



**THE SYSTEM OF THE STUDY FOR STUDENTS WITH SPECIAL NEEDS
OF VSB – TECHNICAL UNIVERSITY OF OSTRAVA**

Controlled copy No:

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The System of the Study for Students with Special Needs of VSB – Technical University of Ostrava

Article 1

Introductory provisions and purpose

(1) The Rector's Directive concerning the study of persons included in the System of the Study for Students with Special Needs contributes to ensuring equality in access to education at VSB – TUO.

(2) The purpose of the directive is to define the scope of the services that the student can use during the study.

(3) Persons with special needs mean the study applicants and students who, due to the congenital or acquired nature of their state of health, require modification of the admission procedure process, study conditions, the elimination of physical barriers, or other specific modifications of teaching space with a view to the successful course of the study. It is the case of the following groups of students or study applicants according to the handicap typology:

A. Visually impaired student

A1. Sighted person

A student whose visual impairment still allows him/her to work visually (even with text), with standard document formats, including visual. Image adjustment consists in enlarging or other changes of optical character, and there is no need to use screen readers.

A2. User of touch/voice

A student who works with either tactile printed documents or screen readers (in combination with a tactile display or voice output), and, therefore, requires an editable text document format, or a document adapted with respect to content and form.

B. Student with hearing impairment

B1. User of spoken language

A student with a hearing impairment who prefers spoken language (i.e. most often Czech) in spoken or written form in interpersonal communication.

B2. User of sign language

A student with a hearing impairment who prefers sign language in interpersonal communication (i.e. most often Czech sign language).

C. Physically disabled student

C1. With lower limb disability

A student who – with regard to his/her physical disability – necessarily needs and uses other personal devices for his/her independent movement, whether they are support sticks or mechanical or electric wheelchairs.

C2. With upper limb disability

A student who is able to use the upper limbs only to a limited extent or with the use of special aids or modified procedures to perform activities that are commonly associated with the study, such as taking notes with their own hands, or also on the keyboard, manipulation with objects and equipment that are necessary for the fulfilment of study obligations (physical books, writing utensils, instrumentation, etc.), or handling objects of everyday usage.

D. Student with specific learning disorders

A student whose dyslexia, dysgraphia, dysorthography, dyscalculia, dyspraxia, or often co-occurring attention disorders objectively prevent the fulfilment of study obligations in the standard way.

E. Student with an autism spectrum disorder

A student whose neurodevelopmental disorder of the autism spectrum, including Asperger's syndrome, objectively prevents them from fulfilling their study obligations in a standard way.

F. Student with other difficulties

A student whose another mental disorder or difficulty, including non-autistic neurodevelopmental disorders), i.e. impaired language, speech and other communication skills, or chronic somatic illness, objectively prevents him/her from fulfilling his/her study obligations in a standard way.

(4) The study of persons included in the System of the Study for Students with Special Needs takes place in accordance with the Study and Examination Regulations for Bachelor and Master Degree Programmes, and Study and Examination Regulations for Doctoral Degree Programmes of VSB-TUO.

(5) Pursuant to this directive, persons with special needs are provided with the following services: lending compensatory aids, adapting study materials, ensuring interpretation services, help with spatial orientation, and, in particular, ensuring the individual approach in fulfilling study obligations. The services provided are implemented with the aim of achieving accessibility of academic life, but they do not reduce study requirements.

Article 2

Specialized department

(1) The university guarantees the provision of services to meet the specific needs of students with regard to their handicap through a specialized department, which is a part of the study office, in accordance with the standards of service and organizational measures defined in the Rules for the Provision of Contributions and Subsidies to Public Universities of the Ministry of Education, Youth and Sports for the current calendar year.

(2) The basic functions of the specialized department is the facilitation of the services provided by the faculty to persons with special needs.

(3) The specialized department employee ensures creating an individual study plan for the student included in the System of the Study for Students with Special Needs.

(4) The staff of VSB-TUO are bound to treat the student or study applicant with specific needs in a way which reflects his/her needs to the greatest possible extent, in cooperation with the specialized department employees, or possibly personal assistants.

Article 3**Registration of students in the System of the Study for Students with Special Need**

(1) The exercise of the specific needs shall take place in accordance with Article 1 Paragraph 3 on the basis of "The Student's Application for inclusion into the System of the Study for Students with Special Needs" (Appendix 1). The applicant shall submit an application to the specialized department and s/he will provide the following documents:

- a) proof of disablement within the meaning of Section 67 of Act No. 435/2004 Coll., on employment, or
- b) proof of the invalidity of any degree within the meaning of Section 39 of Act No 155/1995Coll., on pension insurance, or
- c) a certificate of disablement of any degree within the meaning of Section 34 of Act No. 329/2011 Coll., on the provision of benefits to persons with disabilities, or
- d) proof of a specific learning disability found on the basis of the results obtained by generally agreed diagnosis of specific learning disabilities, or
- e) proof of autism spectrum disorder established by a comprehensive examination by a clinical psychologist; or
- f) a medical report on the results of the expert medical examination in the case of persons who cannot demonstrate the documents referred to above in (a) – (e), or
- g) the decision of the Association of Service Providers for Students with Special Needs at public universities (AP3SP) in those cases where, for objective reasons, the person listed below in Part 2, Article 3, Paragraphs 1–6 cannot temporarily demonstrate the documents referred to in (a) to (c), or if he/she has not been recognized as eligible to obtain these documents; however, AP3SP will confirm that the impact of his/her disability on the financial demands of the study corresponds to the requirement.

