



## **Dean's directive no. 3/2023**

### **Support for students with specific study needs at the Faculty of Veterinary Medicine of the University of Veterinary Sciences Brno**

#### **Introductory Provisions**

The directive regulates the status of applicants for studies and students with specific needs at the Faculty of Veterinary Medicine (hereinafter "FVM") of the University of Veterinary Sciences Brno (hereinafter "VETUNI") and sets out procedures and measures for equalizing opportunities to study at a university following Section 21 of Act No. 111/1998 on higher education institutions and on amendments and supplements to other acts (act on higher education institutions), as amended.

#### **PART ONE**

##### **Article 1**

##### **Definition and general principles**

- 1) An applicant for studies with specific needs (hereinafter referred to as "applicant") and student with specific needs (hereinafter referred to as "student") means a person with a sensory or motor disability, a specific learning disability, a mental illness, an autistic spectrum disorder, impaired communication skills or a chronic disease who, per this directive, demonstrates the nature of his or her disability or other handicaps in the admission procedure or studies.
- 2) The categories of applicants/students with specific needs (Annex 1) according to the rules for the provision of grants and subsidies to public universities by the Ministry of Education, Youth, and Sports (hereinafter "MŠMT") are based on an assessment of the aspects of disability or the state of health of the applicant/student relevant for studying at the university, i.e. that the decisive factor is not the medical diagnosis itself, but its actual impact on the activities related to the study of a particular study programme.
- 3) To determine the minimum competencies of an applicant/student to study in FVM study programmes and to assess his/her specific needs, the applicant/student must submit an expert opinion indicating the measures necessary to ensure the course of the admission procedure or study.



- 4) Study programmes at FVM are available for people with only certain types of Health disability/disadvantages, to maintain equal conditions, in particular concerning practical teaching, while ensuring the safety of students during their studies. Information about FVM study programmes is given in Annex 2 to this directive and in the conditions of the admission procedure for the given study programme.
- 5) FVM is obliged to take all necessary measures regulating the conditions of the admission procedure for those applicants with specific needs for whom study in the study programmes of FVM is available so that there is no disadvantage resulting from their specific needs in comparison with other applicants.
- 6) FVM is obliged to take all necessary measures regulating the conditions of study for those students with specific needs for whom study in the study programmes of FVM is available so as not to create a disadvantage resulting from their specific needs in comparison with other students.
- 7) All FVM employees are obliged to treat the student in a way that respects his/her specific needs, i.e. according to the rules of this directive.

## **PART TWO**

### **Article 2**

#### **Applicants with specific needs**

- 1) The requirements for applicants are set out in the information on the specific study programme and the conditions for admission published on the website of the university. The applicant may also request information from the FVM Admission and Study Department or the vice-dean for Education.
- 2) The applicant, who considers that has specific needs for the study, simultaneously with the application submits as an annex:
  - a) medical certificate (the form is attached to the conditions for admission)
  - b) an expert opinion with a proposal for the necessary adjustments to the admission procedure.
- 3) The Dean decides on the conditions of the student's admission procedure.
- 4) An applicant with the type/degree of disadvantage/disability listed in Annex 2 cannot be admitted to study because he/she cannot undergo compulsory practical training in laboratories, technological workshops and semi-professional workshops, stables, or compulsory practice concerning the nature and requirements of practical training and to ensure the safety of students in the FVM study programmes.

### **Article 3**

#### **Students with specific needs**

- 1) Accepted candidate with specific needs submits for enrollment to the 1st year of study:
  - a) Expert medical opinion with a proposal for the necessary study adjustments and measures.



- b) Application for inclusion in the Register of Students with Specific Needs, including the indication of the required modifications of studies (Annex 3).
- 2) If a change in the state of health and the specific needs occur in the student during his/her studies, the student is obliged to submit a confirmation of the state of health and the documents specified in para. 1. Until he/she does so, he/she will be regarded as a standard student, and any problems that arise from this will be one own's responsibility.
  - 3) The Dean decides on the modifications of the study and the proposed measures for the course of the study.
  - 4) The most common modifications to the study conditions are an extension of the examination time, a preference for the examination form, and an increased need for consultations.
  - 5) Adjustments to studies based on the dean's decision are valid from the beginning of the next semester after the date of the decision.
  - 6) Students with specific needs are responsible for fulfilling all the obligations associated with their studies. The adjustments to the study and the measures taken serve only to level the conditions for the study, not to reduce the demands on the study of the given study programme.
  - 7) The student is obliged to report the termination of the study adjustments and registration in the database of students with specific needs.
  - 8) A student with specific needs is obliged to follow the internal regulations of FVM and VETUNI.

### **PART THREE**

#### **Article 4 Organizational support and records**

- 1) The registration of a student with specific needs is initiated based on a student's request for inclusion in the database of students with specific needs and evidence of an expert opinion (according to Article 3, Paragraph 1).
- 2) The registration of a student with specific needs is terminated upon completion of studies or at the written request of the student (Annex 3).
- 3) The faculty keeps records of applicants and students with specific needs in the STAG information system and keeps documentation according to the requirements of the rules of MŠMT for the provision of contributions and subsidies to public universities. Data on students with specific needs are stored for 10 years after graduation due to a possible check from the MŠMT regarding the use of funds.
- 4) All recording and processing of data on applicants, students, and graduates with specific needs is subject to the personal data protection regime under Act No. 101/2000 Coll. on the Protection of Personal Data and Amendments to Certain Acts, as amended, and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).



