

فناؤنڈیشن یونیورسٹی اسلام آباد

FOUNDATION UNIVERSITY ISLAMABAD



SOP - STUDENTS WITH DISABILITIES

Foundation University Islamabad

SOP - STUDENTS WITH DISABILITIES

Read in conjunction with HEC's Policy for Students with Disabilities at HEIs in Pakistan

General

1. Foundation University Islamabad was established in 2002 and since its inception the University has been providing equal opportunities to all students to acquire higher education. Different disabilities can have adverse impact on the study, work, and other aspects of life, warranting special considerations on the campuses. It is also an obligation and honor to undertake all necessary actions to enable the person with disabilities to avail opportunities for higher education at par with other students and become valuable members of the society.
2. The FUI firmly believes that no one should be denied the right to higher education. The FUI is committed to ensuring the provision of equal opportunities and facilitation for students with disabilities and to supporting its faculty and staff.

Aim

3. The aim of this SOP is to create a conducive environment at the Foundation University Islamabad (FUI) that facilitates the participation of persons with disabilities in all academic and co-curricular activities. The focus of the policy shall be on the following:
 - a. To confirm that all the policies/ obligations in a progressive/phased manner.
 - b. To recognize the University obligations to take all possible steps to enable students with disabilities to avail the opportunities available to other students
 - c. To recognize the need to accelerate the realization of rights to equality, and inclusive education, as well as to remove physical barriers, and to advocate quality educational services to the student with disabilities
 - d. To provide focused support and counseling to students with disabilities to enable them to achieve excellence in their academic and career plans

DEFINITION OF PERSONS WITH DISABILITIES

4. For this policy persons with disabilities include those who have long-term physical, mental, intellectual, or sensory impairments which during interaction with various segments of society may hinder their full and effective participation in society on an equal basis with others.

5. This policy recognizes that "disability" is an umbrella term that comprises a huge different range of impairments including physical and mental health problems, mobility difficulties, auditory and visual impairments, specific learning disabilities, and other medical conditions as well.

DECLARATION OF PERSONS WITH DISABILITIES

6. A person certified as having disability from the National/Provincial Council for the Rehabilitation of Disabled Persons or carrying a Computerized National Identity Card (CNIC) with the disability logo.

UNIVERSITY ACCESSIBILITY COMMITTEE (UAC)

7. To ensure implementation of the policy for the students with Disabilities at the FUI, the following University Accessibility Committee (UAC) has been constituted.

- a. **Chairman** : Rector, FUI
- b. **Members** :
 - GM. Coord & Dev., FUI
 - Registrar, FUI
 - Controller of Examination, FUI
 - Chairman Campuses Accessibility Implementation Committee (CAIC)
- c. **Secretary** : Deputy Registrar - III

CAMPUS ACCESSIBILITY IMPLEMENTATION COMMITTEE (CAIC)

8. The composition of the Campus Accessibility implementation Committee (CAIC) shall be as under:

- a. **Chairman** : Director Campus
- b. **Member** : GM Admn Campuses

- : Dy Controller of Exams
- : 1 x Faculty Members of the Campus
- : 1 x Student rep from Campus
- c. **Secretary** : Manager Student Affairs

SUB- COMMITTEES - CAMPUS ACCESSIBILITY IMPLEMENTATION COMMITTEE (CAIC)

9. For the smooth implementation of academic policies at FUI and to facilitate the persons with disabilities, two Sub- Committees of Campus Accessibility Implementation Committee (CAIC) have been constituted.

- a. **Screening Committee**: Prior to admission to the University, the candidate with a disability will produce documentation duly vetted from the relevant experts at FFH Rawalpindi and submit the case to the Chairman Screening Committee (SC) of the relevant Campus. The Screening Committee (SC) after convening the meeting shall further submit the case to the Campus Accessibility Implementation Committee (CAIC) for further approval:
- b. **Experts**
 - (1) Physician
 - (2) Orthopedic Surgeon
 - (3) Physiotherapist
 - (4) Psychiatrist
- c. **Composition**
 - (1). Chairman : Manager Students Affairs
 - (2) Member : Deputy Controller of Exam
 - (3) Secretary : Establishment Officer
- d. **Counseling Committee**: The CS will counsel the students with disabilities to enable them to equip them to manage the academic and extra-curricular activities effectively and to address their psychological issues. The candidate shall be further counseled by the Campus Counseling Committee

(CC). The composition of the Campus Counseling Committee (CC) shall be as under:

