

**METHODOLOGICAL INSTRUCTION  
ON THE SUPPORT OF STUDENTS WITH SPECIFIC NEEDS AT CTU  
NO. 1 / 2016**

**Article 1  
GENERAL PRINCIPLES**

1. This Methodical Instruction regulates the position of students and applicants for studies with special needs at CTU and sets rules for ensuring their support during studies.
2. Student, resp. an applicant with specific needs (hereinafter referred to as “student with SP” or “applicant with SP”) means a person with visual, hearing or movement disabilities, a specific learning disability, or an autism spectrum disorder, or other difficulties, i.e. other mental disorder or disease, including non-autistic neurodevelopmental disorders, ie impaired language, speech and other communication skills, or with chronic somatic disease, which properly declares the nature of its health or other disability or disadvantage and at the same time meets the status of student or applicant.
3. A student with SP or an applicant with SP is obliged to follow the internal and other regulations of CTU, as well as a student or applicant without specific needs.
4. Services provided - service measures and any other activities implemented with the aim of making studies accessible (hereinafter “modifications”) do not reduce the given study and other requirements for students with SP or applicants with SP.
5. The scope of support for students with disabilities and applicants with disabilities arises from the functional impact of a disability or other disability and is governed by the currently valid Methodological Standard for fulfilling the conditions for ensuring the study of students with specific needs of the Ministry of Education, Youth and Sports (hereinafter „Methodological Standard of MEYS“), which is a part of the Rules for the Provision of Contributions and Subsidies to Public Universities of the Ministry of Education, Youth and Sports.
6. The rules stated in this Methodical Instruction are valid for all CTU employees as well as for students with SP and applicants with SP.
7. All persons affected by this Methodological Instruction are bound by ethical principles to maintain discretion in handling sensitive data about students with SP and applicants with SP.

**Article 2  
ORGANIZATIONAL PROVISION**

1. Coordination of modifications for applicants with SP and students with SP is ensured by the Center for Support of Students with Special Needs ELSA (hereinafter referred to as the "ELSA Center"), Bechyňova 3, 166 36 Praha 6 with another workplace at ČVUT - Faculty of Nuclear Sciences and Physical Engineering, Trojanova 13, 120 00 Praha 2, [www.elsa.cvut.cz](http://www.elsa.cvut.cz), [stredisko@elsa.cvut.cz](mailto:stredisko@elsa.cvut.cz). The ELSA Center is a department of the Department for Studies and Student Affairs of the CTU Rectorate.

2. The Dean (Director of the Institute) shall designate a person (hereinafter referred to as the "Contact Person") responsible for modifications related to the support of students with SP at the relevant faculty (institute). When implementing modifications, the contact person cooperates with the vice-dean for studies (coordinator for study matters at the institute) and with the ELSA Center.
3. In the sense of this Methodical Instruction, the ELSA Center also provides consulting and advisory services for teachers and other CTU employees.
4. The ELSA Center monitors and initiates adjustments leading to a generally barrier-free environment of the Czech Technical University so that the study is physically accessible even for students with limited mobility and orientation.
5. ELSA Center stores and uses the information related to the handicap of applicants with SP or students with SP exclusively in connection with the provision of modified study conditions for students with SP and applicants with SP, in accordance with the Act No. 101/2000 Coll., On the protection personal data as amended and the Rector's Order No. 5/2015 Protection of personal data at CTU in Prague. These data are stored in the archives of the ELSA Center and in the student's personal file at the study department of the relevant faculty (institute).
6. Česká technika – CTU publishing house provides co-operation to the ELSA Center in providing materials for the preparation of study materials for students with SP. The method of cooperation is declared in a separate document.
7. The CTU Central Library provides co-operation to the ELSA Center in providing materials for the preparation of study materials for students with SP. The method of cooperation is declared in a separate document.

