's role is to inform the students of the Faculty with specific needs on the services provided at UPJŠ;
- keeping up to date information for students and applicants for study on the website of the relevant Faculty;
- developing the activities contributing to raising awareness of Faculty members on the issue of students with special needs;
- informing the teachers through Heads of Departments or Faculty Institutes on the participation of students with special needs in their teaching;
- addressing the Faculty students in order to provide Assistance Services;
- updating the databank of assistants at the respective Faculties;
- collaborating with students in resolving their individual learning issues and modifying their learning conditions and premises.

### **Article 3 Support Services**

Students and applicants for study are provided the following support services at UPJŠ:

- a) in preparation for and during the admissions examination,
- b) during the study at UPJŠ,
- c) mediation assistance in studying
- d) advice for studying abroad.

## **Article 4**

### **Support During the Admission Process**

- 1) Pursuant to sect. 100 HELA, the student shall submit for the purpose of assessing their specific needs and a range of support services:
  - a) a medical certificate not older than three months, which is particularly a medical finding, report on the progress and development of the disease and disability or an extract from medical records, or
  - b) a statement by a psychologist, speech therapist, school psychologist, school speech therapist or special educator, not older than three months and issued by a workplace accepted by UPJŠ; the list of accepted departments is in the Annex to this Decree.
- 2) In connection with the specification of their health characteristics, the student may apply for a modification of admission examinations. This mostly often involves a longer time subsidy, large-print tests, the presence of an interpreter into the sign language, consent with the assistance, the use of standardized tools and technologies.
- 3) If the applicant for study requests modification of admission examinations in the application form, the request in writing shall be embed in the application to study by the medical report or expression of the relevant specialized workplace not older than three months, which should contain a more detailed specification of the applicant's needs in the context of admission examinations and the corresponding proposal for modification.
- 4) The relevant Study Affairs Department shall forward the student's request to the relevant Department Coordinator, who shall review the request for modification of the admission examination. Subsequently, the Department Coordinator shall establish contact with the applicant for study, identify the nature and extent of the specific requirement and propose modification of the admission examination in collaboration with the relevant Vice Dean, the Department or the Institute. In principle, the proposed arrangement should differ minimally from the standard procedure.
- 5) The Coordinator shall also verify the applicant's readiness for study to use standard technologies that are available to overcome those specific barriers (mobility aids, computer technology, knowledge of the sign or tactile lettering). The above procedure shall be implemented so as to be consistent with the Principles of the Admission Procedure at UPJŠ and the Admission Procedure and Principles of the relevant Faculty. The Faculty Coordinator shall be entitled to a follow-up of the measures adopted and process of the modified admission examination itself. The Study Affairs Department of the relevant Faculty shall inform the Coordinator of the success or failure of the implementation of the Applicant's admission examination, as well as their enrolment / non-enrolment to study.

## **Article. 5**

### **Support During the Study**

- 1) Pursuant to sect. 100 HELA, the student shall submit the following for the purpose of determining their specific needs and the range of support services:
  - a) a medical certificate not older than three months, which is particularly a medical finding, report on the progress and development of disability or an extract from medical records, or
  - b) a statement by a psychologist, speech therapist, school psychologist, school speech therapist or special educator, not older than three months, issued by a workplace accepted by UPJŠ; the list of accepted departments is in the Annex to this Decree.
  - c) the informed consent.
- 2) The above documentation shall be delivered no later than two weeks before the beginning of the semester as of which the student needs support.
- 3) The student , who submits the relevant documents according to the scale and type of the specific need, is entitled to receiving support services, in particular the following:
  - a) ensure the possibility of using specific educational resources that are available at UPJŠ,
  - b) individual learning approaches, in particular individual teaching of selected courses for students with sensory disabilities,
  - c) specific conditions for carrying out the study requirements without compromising the requirements for their academic performance.
- 4) The Faculty Coordinator has the right to ask the student for re-submission of documentation under paragraph 1 of this Article for the sake of verification of eligibility conditions during the study.

## **Article 6**

### **Assistance in Study**

- 1) UPJŠ not a registered provider of social welfare services.
- 2) Students with special needs at UPJŠ requiring assistance with their study in the preparation for the test, to accompany them at lectures and exercises, may apply for assistance. For this purpose, the UPJŠ Coordinator, in collaboration with Faculty Coordinators, shall create a database of registered providers of assistance from among the UPJŠ students, as well as a databank of applicants for assistance.

## **Article 7 Study Abroad**

1) In the event the student with specific needs becomes interested in mobility within the LLP / Erasmus, the Faculty Coordinator shall inform of this fact the Institutional Coordinator of the LLP / Erasmus programme, who shall discuss with the receiving party the possibility of creating adequate conditions for their study at the partner institution.

2) In the case of an incoming student at UPJŠ, the Institutional Coordinator in cooperation with the Faculty Coordinator and lecturers at UPJŠ shall communicate the partner institution of the suitable environment at UPJŠ for their study.

## **Article 8 Modification of Study Conditions and Premises**

### **1. Students with mobility impairments**

a) Due to the historic nature of most buildings of UPJŠ, it is not within the possibilities for the competent Department or Institute to ensure for admission proceedings, teaching and meeting other study requirements during the study to arrange any wheelchair premises.

b) Due to the historic nature of most the UPJŠ buildings, the timetables of individual curricula are not yet designed to be lectures and seminars held in spaces that are accessible to students and preferably located adjacent to a barrier-free toilets. An exception may be made in case of specially equipped teaching premises.

c) By prior agreement between the teacher and the student, a modified version of the partial or final study carrying out inspection tasks may be implemented. However, any adjustment should depart from the standard procedure to the least extent necessary. To prepare the modified compliance of checks of the study, one may use services of specialized workplaces.

d) For the purpose of proper performance of study duties and activities related thereto, it is possible to use an assistant while studying, or an appropriate contractual personal assistant.