- (1) Chairman : Head of Department (Psychologist/ Psychiatrist)
- (2) Member : Deputy Controller of Exam
- (3) Secretary: Asst. Manager Students Affairs

RESPONSIBILITIES OF THE CAMPUS ACCESSIBILITY IMPLEMENTATION COMMITTEE (CAIC)

10. The responsibilities of the Campus Accessibility and Implementation Committee (CAIC) shall be as under:

- a. Screening and advising to help students to identify the specific academic field requirement after the recommendation of the Screening Committee (SC).
- b. Referring to the Sub-Committees for any assistance on a requirement basis
- c. Providing medical assistance (including psychiatric counseling) and nonmedical assistance such as note-takers/scribes, readers, lecture recordings, and enablers
- d. Providing laptops and wheelchairs at the institution as per requirement and policy,
access to e-library with standard textbooks in digital formats
- e. Providing access to and assistance in classrooms, libraries, laboratories, cafeterias, and sports centers.
- f. creating awareness of different disabilities and related issues, and emphasizing the need to protect and promote the rights of persons with disabilities, at the University / Campus through dedicated seminars, functioning events, discussions, workshops, and community engagement activities
- g. Arranging assessment of the extent of disability and access requirements of students with disabilities by a professional, whenever necessitated
- h. Determining access requirements of students with disabilities that enrolled in the FUI

- i. Arranging counseling by a psychiatrist for students with disabilities whenever needed, especially in situations beyond the expertise of the Accessibility Committee.
- j. Arranging and overseeing the provision of academic support, specialized equipment, and facilities for the students with disabilities.
- k. Providing advice to their institution on admission, examination, dissertations, and other affairs of the institution for improving access for students with disabilities.
- l. Advising the faculty on the policies and procedures relevant to students with disabilities.
- m. Advising on admissions, examinations, dissertations, and other affairs for improving access for students with disabilities.
- n. Advising the faculty on the policies and procedures relevant to students with disabilities.
- o. Advising the University on the implementation of the Disabled Persons (Employment and Rehabilitation Ordinance 1981 and other relevant legislation.
- p. To recommend the case of the students with disabilities to the University Accessibility Committee (UAC) for consideration and onward approval.

FOCAL PERSON FOR STUDENTS WITH DISABILITIES

11. One staff or faculty member from the Accessibility Committee will be designated by the Director Campus for persons with disabilities. The name and contact details of the Focal Person will be displayed on the University / Campus website, prospectus, brochures, and student handbook for facilitation.

FOCAL PERSON RESPONSIBILITIES

12. The responsibility of the focal person shall be as under:
 - a. To be a point of liaison between the Accessibility Committee and students with disabilities.
 - b. Advise students with disabilities interested in seeking admission at Foundation University Islamabad and make necessary coordination with the Accessibility Committees for the choice of academic disciplines.

- c. Seek and record information on access requirements of the individual student with a disability enrolled at FUI.
- d. Arrange regular meetings with students with disabilities and maintain records of interactions. This practice should be used to assess any emerging needs of the students and decide on an appropriate course of action to facilitate the students.
- e. Advise and facilitate students with disabilities in fulfilling administrative requirements of the FUI and benefiting from other services such as transport, library, career counseling, extra-curricular opportunities, etc. during their studies.
- f. Advise the students with disabilities before the commencement of each semester/academic year on their course selection and learning activities entailed.
- g. Refer students with disabilities to the Accessibility Committee for determination of their access requirements.
- h. Refer students with disabilities to the Accessibility Committee for the arrangement of psychiatric counseling; if a student requests or whenever substantial need is established.
- i. Ensure that the students' access requirements are identified and made known to relevant faculty well ahead of the commencement of classes.
- j. Arrange academic coaching for students with disabilities whenever needed.
- k. Widely communicate his/her role to students, staff, and faculty in FUI.

STUDENTS WHO BECOME DISABLED DURING STUDIES

13. The University will take all reasonable steps to ensure that a student who becomes disabled during their course has every and equal opportunity to complete their course by providing the same level of facilitation and support as to other students with disabilities screened at the start of their course through a constructive approach in relation to the interpretation of specific degree's rules and regulations.

14. The Campus Accessibility Implementation Committee (CAIC) will submit its recommendations for the provision of desired services for students with disabilities to the University Accessibility Committee (UAC) for consideration and approval.