- 5) Access to this information is available to the Counseling Center, the Admission and Study Department of FVM, the vice-dean for education, the dean of FVM, and the teachers of all subjects of the student's curriculum.
- 6) Any additional person informed about specific educational needs is approved only by the student. If necessary, the student agrees to provide information about the specific needs of other persons (Annex 4).

## **PART FOUR**

### **Article 5**

#### **Final Provisions**

- 1) The vice-dean for education is responsible for this directive.
- 2) This directive shall enter into force on the day of its publication.

doc. MVDr. Michal Crha, Ph.D.  
Dean of FVM VETUNI

#### **Annex:**

**Annex 1** Defining categories of applicants/students with specific needs

**Annex 2** Accessibility of FVM study programmes for applicants/students with specific needs

**Annex 3** Request for inclusion/exclusion of a student in/from the database of students with specific needs

**Annex 4** Consent to providing information about the specific needs of the student to other people



## Annex 1

### Defining categories of applicants/students with specific needs

(Rules for providing grants and subsidies to public universities by MŠMT)

- 1) A user of sight (A1) is a student whose visual defect still allows work by sight (even with text), with common document formats, including visual ones. Image editing consists in enlarging or other changes of an optical nature, there is no need to use a screen reader.
- 2) The touch/voice user (A2) is 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, resp. the document is adapted in terms of content and form.
- 3) A spoken language user (B1) is a student with a hearing impairment who prefers spoken language (i.e. most often Czech) in spoken or written form in interpersonal communication.
- 4) A sign language user (B2) is a student with a hearing impairment who prefers sign language in interpersonal communication (i.e. most often Czech sign language).
- 5) A student with a disability of the lower extremities (C1) is a student who, concerning his/her mobility disability, needs and uses other personal devices for his/her independent movement, whether they are support sticks or mechanical or electric trolleys.
- 6) A student with a disability of the upper limbs (C2) is a student who can perform with the upper limbs only to a limited extent or using special aids or modified procedures activities that are commonly associated with the study, such as taking notes with his/her hand, or. also on the keyboard, handling objects and devices that are necessary for the performance of study duties (physical books, stationery, instrumentation, etc.), resp. handling of daily necessities.
- 7) A student with specific learning disabilities (D) is a student who has dyslexia, dysgraphia, dysortography, dyscalculia, dyspraxia, etc. often simultaneously occurring attention disorders, objectively impeding in a standard way to fulfil study duties.
- 8) A student with autism spectrum disorder (E) is a student whose neurodevelopmental autism spectrum disorder, including Asperger's syndrome, objectively prevents them from fulfilling their academic duties in a standard way.
- 9) A student with other difficulties (F) refers to a student whose other psychological disorder or difficulties, including non-autistic neurodevelopmental disorders, i.e. impaired language, speech, and other communication skills or chronic somatic disease objectively prevent him/her from fulfilling his/her study duties in a standard manner.



## Annex 2

### Accessibility of FVM study programmes for applicants/students with specific needs

The following table defines the type/degree of handicap/disability that cannot be accepted.

<b>FVM study programmes</b>		<b>BSP / MSP / DSP</b>
Category	Degree of handicap/disability	
<i><b>Applicant/student with visual impairment</b></i>	A person who is visually impaired and 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 document formally and formally adapted	<b>NO</b>
<i><b>Applicant/student with hearing impairment</b></i>	A person who has a hearing disability and who, in interpersonal communication, uses sign language	<b>NO</b>
<i><b>Applicant/student with motor disabilities</b></i>	Disability of the upper limbs	<b>NO</b>
	Disability of the lower limbs	<b>NO</b>
<i><b>Applicant/student</b></i>		<b>NO, in the case of a disability listed in Annex no. 1 decrees no. 271/2012 Sb.</b>

BSP - Bachelor's degree study programme, MSP - master's degree study programme, DSP - doctoral degree study programme

### **Reasons for not accepting applicants with the above types/degrees of handicap/disability:**

A person with the above types/degrees of handicap/disability cannot undergo compulsory practical training in laboratories, technological workshops and semi-professional workshops, stables, or compulsory practice concerning the nature and requirements of practical training and to ensure the safety of students in FVM study programmes.



**Annex 3**

**APPLICATION**

Name and surname of the student:	
Study programme:	
Year:	
Contact details:	
E-mail:	
Phone:	

**Select and mark the subject of the application**

**1. inclusion in the database of students with specific needs**

I ask for inclusion in the database of students with specific needs kept in the VETUNI information system. To justify the application, I attach an expert medical opinion and on its basis, I ask for the following modifications to the study:

**2. removal from the database of students with specific needs**

I request removal from the VETUNI database of students with specific needs. To justify, I attach an expert medical opinion and on its basis, I request the termination of study adjustments.

Date

student's signature



**Annex 4**

**CONSENT**

for providing information about the specific needs of the student to other people

Name and surname of the student:	
Year:	
Contact details:	
E-mail:	
Phone:	

I, the undersigned, agree to provide information about my specific study needs to the following people:

Date

student's signature