

Disabled Students Support Policy

Policy No.	DSP-68	Number of pages	01
Council of Deans Decision No. and date of approval (Rev. a)		05/07-2022/2023	16/10/2022
		Review and Amendment Approval Decision Number	date
Decision No. and date of amendment approval			
Brief policy description	Providing services and facilities that integrate students with disabilities in various aspects of university life.		
Policy goals	<ol style="list-style-type: none"> 1. Facilitating the process of admission and registration of students with disabilities. 2. Granting incentives for students with disabilities. 3. Providing various services for students with disabilities. 4. Psychological support for students with disabilities. 		
Primary owner of the document	University President, Guidance and Counselling Centre.		
Responsibility of application	University President, Promotion and Recruitment Committee, Deanship of Student Affairs, Engineering and Services Department, Information Technology and Cyber Security Department, Library Department, Department of Health Services, Promoting and Communications Department, Guidance and Counselling Centre.		
Legislation regulating	<ol style="list-style-type: none"> 1. Disabled Persons' Rights Act No. 20 of 2017. 2. Financial instructions at Middle East University. 3. Instructions of Guidance and Counselling Centre. 		
Related Procedures	<ol style="list-style-type: none"> 1. Procedures for admission and registration of students with disabilities No.: (DSP-68-01). 2. Conducting services for students with disabilities No.: (DSP-68-02). 3. Procedures for providing services to students with temporary disabilities NO.: (DSP-68-03). 		
Relevant Forms	<ol style="list-style-type: none"> 1. Initial Medical Report Form No.: (F074). 2. Suggestion/Complaint/Appreciation Form No.: (F156). 3. Psychological Guidance Session Form No.: (F161). 4. Bachelor's Students' Support Terms Form No.: (F196). 5. Master's Students' Support Terms Form (Comprehensive Exam - Thesis) No.: (F196-1). 6. Higher Diploma Support Terms Form No.: (F196-2). 7. Vehicle/Bicycle Pass to University Students' Campus Application Form No.: (F283). 8. Psychosocial Counselling Plan Form No.: (F702). 		

**Admission and Registration Procedures
of Students With Disabilities**

Policy No.	DSP-68-01	Number of Pages	02
Council of Deans Decision No. and date of approval (Rev. a)		05/07-2022/2023	16/10/2022
		Review and Amendment Approval Decision Number	Date
Decision No. and date of amendment approval			
Responsibility of Application	University President, Promotion and Recruitment Committee, Faculties, Deanship of Student Affairs, Information Technology and Cyber Security Department, Department of Health Services, Registration Department, Promoting and Communications Department, Guidance and Counselling Centre.		
Sequence of Action	<p>1. Upon the University's announcement of starting admission and registration for students, the Registration Department coordinates with the Information Technology and Cyber Security Department and the Promotion and Communication Department; For the purpose of including the publication of documents to be brought by students with disabilities wishing to attend university and benefit from the provided services. The documents include: (original version of the approved diagnostic report issued by governmental hospitals, university hospitals, Royal Medical Services, disability diagnosis centers, and the National Centre for Psychiatry for students with mental disabilities).</p> <p>The reports must be up to date (not exceeding a year) and shall contain one or more of the following articles:</p> <ul style="list-style-type: none"> ❖ Visual impairment: Vision intensity (6/21) or lower depending on the best eye and/or the visual field does not exceed (20) degrees in the best eye with the best possible correction. The medical report should contain the diagnosis, vision intensity and visual field. ❖ Hearing impairment: The hearing impairment level (55 dB) without using hearing aids or (35 dB) or more in both ears while using hearing aids after medical and surgical treatment if necessary. (The hearing threshold shall be calculated as of the frequencies (500-1000-2000-4000 Hertz), and the medical report have to be issued by an Audiologist and verified by an otolaryngologist. ❖ Mobility impairment: The medical report should contain the nature and degree of the mobility disability. ❖ Dwarfs: Adopting the length of below (131 cm) for males, and (121 cm) for females. ❖ Psychotic disabilities: (Schizophrenia, Faux-Schizophrenia, Faux Psychosis, Bipolar Mood Disorder): a medical report by the National Centre for Psychiatry in the capital. ❖ College students who are wishing to bridge into the university, the student must bring a report certified by the District Therapeutic Medical Committee. 		