### **2. Blind and visually impaired students**

a) The student has available the curricula of subjects taught and an overview of the recommended self-access sources in the AIS2 in the electronic form.

b) The student is entitled, by prior arrangement with the teacher, to record the audio recording of the teaching course and then use it exclusively for educational purposes for their own use, or alternately, use other hardware and tools during the course.

c) If technically possible, the teacher in collaboration with the Faculty Coordinator or a person appointed by the University or special workplace, shall enable the student to transfer the required study sources and other learning materials into electronic form. The student shall use these materials solely for educational purposes and for their own use.

d) By prior agreement between the teacher and the student, one may implement a modified version of the partial or final performance of inspection tasks. Adjustment, however, should depart from the standard procedure to the least extent necessary. To prepare a modified compliance checks of study, one may employ specialized workplaces.

e) For the proper performance of duties and activities related thereto, it is possible to use an assistant while studying, or an appropriate contractual personal assistant.

### **3. Deaf and hard hearing students**

a) The student has in the AIS2 has the curriculum available in the electronic form and an overview of the recommended self-access sources.

b) The UPJŠ has not yet the conditions available to design the time tables of individual study programs so that training may take place preferentially in the premises which are specially adapted for students, i.e. in soundproofed rooms, carpeted, and the like.

c) With the prior agreement of and consent by the teacher the student may record audio / video recording of teaching and then use it exclusively for educational purposes for their use, eventually make use of other technical equipment and devices during the course in a manner that does not significantly interfere with the teaching process.

d) The UPJŠ Coordinator and Faculty Coordinators currently have no opportunity to provide sign language interpreters and a clerk of the course.

e) After prior agreement between the teacher and the student, by a modified version of the partial or final study achievements check may be implemented. Adjustment, however, should only depart from the usual procedure to the least extent necessary. To prepare the modified compliance checks of study, one may use specialized workplaces.

f) For the proper performance study duties and related activities one may use the service of study assistant, optionally a contractual personal assistant.

### **4. Students with specific learning disabilities**

a) By prior arrangement of and consent by the teacher, the student may record an audio / video recording of teaching and then use it exclusively for educational purposes for their own use, alternatively, use other technical equipment and devices during teaching in a manner that significantly does not interfere with the conduct of the course.

b) After prior agreement between the teacher and the student, by a modified version of the partial or final study achievements check may be implemented. Adjustment, however,

should only depart from the usual procedure to the least extent necessary. To prepare the modified compliance checks of study, one may use specialized workplaces.

c) For proper performance study duties and related activities one may use the service of study assistant, optionally a contractual personal assistant.

## **5. Students with psychological and psychiatric disorders**

a) After prior agreement between the teacher and the student, by a modified version of the partial or final study achievements check may be implemented. Adjustment, however, should only depart from the usual procedure to the least extent necessary. To prepare the modified compliance checks of study, one may use specialized workplaces.

b) For proper performance study duties and related activities one may use the service of study assistant, optionally a contractual personal assistant.

## **6. Students with chronic somatic disease or weakening**

a) After prior agreement between the teacher and the student, by a modified version of the partial or final study achievements check may be implemented. Adjustment, however, should only depart from the usual procedure to the least extent necessary. To prepare the modified compliance checks of study, one may use specialized workplaces.

b) For proper performance study duties and related activities one may use the service of study assistant, optionally a contractual personal assistant.

## **Article 9 UPJŠ Advisory Centre**

1) **The UPJŠ Advisory Centre - "UNIPOC"** renders special services for all the UPJŠ students in the issues pertaining to study and in the areas referred to in paragraph 4 of this Article. UNIPOC is a virtual workplace that provides advice through authorized specialist staff from specialized Departments and Institutes, Faculties or the Rectorate units.

2) UNIPOC is headed by its manager appointed by the Rector. Competences of the manager, the list of specialized institutions participating in the activities of UNIPOC, the method of implementation of its mission, as well as other principles of action are listed in the UNIPOC Organizational Regulations issued by the Rector.

3) In accordance with the provisions of sect. 100 HELA, the University shall allocate purpose-specific funds in the annual budget breakdown for the UNIPOC activity.

4) The role of UNIPOC staff is to provide special services for all the students, thus also the students with special needs in the following areas:



- a) legal advice,
- b) psychological counselling,
- c) social counselling,
- d) IT consulting for students with special needs,
- e) library and lending services for students with special needs.

### **Article 10 Accommodation**

Students who are persons of long-term disability or long-term severe disability, or holders of severe disability cards are preferred in considering a request for accommodation pursuant to UPJŠ Hostel Rules.

### **Article 11 Concluding Provisions**

- 1) This Decree shall enter into force on 01/06/2013.
- 2) The Contact Persons (UPJŠ Coordinator, Faculty Coordinators, staff in charge of rendering special services) are listed in Annex C hereto.

Prof. MUDr. Ladislav Mirossay, DrSc., m.p.  
UPJŠ Rector

## **Anenex No. 1**

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### **Coordinator at the UPJŠ Faculty of Public Administration**

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### **Coordinator at the UPJŠ Faculty of Arts**

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### **University Units and Departments of Study Affairs at UPJŠ Faculties**

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### **UPJŠ Students´ Hostel**

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### **Institutional Coordinator of the LLP/Erasmus programme**

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### **Departments of Study Affairs at Faculties**

#### UPJŠ Faculty of Arts

Consultant for social welfare scholarships, tuition fees, and admission procedures  
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## **UNIPOC – special services providers**

The role of staff providing special services is to provide for all students as well as students and applicants with special needs their expert services in the following areas:

### **Legal advise**

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### **Psychological counselling**

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