ADMISSIONS

15. The Campus Accessibility Implementation Committee (CAIC) will be involved in admission, interviews, and entrance test processes for students with disabilities. The candidates who meet the criteria laid down by FUI for admission will produce CNIC or Form B that declares them to be a person with disability or certificate as a person with disability from the National / Provincial Council for the Rehabilitation of Disabled Persons at the time of admission. * The University allocated 2% admission quota for disabled students in such a programme in which seats are not limited.

16. The University will ensure that applicants with disability have full information about the support available so that they make an informed choice regarding the suitable place for their studies.

17. Students with disabilities will be advised to visit the University before application to assess the suitability of the premises and their surroundings and other requirements.

18. Admission application forms must include a portion through which students can convey information on their disability. They will be required to provide attested copies of the disability certificate issued for persons with disabilities from the National/Provincial Council for the Rehabilitation of Disabled Persons or a CNIC with a disability logo.

- a. The Campus concerned will clearly provide contact details of the Focal Person and information on their admission websites
- b. Applicants should be made aware that if they disclose their disability; the information provided on their application will be retained in the FUI records and made available to all involved in the admissions process and those related to with student welfare.
- c. The University will ensure that applicants declaring a disability have full information about the support available, so that they may make an informed choice regarding the suitable place for their studies.
- d. Applicants who have declared a disability on their application form will be consulted about their needs and shall be advised on how the FUI will manage their accessibility requirements.

- e. Upon admission, students with disabilities will be offered an opportunity to provide additional information and documentation about their accessibility needs.
- f. The Admission application form will include a questionnaire for students with disabilities to inform their accessibility requirements for undertaking their studies and taking the entrance exam. They will be encouraged to visit FUI.
- g. The students with disabilities can request special arrangements for entrance test or interview as per their needs. Where applicable they may be considered for similar alternate arrangements as they had for their higher secondary examinations.
- h. Other administrative arrangements such as extra time depending on student's needs, supervised breaks during the examination, use of a computer, separate invigilation, a private area to take tests with a note-taker may be made.
- i. The students with disabilities will be informed well in advance about the arrangements being provided for them to undertake the entrance exam.
- j. In some cases, students with disabilities may be exempted from a part of an examination because of a disability or difficulty. The Campus Accessibility Implementation Committee (CAIC) may decide to use an alternate assessment tool to ascertain the suitability of the student for the degree program. The Campus Accessibility Implementation Committee (CAIC) shall further report the case to the University Accessibility Committee (UAC) for onward recommendations to University Academic Council (AC). The decision of the Academic Council (AC) shall be final.
- k. In case, FUI is unable to provide appropriate facilities or make reasonable adjustments for students with disabilities to study on legitimate grounds, accordingly, the case shall be further reported to the Academic Council (AC) after the recommendations of the and University Accessibility Committee (UAC), to refuse the desired admission. The decision of the University Academic Council (AC) shall be final.

TEACHING AND LEARNING

19. The University will take all reasonable steps to ensure that all academic courses, including lab works, hospital rotations, and other special learning environments, are organized to provide the best possible opportunities for full participation by students with disabilities.

20. The courses (including placements, field trips, and other special learning environments) will be organized to offer the best possible opportunities for full participation by students with disabilities.

21. Where a student with a disability is placed at a substantial disadvantage, the University will make reasonable adjustments to help alleviate this. Reasonable adjustments will depend upon the needs and difficulties experienced by the individual student.

- a. During the orientation session and at the commencement of each course, staff and faculty will inform the students that any student who, because of a disability, may require special arrangements to meet the course requirements should contact the instructor or the Focal Person for students with disabilities as soon as possible so that requisite arrangements can be made.
- b. The instructor, focal person, and the student may mutually discuss and decide the alternate special requirements (including those needed for mid-term or final examination) at the start of the course, and share with the Accessibility Committee if their support is needed.
- c. The University will take all reasonable steps to ensure that all study components are organized to offer the best possible opportunities of participation for all students including students with disabilities.
- d. The Campus Accessibility Implementation Committee (CAIC) will be responsible for determining the students' accessibility requirements during their entire course of studies.
- e. Standards for academic credit would not be modified for students with disabilities. They may need accommodations in testing, but the content would not be changed.