	<ol style="list-style-type: none">2. If a student needs assistance to register, members of the Promotion and Recruitment Committee help the student complete the admission and registration process, and fill out the Bachelor's Students' Support Terms Form No. (F196)/Master's Students' Support Terms (Inclusive - Thesis) No. (F196-1)/Higher Diploma Students' Support Terms Form (F196-2) to complete the university support procedures for persons with disabilities.3. The Registration Department appoints a staff member of their Department to register students with disabilities.4. The Registration Department shall transmit the reports to the Health Services Department for consultation and review thereon and re-submit the reports to the Registration Department.5. The designated registration officer uploads the evidences of the student's disability, mentioning the type of disability.6. After the period of admission and registration of students, the Registration Department shall provide relevant Faculties, Deanship of Student Affairs, Engineering and Services Department, Information Technology and Cyber Security Department, Health Services Department, and Guidance and Counselling Centre with a list of the students' names, faculties, specializations and type of disability.
Relevant Forms	<ol style="list-style-type: none">1. Bachelor's Students' Support Terms Form No.: (F196).2. Master's Students' Support Terms (Comprehensive exam - Thesis) No.: (F196-1).3. Higher Diploma Students' Support Terms Form No.: (F196-2).

**Implementation of Services for Students
with Disabilities**

Policy No.	DSP-68-02	Number of Pages	03
Council of Deans Decision No. and date of approval (Rev. a)		05/07-2022/2023	16/10/2022
		Review and Amendment Approval Decision Number	Date
Decision No. and date of amendment approval			
Responsibility of Application	University President, Faculties, Deanship of Student Affairs, Information Technology and Cyber Security Department, Health Services Department, Registration Department, Engineering and Services Department, Guidance and Counselling Centre.		
Sequence of Action	<p style="text-align: center;"><u>First: Health Services Department</u></p> <p>1. The Department examines the student with visual disabilities to determine the action that can be taken by Lecturers to assist the student (enlarging the font size in line with the student's visual ability, providing audiobooks,...), and submits it to the relevant Faculty.</p> <p style="text-align: center;"><u>Second: Faculties</u></p> <p>1. The Faculty checks, in cooperation with the Library Department, the availability of study materials that can be provided in Braille for students with visual impairments and submits their placement to the University President to take an appropriate decision.</p> <p>2. The Faculty submits its recommendation to the University President to give alternative computer and statistical materials to students with visual impairments.</p> <p>3. The Faculty communicates with the Information Technology and Cyber Security Department to download the software of converting written texts into audio materials if they are not available on the student's phone or tablet.</p> <p>4. Faculties provide Academic Mentors with the names of students with disabilities.</p> <p>5. The Academic Mentor follows up with the student's registration, and communicates with the faculty members that the student has courses registered with for the purposes of:</p> <ul style="list-style-type: none"> ❖ Providing students with visual disabilities the opportunity to record lectures. ❖ Overlooking the student's spelling and grammatical errors while writing academic reports and assignments, as long as they are not a key factor in the student's assessment. ❖ Providing students with disabilities additional time for to submit academic reports and assignments. ❖ Ascertaining the suitability of academic assignments for students with disabilities and if not, providing the student with an alternative academic assignment. ❖ Prioritizing students with hearing and visual impairments to sit in front seats in lectures. 		

- ❖ Coordinating with the Deanship of Student Affairs for audio recording the textbooks for students with visual disabilities, all by student volunteers and the Special Needs Clubs.
- 6. At the end of each semester, the Faculty Member of students with disabilities submits to the head of the department a report on the facilities that has been provided to the student, which in turn submits it to the Faculty's Dean.
- 7. When holding examinations:
 - ❖ The Faculty circulates to the observers the need to provide additional time for students with disabilities (so that the additional time is half of the scheduled exam time).
 - ❖ The Faculty provides assistance to the student to write answers to the examination paper in case the student is incapable to write. And coordinating with the Deanship of Student Affairs in case that there were no suitable candidates from within the Faculty.
 - ❖ Conducting the exam in a quiet place.

Third: Deanship of Student Affairs

The Deanship of Students' Affairs communicates with students with disabilities; To familiarize them with university facilities by giving them an induction tour.