The application shall be valid for the entire period of the study in the particular degree programme.

(2) The deadline for submission of the application:

The student normally submits an application by 15 October of the calendar year. In justified cases, the application may be submitted after that date.

(3) The student included in the System of the Study for Students with Special Needs is obliged to immediately notify the specialized department employee of the change in data stated in the submitted application.

(4) The specialized department employee processes a Card of the student included in the System of the Study for Students with Special Needs (hereinafter referred to as the "SSN Student Card"), in which specifications of his/her needs is continuously recorded. Medical documentation and the opinion of the Dean of the faculty (in the case of university study programmes, the opinion of the Vice-Rector for the Study Affairs) concerning the application for inclusion in the System of the Study for Students with Special Needs become an integral part of the Student Card registered in the relevant study office.

Article 4**Admission procedure**

The admission procedure is implemented in accordance with the conditions of Admission Procedure Conditions for the particular academic year.

Article 5

The course of study

(1) The student included in the System of the Study for Students with Special Needs can submit an application for an individual study plan in accordance with the Study and Examination Regulations for Bachelor and Master Degree Programmes, and Study and Examination Regulations for Doctoral Degree Programmes of VSB-TUO.

(2) If needed, before the beginning of the teaching, the specialized department employee informs the guarantor of the study programme, the head of the department and concerned academic workers about the students included in the System of the Study for Students with Special Needs who will study in the particular study programme.

(3) If needed, the specialized department employee contacts the guarantors of the subjects and the concerned academic workers and discusses the possibilities of adapting study materials according to the individual needs of the student included in the System of the Study for Students with Special Needs.

VSB – Technical University of Ostrava

The application for inclusion in the System of the Study for Students with Special Needs

Name and surname		Faculty	
Personal number (login)		Degree programme/Field of Study	
Date of birth		Type of study	<input type="checkbox"/> Bachelor <input type="checkbox"/> Follow-up Master <input type="checkbox"/> Doctoral
Address		Form of study	<input type="checkbox"/> Full-time <input type="checkbox"/> Combined
		Year	

The list of appendices to the application form	<input type="checkbox"/> a) proof of disability within the meaning of Section 67 of Act No. 435/2004 Coll., on employment, or <input type="checkbox"/> b) proof of the invalidity of any degree within the meaning of Section 39 of Act No 155/1995Coll., on pension insurance, or <input type="checkbox"/> c) a certificate of disablement of any degree within the meaning of Section 34 of Act No. 329/2011 Coll., on the provision of benefits to persons with disabilities, or <input type="checkbox"/> d) proof of a specific learning disability found on the basis of the results obtained by generally agreed diagnosis of specific learning disabilities, or <input type="checkbox"/> e) proof of a specific learning disability found on the basis of the results obtained by generally agreed diagnosis of specific learning disabilities, or <input type="checkbox"/> f) a medical report on the results of the expert medical examination in the case of persons who cannot demonstrate the documents referred to above in a) – e), or <input type="checkbox"/> g) the decision of the Association of Service Providers for Students with Special Needs at public universities (AP3SP) in those cases where, for objective reasons, the person listed below in Part 2, Article 3, Paragraphs 1–6 cannot temporarily demonstrate the documents referred to in (a) to (c), or if he/she has not been recognized as eligible to obtain these documents; however, AP3SP will confirm that the impact of his/her disability on the financial demands of the study corresponds to the requirement.
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Handicap typology	<input type="checkbox"/> Visually impaired student (A1 / A2) <input type="checkbox"/> Student with hearing impairment (B1 / B2) <input type="checkbox"/> Physically disabled student (C1 / C2) <input type="checkbox"/> Student with specific learning disorders (D) <input type="checkbox"/> Student with an autism spectrum disorder (E) <input type="checkbox"/> Student with other difficulties (F)
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I agree that VSB-TUO as the administrator of personal data will keep and process my personal data (name, surname, birth certificate number) for the purpose of registration in the System of the Study for Students with Special Needs for the period of the study and the following two years. This information will be made available only to the authorised university staff.

By signing this document, I declare that I was properly and sufficiently informed on the processing of my personal data and that my consent is given voluntarily. I am also aware of the right of access to my own data and the right to cancel my consent.

Date	The applicant's signature	
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Records of the specialized department at VSB-TUO

The applicant meets the conditions for inclusion in the System of the Study for Students with Special Needs	YES / NO
The applicant has been included in the System of the Study for Students with Special Needs since the academic year	

Date	The signature of the person entitled	
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The list of amendments and revisions of the controlled document

Version	Date	The content of the change / review	Name and signature of the document guarantor
A	29/08/2012	The new document	Prof. Ing. Petr Noskiewič, CSC.
B	28/06/2017	Update the document – Articles 1, 3, 4, Appendix	Prof. Ing. Petr Noskiewič, CSc
C	28/07/2020	Update the document – Articles 1, 2, 3, 4, Appendix	Ing. Zdeňka Chmelíková, Ph.D.
	18/12/2025	Document revisions without change	Doc. Ing. Marek Pagáč, Ph.D.