### **Article 3**

#### **RECORDS OF STUDENTS WITH SPECIFIC NEEDS**

1. Data on the student's disability and its classification into the appropriate category according to the Typology of Students with Special Needs (hereinafter "Typology") contained in the Methodological Standard of the MEYS are entered in the form for an application for a financial contribution from the MEYS on the basis of the prior written consent of the student concerned, which is a part of the Agreement on Provision of Service Measures to Students with Special Needs at CTU, see Appendix No. 1 (hereinafter "SSP Agreement).
2. The CTU Computer and Information Center informs all students via the electronic information system within the deadline for data collection set by the MEYS, that in case they have a medical or other disability and related specific study needs and request study support, they substantiate this with the prescribed documents at the ELSA Center.
3. Prescribed (eligible) documents for the recognition of specific needs are listed in the Methodological Standard of the MEYS (see the currently valid document on the website of the MEYS).
4. The ELSA Center will verify the eligibility of the claim to receive study-related support and service and will check the eligible document. In the positive case, the student will be included in the appropriate category according to the Typology according to the type of service and support that belongs to him.

5. By signing, the student confirms his / her consent to the inclusion in the register of students with special needs when concluding the Agreement with the SSP and submits a copy of the eligible document for archiving. A necessary and integral annex to the Agreement with the SSP is the Consent to the processing of personal and sensitive data (see Annex No. 3). If a student refuses to sign this consent, or subsequently revokes his / her consent, he / she will not be granted or his / her status as a student with SP will be taken away and he / she will not be able to use the support of SSP. Rejection or revocation of consent is registered by the ELSA Center, which is obliged to indicate the fact that there has been a possible non-provision or revocation of consent in the documentation related to the registration of SSP.
6. The ELSA Center archives the Agreement with the SSP, including the signed Consent to the processing of personal and sensitive data, a copy of the eligible document and other materials of the student with the SP. The ELSA Center forwards one copy of the Agreement with the SSP to the relevant study department of the faculty (institute).
7. The ELSA Center submits the selected data for processing to the form for the application for a financial contribution of the MEYS to the Department for Studies and Student Affairs of the CTU Rectorate.

#### **Article 4 ADMISSIONS**

1. CTU invites the study applicant to declare the type of disability through the information in the electronic version of the study application, on the basis of which the applicant himself / she requests an adjustment of the course of entrance examinations and co-operation in the preparation of modified entrance examinations. No later than before the start of the entrance examination, the candidate is obliged to submit a signed consent to the processing of personal and sensitive data. If the candidate refuses to sign this consent, or subsequently withdraws his / her consent, he / she will not be granted or his / her position as a candidate with SP will be taken away and he / she will not be able to pass the modified entrance exams.
2. The applicant with SP is obliged to inform the ELSA Center about the requirement to adjust the entrance examinations well in advance, i.e. no later than 7 days before the date of the entrance exam, or according to the specific conditions of the relevant faculty (institute).
3. The ELSA Center, in cooperation with the applicant with SP, after diagnosis and submitting documentation, shall, in justified cases, carry out activities leading to the adjustment of the entrance examinations so that the specific needs of the applicant are individually respected.
4. The ELSA Center transmits information on applicants with SP and on modifications of entrance examinations to the contact persons at the faculties (institute) and cooperates with them in the implementation of modifications. The ELSA Center also cooperates with departments (institutes) that ensure the course of entrance examinations.
5. The admission procedure may, in exceptional and justified cases, also take place on the premises of the ELSA Center, in case of the need to use special technologies, ensure modification of the entrance examination (e.g. adjustment of the time limit), etc., if this modification is not feasible on the premises of the relevant faculty (institute). ELSA staff (e.g. supervision) may also be called in to ensure that the entrance examinations are modified.

6. ELSA staff are authorized to handle documents and materials related to entrance examinations if their acquisition and use is necessary to modify the entrance examinations. At the same time, ELSA staff are obliged to handle the relevant documents and materials in a way that prevents their misuse.