Fourth: Security and Safety Division/Engineering and Services Department

1. Identifying the University IDs on elevators.
 - a) The Security and Safety Division/Engineering and Services Department transfers the university IDs of students with disabilities (based on the report received by the Registration Department) to the Department of Information Technology and Cyber Security for the purposes of identifying them on elevators.
 - b) Information Technology and Cyber Security Department identifies the student ID, after verifying the student's name in the report received by the Registration Department for students with disabilities, the IDs are then returned to the Security and Safety department /Engineering and Services Department in order to deliver them to the students concerned.
- 2) Students with motor disabilities are granted a vehicle free entry permit.
 - a) The student fills the application for a Vehicle/Bike Pass of Students in Campus Form No. (F283) at the Safety and Security Department/Engineering and Services Department.
 - b) The Safety and Security Department/Engineering and Services Department determines the appropriate place for the student to park, identifies the student's university ID on the designated entrance after verifying his name in the report received from the Registration Department of students with disabilities.

Fifth: Information Technology and Cyber Security Department

1. The Information Technology and Cyber Security Department addresses the University President about computers that need to have the software related

	<p>to the conversion of written texts into audio materials, and the conversion of audio materials into written texts downloaded, providing that the study materials are obtained from the Faculties.</p> <ol style="list-style-type: none"> 2. According to the University President's decision, the Information Technology and Cyber Security Department downloads software on devices. 3. The Information Technology and Cyber Security Department disseminates to the Deanship of Student Affairs, the Faculties and Counselling and Psychological Services Center with the location of these devices, to enable their usage by students with audiovisual disabilities. <p><u>Sixth: Counselling and Psychological Services Center</u></p> <ol style="list-style-type: none"> 1. Head of the Counselling and Psychological Services Center prepares a psychological counselling plan for each student with disability based on their needs, and according to the Psychological Counselling Plan Form no. (F702), specifying the modifications and facilities required to assist the student. 2. Head of the Counselling and Psychological Services Center follows up on the implementation of the plan for each student and fills the form of the Psychological Counselling Session No. (F161) after each session. 3. If there is a need to coordinate with the Student's Faculty /Deanship of Student Affairs to facilitate the provision of a specific service, Head of the Guidance and Counselling Centre address it, indicating the required facilities. 4. At the end of the semester, Head of the Counselling and Psychological Services Center reports to the University President on the counselling sessions offered and the number of students with disabilities benefiting from the Centre's services. 5. If the student wishes to obtain certain facilities, they fill out the Suggestion/Complaint/Appreciation Form No.(F156).
<p>Relevant Forms</p>	<ol style="list-style-type: none"> 1. Suggestion/Complaint/Appreciation Form No.: (F156). 2. Psychological Counselling Session Form No.: (F161). 3. Vehicle/Bike Pass of Students in Campus Form No.: (F283) 4. Psychological Counselling Plan Form No.: (F702),

Procedures of Providing Services to Students with Temporary Disabilities

Policy No.	DSP-68-03	Number of Pages	01
Council of Deans Decision No. and date of approval (Rev. a)		05/07-2022/2023	16/10/2022
Decision No. and date of amendment approval		Review and Amendment Approval Decision Number	Date
Responsibility of Application	Health Services Department		
Sequence of Action	<ol style="list-style-type: none"> 1. If the student suffers an injury resulting in a temporary disability, the student prepares a medical report and delivers it to the Health Services Department. 2. The Doctor in the Health Services Department prepares an initial medical report according to the Initial Medical Report Form No. (F074), and delivers it to the students. 3. The student delivers the reports to the entity wishing to avail the facilities provided by them (car pass, elevator card, etc.), and fills the required forms in accordance with the procedures approved by the relevant authority. 		
Relevant Forms	1. Initial Medical Report Form No.: (F074).		

Guidance and Counselling Centre

Psychological Guidance Session

Student name		University number	
Major		Faculty	
Session no.			

Record of the Session

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Recommendations

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Next session date –if any–:

Counselor name:

Signature Date: / /

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Guidance and Counselling Centre

Social and Psychosocial Counselling Plan

Student name		University no.	
Faculty		Major	
Type of disability			

Modifications and facilitations required based on official report and student interview

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	Procedures	Date	Notes

Head of the Center:

Signature:

Date:

