



Prague, December 19, 2022

Ref. CVUT00023211/2022

Methodological guideline

No. 6/2022

on supporting students with specific needs at CTU

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Article 1
GENERAL PRINCIPLES

1. This Methodological Instruction (hereinafter referred to as the "Methodological Instruction") governs the status of students, study applicants and, in exceptional cases, lifelong learning participants studying extra-curricular subjects of accredited study programs with specific needs at CTU and establishes rules for ensuring their support during their studies.
2. The student, or applicant, or a LL participant studying extracurricular subjects of accredited study programs with specific needs (hereinafter referred to as "student with SN" or "applicant with SN" or "LL participant with SN") means a person with a visual, hearing or mobility impairment, further with a specific learning disability, or with an autistic spectrum disorder, or with other difficulties, i.e. another mental disorder or illness, including non-autistic neurodevelopmental disorders, i.e. impaired language, speech and other communication abilities, or with a chronic somatic disease, who properly declares the nature of their medical or other disability or disadvantage and at the same time fulfills the status of a student or applicant for studies, or has concluded a contract for extraordinary study of subjects of accredited study programs and at the same time has concluded an Agreement on the provision of service measures to a student with specific needs at CTU (hereinafter referred to as the "SN Agreement").
3. A student with SN or an applicant with SN or a participant of LL with SN (hereinafter referred to as "student with SN") is obliged to follow the internal and other regulations of CTU, just like a student or applicant or participant of LL 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 SN.
5. The extent of support for students with SN and applicants with SN results from the functional impact of a health or other disability and is governed by the currently valid Methodological Standard for fulfilling the conditions for securing the study of students with SN of the The Ministry of Education, Youth and Sports (hereinafter referred to as the "Methodological Standard of the MEYS"), which is part of the Rules for the provision of contributions and subsidies to public higher education institutions of the MEYS.
6. The scope of support for LL participants with SN results from the functional impact of a health or other disability and is subject to an agreement between the ELSA Center and the vice-dean for studies of the faculty ensuring extraordinary study of subjects of accredited study programs.
7. The rules stated in this Methodological Instruction are valid for all CTU employees as well as for students with SN.
8. All persons affected by this Methodological Instruction are bound by ethical principles to maintain discretion when dealing with sensitive data about students with SN.

Article 2

ORGANIZATIONAL PROVISIONS

1. The coordination of modifications for students with SP is provided by the ELSA Center for the Support of Students with Specific Needs (hereinafter referred to as the "ELSA Center"), Bechyňova 3, 166 36 Praha 6 with another workplace at CTU — Faculty of Nuclear and Physical Engineering CTU, Trojanova 13, 120 00 Praha 2, www.elsa.cvut.cz, stredisko@elsa.cvut.cz. The ELSA Center is a part of the Department of Studies and Student Affairs of the CTU Rectorate.
2. The dean (director of the institute) will designate the person (hereinafter "contact person") responsible for modifications related to the support of students with SN at the relevant faculty (institute). During the implementation of modifications, the contact person cooperates with the vice dean for studies (coordinator for study matters at the institute) and the ELSA Center.
3. The ELSA Center in the sense of these Methodological Instructions provides consulting and advisory services for teachers and other employees of CTU.
4. The ELSA center monitors and initiates adjustments leading to a generally barrier-free environment at CTU so that studies are physically accessible even for students with limited mobility and orientation.
5. Information related to the student's disability is kept and used by ELSA Center exclusively in connection with the provision of adjusted study conditions for students with SN, in accordance with Act No. 101/2000 Coll., on the Protection of Personal Data as amended and the Rector's Order - Protection of Personal Data at CTU in Prague¹. These data are stored in the archive of the ELSA Center; part of this data (SN Agreement) is also stored in the student's documentation at the study department of the relevant faculty (institute).
6. Česká technika — the CTU publishing house provides cooperation to the ELSA Center in providing materials for editing study materials for students with SN. The method of cooperation is declared in a separate document.
7. The CTU Central Library provides cooperation to the ELSA Center in providing materials for editing study materials for students with SN. The method of cooperation is declared in a separate document.

¹ Rector's order No. 4/2018 Protection of personal data at CTU in Prague, as amended.

Article 3

RECORDS OF STUDENTS WITH SPECIFIC NEEDS

1. Data on the student's disability and his classification in the corresponding category according to the Typology of students with specific needs (hereinafter referred to as the "Typology") contained in the Methodological Standard of the MEYS are entered into the form for applying for a financial contribution from the MEYS, based on the prior written consent of the student in question, which is a part of the SN Agreement.
2. The Computing and Information Center of CTU through the electronic information system informs all students by the deadline for data collection set by the MEYS, that if they have a medical or other disability and related specific needs during their studies, and require support during their studies, they must document this with the prescribed documents in the ELSA Center.
3. Prescribed (recognizable) 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 support and service related to the study and will check the acceptable document. In the positive case, the student will be assigned to the appropriate category according to the Typology according to the type of service and support that belongs to him.
5. The student confirms by signing the consent to be included in the register of students with SN when concluding the Agreement with a student with SN and submits a copy of the recognized document for archiving. Consent to the processing of personal and sensitive data is a necessary and integral annex to the Agreement with a student with SN. If the student refuses to sign this consent, or subsequently withdraws his consent, he will not be granted, or his status as a student with SN will be taken away from him and he will not be able to use the support of a student with SN. Refusal or revocation of consent is recorded by the ELSA Center, which is obliged to record the fact that it has occurred for possible non-granting or revocation of consent, indicate in the documentation related to the records of the student with SN and, in case of revocation of consent, also notify the faculty/institute of this.
6. The ELSA Center archives the Agreement with the student with SN, including the signed Consent to the processing of personal and sensitive data, a copy of a recognisable document and other materials of the student with SN. The ELSA Center forwards one copy of the Agreement with a student with SN to the relevant study department of the faculty (institute); the study department will mark this event in IS KOS.
7. If the student with SN intends to terminate the SN Agreement, he/she shall notify the ELSA Center of its termination on the prescribed document. Upon its termination, the status of a student with SN is taken away from the student, the ELSA Center informs the student and the relevant study department of the faculty (institute); the study department will mark this event in IS KOS. If the termination of the Agreement with the student with SN occurs at the initiative of the ELSA Center,

the ELSA Center will notify the student and the relevant study department of the faculty (institute) of its termination, which will mark this event in IS KOS. From the date a student with SN is removed from the register, he is viewed as a student without the right to support and service, and at the same time, other circumstances related to his specific needs also disappear. If a student removed from the register is assessed a fee for longer studies, in the case of a request for a reduction, the registration time at the ELSA Center is adequately taken into account.

8. The ELSA Center forwards the selected data to be processed into a form for a request for a financial contribution from the MYES of the Czech Republic to the Department for Studies and Student Affairs of the CTU Rectorate.

Article 4 ADMISSIONS

1. CTU, through the information in the electronic version of the study application, invites applicants for studies with SN to declare the type of their disability, on the basis of which the applicant himself requests to adjust the course of the entrance exams, and to cooperate in the implementation of preparations for the adjusted entrance exams. At the latest before the start of the entrance exam, the applicant is required to submit a signed consent to the processing of personal and sensitive data at the ELSA Center. If the applicant refuses to sign this consent, or subsequently withdraws his consent, he will not be granted or his status as a candidate with SN will be taken away from him and he will not be able to take the modified entrance exams.
2. The applicant with SN is obliged to inform the ELSA Center about the request to modify the entrance exams in sufficient time so that the relevant faculty is informed through a representative of the ELSA Center no later than 7 days before the date of the entrance exam.
3. The ELSA center, in cooperation with the applicant with SN, after the diagnosis has been carried out and the relevant documents have been provided, develops, in justified cases, activities leading to the adjustment of the course of the entrance exams so that the specific needs of the applicant for study are individually respected.
4. The ELSA center forwards information about applicants with SN and about modifications to entrance exams to 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 exams.
5. In exceptional and justified cases, the admission procedure can also take place in the premises of the ELSA Center, in the case of the need to use special technologies, to ensure the modification of the entrance exam (e.g. adjustment of the time limit), etc., if this modification is not feasible in the premises of the relevant faculty (institution). ELSA Center staff may also be invited to ensure the modification of entrance exams (e.g. providing supervision).

6. The staff of the ELSA Center are authorized to handle documents and materials related to the entrance exams, if their acquisition and use are necessary for the modification of the entrance exams. At the same time, ELSA Center employees are obliged to handle relevant documents and materials in a way that excludes their misuse.

Article 5

ENROLMENT FOR STUDY

1. The study department of the faculty (institute) is authorized to request the physical presence of an applicant with SN at the time of registration or other official actions, if the meeting room and the meeting agenda are accessible to the applicant with SN due to the degree of his handicap. If the room is not available, the study department will enrol individually in other suitable rooms of the relevant component.
2. In the event that the specific needs of an applicant with SN prevent enrolment for studies in a standard way, the study department in cooperation with the ELSA Center will carry out the registration in an alternative way.
3. The study department prefers to communicate 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 help him with its handling.

Article 6

METHOD OF PROVIDING MODIFICATIONS

1. The ELSA center concludes an agreement with a student with SN, which is made in 3 originals. Consent to the processing of personal and sensitive data is a necessary and integral annex to the Student Agreement with SN. One original is given to the study department of the relevant faculty (institute) and stored in the folder of the student with SN, the second belongs to the student with SN and the third is archived in the ELSA Center.
2. Registration of students with SN takes place primarily before the beginning of the academic year, in justified cases during the semester, but at the latest 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 in health status).
3. The ELSA center informs the relevant teacher, contact person and vice dean for studies (coordinator for study matters) about the set modifications; for the Faculty of Engineering also the heads of the institutes concerned. The ELSA center sends information about the modification in the document Modification of study conditions (hereinafter referred to as "Modification") by e-mail. The contact person saves the Modification document in the student's folder.