## **Article 5 REGISTRATION FOR THE STUDY**

1. At the time of enrolment or other official acts, the study department is entitled to request the physical presence of the applicant with SP, if the meeting room and the meeting agenda of the applicant with SP are available due to the degree of his / her handicap. If the room is not available, the study department will enrol individually in other suitable spaces of the relevant department/institute.
2. In the event that the specific needs of the applicant with SP prevent from enrolling in the standard way, the study department in cooperation with the ELSA Center will make the enrolment in an alternative way.
3. The study department prefers communication with a visually impaired applicant electronically. If it is not possible to handle the relevant agenda electronically or in another way acceptable to both parties, the study department will recommend the applicant to contact the ELSA Center, which will assist him with its settlement.

## **Article 6 METHOD OF ENSURING MODIFICATIONS**

1. The ELSA Center concludes an Agreement with the SSP with the SP student, which is made in 3 copies. A necessary and integral annex to the Agreement with the SSP is the Consent to the processing of personal and sensitive data (see Annex No. 3). One copy is handed over to the study department of the relevant faculty (institute) and stored in the folder of the student with SP, the second belongs to the student with SP and the third is archived in the ELSA Center.
2. The registration of students with SP takes place mainly before the beginning of the academic year, in justified cases during the semester, but no later than before the beginning of the examination period. In exceptional and justified cases, registration is possible at any time during the academic year (e.g. acute change of health status).
3. The ELSA Center informs the relevant teachers about the set modifications in cooperation with the contact persons and the vice-deans for studies (coordinator for study matters). The ELSA Center sends information on the modification on the Modification form, see Appendix No. 2, by e-mail to the contact persons, or to other affected persons at the faculties (institute). The contact person saves the Modification form in the student's file and hands over a copy to the teacher (or the head of the departments / institutes). Modifications to the procedure for ensuring modifications are possible by mutual agreement of the Vice-Dean for Studies (Coordinator for Study Affairs) of the contact person and the ELSA Center.
4. If an individual study plan (hereinafter referred to as the "ISP") is required with regard to the specific needs of the student, the student with the SP, in cooperation with the ELSA Center,

will prepare a draft of such a plan and proceeds in a standard manner. The approval and implementation of the ISP is governed by the Study and Examination Regulations for CTU students and the regulations of the relevant faculty (institute).

## **Article 7**

### **SPECIAL NEEDS DURING TEACHING AND VERIFICATION OF STUDY RESULTS**

1. A student with SP has the right to adjust the course of study, the aim of which is to fulfil the intentions of the Methodological Standard of the Ministry of Education. Typically, these include, for example, the conversion of study materials into electronic form, sign language interpreting, sign Czech language and articulating interpreting, transcription of teaching and simultaneous recording, study and personal assistance, extension of the time limit for elaboration of tests, etc. (according to the valid Methodological Standard of the MEYS).
2. Every student with SP has the right to such study conditions that do not disadvantage him / her in comparison with other applicants or students. On the other hand, the teacher must not deviate from the standard course of the examination due to his own ignorance of the set study modifications, where the available technique or set modifications allow the student with SP to meet common requirements.
3. A student with SP, who develops specific needs as a result of a disability during his / her studies, declares his / her handicap and claims to take into account specific needs in a timely manner. It is inadmissible to claim the right to take into account specific needs retroactively before the date of registration of a student with SP.
4. Modification of examinations and tests in the examination period is realized only for students with SP, who are registered before the beginning of a specific examination period. In the event that a student develops specific needs during the examination period, the procedure is individual.
5. A student with SP, who is duly registered and did not use modifications during teaching, can also apply for a modification of exams and tests. The student can also apply for modifications only in selected subjects, where the functional impact of his disability or disadvantage is manifested.
6. Students with SP may, with prior agreement with the relevant teachers, be invited to the ELSA Center, or other special examination rooms, if their inclusion among other candidates or students is not technically or organizationally possible due to the use of special equipment or other requirements for modification of the test.
7. Students with SP, who normally work with special equipment, are obliged to notify the teacher before the start of the lesson or before the exam, that they are interested in using special equipment (FM system for the hearing impaired, digital magnifier, laptop with voice and tactile output, or other special software, etc.). The ELSA Center also informs the teachers concerned about this situation through contact persons. When using the technique, the principles generally valid for examinations and the implementation of tests must not be violated (use of data on

personal recorders and other devices in the case where the exam does not provide for the use of personal notes, etc.).

8. The student with SP is obliged to cooperate with the teacher on a specific course of the modification in sufficient time in advance, preferably from the beginning of the semester.
9. Students with SP can, under predetermined conditions, use an extended time limit during classes and to pass an exam or take tests. This period may not exceed twice the time normally required for passing the relevant examination, taking the test or completing the assigned task during the lessons.
10. The teacher will provide the student with SP study materials in electronic form, if possible and due to the nature of the student's handicap. If the provided materials require additional modifications necessary for access, the teacher will provide them to the ELSA Center, without the possibility of their further distribution. The study materials provided are intended exclusively for the needs of the relevant student with SP.
11. Students with visual impairment can pass exams, for example, in Braille, enlarged black print, or using the technique, and can make a written presentation both manually and with the help of appropriate equipment. The necessary adjustments are made by the ELSA Center in cooperation with the teacher. All other modifications for visually impaired students are contained in the Methodological Standard of the Ministry of Education, Youth and Sports.
12. Students with hearing impairment are entitled to a written form of assignment and extension of the time limit for the elaboration of a written work, as well as to the provision of appropriate visualization (e.g. simultaneous visualization notation). Deaf students are entitled to sign language interpretation. All other modifications for students with hearing impairment are contained in the Methodological Standard of the Ministry of Education, Youth and Sports.
13. Students with physical disabilities are entitled to a personal assistant during teaching, e.g. for handling personal belongings and self-service. Students with upper limb disabilities are entitled to an extension of the time limit for the elaboration of a written work and to the use of a special technique for write. All other modifications for students with physical disabilities are contained in the Methodological Standard of the MEYS.
14. Students with specific learning disabilities (hereinafter "SPU") can use special compensation procedures common at SPU during teaching and examinations, e.g. use of a computer with special technologies, choice of oral / written form of examination, increase of time limit for elaboration of written works. All other modifications for students with SPU are contained in the Methodological Standard of the MEYS.
15. Modifications for students with autism spectrum disorder and for students with other difficulties are regulated by the Methodological Standard of the MEYS. These are mainly regime measures during teaching and the course of the exam and increasing the time limit for the elaboration of the written work.

## **Article 8**

### **ACCOMMODATION AND CATERING OF STUDENTS WITH SPECIFIC NEEDS**

1. The Administration of Special Purpose Facilities of the CTU (hereinafter referred to as "SÚZ") will ensure accommodation for students with SP (if requested) so that the accommodation with

its internal facilities complies with applicable standards for residence and movement of persons with reduced mobility and orientation, according to the technical possibilities of SÚZ.

2. SÚZ will ensure that students with SP who are interested in using SÚZ catering facilities do not have to depend on their own assistants when ordering food.

## **Article 9 FINAL PROVISIONS**

1. In areas not directly specified in this Methodical Instruction (participation in the academic bodies of the school, access to information, teaching of physical education and sports, professional practice, etc.), the procedure will be followed individually with regard to the specific needs and interests of the student with SP.
2. A student with SP is not released from the obligation to pay fees associated with the study and when applying for a reduction or waiver of fees, the procedure is the same as a student without SP.
3. This Methodical Instruction replaces the Methodical Instruction on the Support of Students and Applicants with Special Needs at CTU No. 2/2015 of 1 October 2015.
4. This Methodical Instruction shall enter into force and effect on the day of signing.

In Prague on May 1, 2016

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Vice-Rector for Studies and Student Affairs