

Standards of service and organizational measures for students with specific needs

UTB is striving to achieve the accessibility of spaces, informational and other systems used during lessons (systems of study agenda, e-learning system). These systems should fulfil basic technical requirements for a barrierless environment. Specialised supportive services are centrally coordinated by the Centre for SSN and are provided to students with specific needs.

If UTB is not able to provide personal, technical or organizational environment or service, the service is provided by a third party.

Basic characteristic of individual services

1. Conditions of technical and technological environment

The conditions for studying and grading study results from the standpoint of technical and technological environment encompass:

- a) barrierless spaces – especially technical measures allowing to overcome physical barriers (a ramp, an elevator, elements simplifying orientation, proximity of barrierless toilets)
- b) technical and technological equipment (compensational tools, informational technology) to ensure standard services guaranteed by the university (scanners, printers, digitalisation of text...)
- c) technické a technologické vybavení (např. kompenzační pomůcky, informační technologie) pro zabezpečení standardních služeb garantovaných VŠ (zejména pro zpracování studijní literatury např. skenery, OCR technologie neboli optické rozpoznávání znaků pro digitalizaci textů, tiskárny).

2. Time compensation

The student gets an increased time limit for individual study activities, the length depending on their specific needs and the type of the assignment. The measure is relevant for activities with the time limit within minutes or hours and are typically done with direct supervision by the teacher (a written exam, for example)

3. Individual lessons

Measurements that allow sensory or physical accessibility of lessons for students with SN. This encompasses both individual lessons, and lessons with a small group of students with the same SN or work methods.

4. Organisational measures

Measures that modify the scope of the studies of SSN regarding the place, time and method of fulfilling study obligations.

5. Personal assistance

Measures compensating physical limitations of students with SN regarding physical activities connected with studies or part of educational program, including living and eating in facilities provided by UTB. Assistance requires direct contact with the assisted student, and is done in accordance to their direct instructions. It is provided in cases where the usage of technology, which would make the student with SN independent on such assistance, is objectively not possible. Most importantly, it includes guide services, manipulation with personal items, administrative services – dealing with written materials

6. Orientation in space

The purpose is to ensure safe physical orientation of the student and, if possible, their effective independent movement in the area of study or areas related to studying – administrative and social areas, dormitories...

7. Transcribing service

Measure compensating sensory limitations of students with hearing impairment, especially users of spoken language, but also the users of sign language. Its purpose is transcription, serving as a way to visualise speech, allowing communication between hearing users of spoken language and hearing-impaired students.

8. Note-taking service

Measure compensating physical limitations during transcribing of spoken language in case of students with mobility impairment, sensory limitations of students with hearing impairment, or other limitations in case of students with a specific learning disorder.

9. Study assistance

Measure compensating limitations of student with SN during lessons, working with study materials or during research and working with technologies necessary to fulfil assignments.

10. Translator service

Allows communication between users of sign language and users of spoken language through a translator.

11. Processing of study literature

Processing or adaptations of study literature represents a summary of technical measures and processes, resulting in study literature in an acceptable format taking technical and sensory abilities of students with SN into account.

Processing is done by the UTB employees, who received education through courses accredited by MŠMT.

Accessibility of study literature is ensured by Centre for SSN in cooperation with UTB Library, and possibly the teachers of the subject or a third party.

Taking the specific needs of the student with SN, the output of this service can be in these formats:

- a) Students with visual impairment
digitalised document (editable electronic document, non-editable electronic document, touch-based document or electronic audio-based document)
- b) Students with hearing impairment

- A video or electronic editable document with simplified structure
- c) Students with mobility impairment
electronic editable or non-editable document
 - d) students with specific learning disorders
electronic editable document with simplified and emphasised structure. Said students can also make these alterations themselves.

12. Directive measures

Their content does not depend directly on the category the student belongs to or the subject they are studying. It is an inseparable part of study support of students with SN and is impossible to quantify or state their content in advance.

13. Study and work strategies training

A service intended for students with SN in case of educational problems. It builds upon basic specific abilities of the student, defined as minimal competences.