Article 7

SPECIAL NEEDS DURING TEACHING AND VERIFICATION OF STUDY RESULTS

1. A student with SN has the right to request adjustments to the course of study, the aim of which is to fulfill the objectives of the Methodological Standard of the MYES. Typically, this involves, for example, converting study materials into electronic form, interpreting into sign language, signed Czech and articulatory interpreting, teaching transcription and simultaneous record, study and personal assistance, extending the time limit for performing tests, etc. (according to the applicable Methodological Standard of the MYES .
2. Every student with SN has the right to request such study conditions that do not disadvantage him compared to other applicants or students. On the contrary, the teacher must not deviate from the standard course of the exam where the available technique or set modifications allow the student with SN to meet the normal requirements.
3. A student with SN, who has specific needs as a result of a disability during his studies, declares his handicap and makes a claim to have specific needs taken into account in time. It is inadmissible to claim the consideration of specific needs retroactively before the date of registration of a student with SN.
4. Modification of exams and tests in the exam period is only implemented for students with SN, who are already registered before the start of the specific exam period. In the event, that a student starts to have specific needs during the examination period, the procedure is carried out individually.
5. A student with SN, who is properly registered and did not use modifications during classes, can also apply for the 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 SN may, after prior agreement with the relevant teachers, be invited to the ELSA Center or other special examination room for examinations and tests, if their inclusion among other applicants or students is not technically or organizationally possible due to the use of special equipment or other requirements for examination modification.
7. Students with SN, 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. When using technology, there must be no violation of the principles generally applicable to exams and the realization of tests (use of data on personal recorders and other devices in the event, that the exam does not include the use of personal notes, etc.).
8. A student with SP is obliged to cooperate with the teacher on a specific course of modification in sufficient time, preferably from the beginning of the semester.

9. Students with SN can, under predetermined conditions, use the extended time limit during classes and to take an exam or conduct tests. This deadline may not exceed twice the time normally expected for passing the relevant exam or execution of the test.
10. A student with SN can request an extension of the deadline for completing the assigned task during class. The term is consulted with the subject teacher.
11. The teacher will provide the student with SN with study materials in electronic form, if possible and necessary due to the nature of the student's handicap. If the provided materials require additional editing necessary for making them available, 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 respective student with SN.
12. Students with visual impairments can take exams, e.g. in Braille, enlarged black print, or with the use of technology, while they can realize the written speech both manually and with the help of the appropriate device. The necessary adjustments are made by the ELSA Center in cooperation with the teacher. All other modifications for students with visual impairments are contained in the Methodical Standard of the MYES.
13. Students with a hearing impairment are entitled to a written form of assignment and an extension of the time limit for the preparation of written work, as well as the provision of appropriate visualization (e.g. simultaneous visualization recording). Deaf students are entitled to sign language interpretation. All other modifications for hearing-impaired students are contained in the Methodical Standard of the MYES.
14. Students with mobility impairments are entitled to a personal assistant during lessons, e.g. for handling personal items and self-service. Students with disabilities of the upper limbs are entitled to an extension of the time limit for the preparation of a written work and to use a special technique for write. All other modifications for students with physical disabilities are contained in the Methodological Standard of the MYES.
15. Students with specific learning disabilities (hereinafter referred to as "SLD") can use special compensatory procedures common to their form of SLD during lessons and exams, e.g. use of a computer with special technologies, choice of oral/written form of examination (if possible), increasing the time limit to preparation of written works. All other modifications for students with SLD are contained in the Methodical Standard of the MYES.
16. Modifications for students with autism spectrum disorders and for students with other difficulties are regulated by the Methodological Standard of the MYES. These are primarily regime measures during classes and the course of the exam and an increase in the time limit for the preparation of written work.

Article 8

ACCOMMODATION AND FOOD FOR STUDENTS WITH SPECIFIC NEEDS

1. The Service Facilities Administration of CTU (hereinafter referred to as "SFA") will ensure the accommodation of students with SN (if they request it), so that the accommodation's internal facilities correspond to valid standards for the stay and movement of persons with limited mobility and orientation, according to the technical possibilities of the SFA.
2. The SFA will ensure, that students with SN who are interested in using the catering facilities of the SFA, do not have to depend on their own assistants when ordering food.

Article 9

FINAL PROVISIONS

1. In areas not directly specified in these Methodological Instructions (participation in the school's academic bodies, access to information, teaching physical education and sports, professional practice, etc.), the procedure will always be carried out individually, taking into account the specific needs and interests of the student with CN.
2. A student with a SN is not released from the obligation to pay fees associated with studies and applies in the same way as a student without a SN when requesting a fee reduction or waiver.
3. This Methodological Instruction replaces the METHODOLOGICAL INSTRUCTION No. 1/2022 on the support of students with specific needs at CTU and on the extraordinary solution to difficulties in the study of bachelor and master students as a result of the effects of the COVID-19 pandemic of January 26, 2022.
4. This Methodological Instruction becomes valid on 19/12/2022 and becomes effective on 20/02/2023.

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