- f. Pedagogical support will be provided to the students with disabilities if required.
- g. Faculty is encouraged to use textbooks that are available in an alternate format. It is not necessary to rewrite a course to accommodate students with disabilities; simply modifying the presentation of materials may make it fully accessible.
- h. Personal assistance will be provided where needed during classrooms and exam halls.
- i. If one student with a particular type of disability has difficulty with a specific task, the faculty and the focal person may not assume that the next student with the same type of disability will experience similar problems. Students with disabilities are frequently sensitive about their disabilities, so faculty, focal persons, and staff should make every effort to treat these issues sensitively and confidentially. Some examples of reasonable accommodations are:
 - j. i. Provision of copies of lecture slides or typed lecture notes. Permission to tape-record lectures or seminars
 - ii. Improvement in accessibility of lecture rooms used by students who use a wheelchair, or equipping them with an induction loop for students with a hearing impairment
 - a iii. Faculty may wear a lapel microphone (to carry the voice of the lecturer to the student using an assistive listening device) Stenographers to transcribe lectures etc.
- k. All of these accommodations take a great deal of time, so students should be informed of their course requirements, course components, and reading before the commencement of a course and advised on their accessibility requirements at the start of the course.

FINANCIAL ASSISTANCE

22. The university will provide 50% discount in admission and tuition fee*. Other concessions in fee may be determined by the University Accessibility Committee (UAC) on a need basis.

*Auth [26th Academic Council Meeting dated 4th January 2022]

EXAMINATIONS AND ASSESSMENT

23. Appropriate modes of examination and assessment will be conducted, considering the special needs of students with disabilities.

24. Alternate arrangements of assessment may be offered if needed for the students with a disability after the recommendations of the University Accessibility Committee (UAC) and approval from the Academic Council. The Campus must ensure that the academic standards will not be compromised.

25. The Campus Accessibility Implementation Committee (CAIC) will be responsible for any other additional arrangements of examination and assessment by involving the Sub-Committees for making recommendations to the University Accessibility Committee. Alternate arrangements shall be made with mutual consultation between faculty, examination branch representative, focal person, and the student to demonstrate their learning appropriately and suitably meet the criteria for progression or the conferment of an award. Extra time during the exam will be given to the student if needed after the approval of the Campus Accessibility Implementation Committee (CAIC).

ACCOMMODATION

26. Students with disabilities will be offered equal access to University accommodation/hostels, subject to availability, considering their specific needs.

27. The Campuses with no hostel facilities shall inform the candidate at the time of admission.

GRIEVANCES

28. Any grievances pertaining to disability services available at the University or mistreatment of students with disabilities shall be reported to the Campus Accessibility Implementation Committee (CAIC). If the matter, requires deliberation at a higher level shall be routed to the University Accessibility Committee (UAC) for approval.

CONVOCATION

29. The University will make every effort to ensure that students with disabilities are able to participate fully in their convocations and enjoy this day along with all their fellow graduates.

OTHER SERVICES

30. With reference to computer and lab facilities, the University will aim to ensure that in the design of official University web pages, within the limits of current technology, observes best practice as suggested by the W3C's Web Accessibility Initiative.

31. Considering the special needs of students with disabilities the physical infrastructure of the university shall be developed by observing the recommended accessibility standards advised by the Accessibility Committees in light of the International Disability Code in the Architecture planning and designing. The following steps may be taken

- a. Provision of ramp/special pathways
- b. Installation of Lifts in all multistoried buildings
- c. Well-lit corridors
- d. Designated area for parking
- e. Access and assistance in libraries, laboratories, cafeterias, and sports centers
- f. Accessibility Committee will provide advice and support to University on improving accessibility and enhancing other services for students with disabilities. These services include:
- g. Where access is currently limited in the existing buildings, provision of reasonable alternative arrangements.
- h. Arrangement of psychiatric counseling and non-medical assistance such as note-takers/scribes, readers, lecture recordings, and enablers.
- i. Specialized training on using learning aids for students with disabilities and staff/faculty, when needed.

ADVOCACY AND AWARENESS

32. 3rd December is the 'International Day of persons with disability' Foundation University Islamabad (FUI) celebrates disability day every year of 15th December by highlighting the needs and problems of the persons with disabilities. The observance of this day also aims to seek the awareness of gains to be derived from the integration of persons with disabilities in every aspect of life.

33. The University will arrange workshops and seminars to create and enhance awareness among the community about the challenges and needs of the people with disability, about their education, their vocational and recreational needs, making them independent and valuable persons for society. The university aims to focus the abilities of the persons and will use language that brings out this positive outlook.

CONCLUSION

34. This SOP will help to provide specific information about the procedures utilized by the FUI to provide tailored education and related services to students with disabilities. It will develop an understanding between the FUI students with disabilities to meet the basic requirements for developing educational and psychological interventions that promote their learning and grooming. The FUI also aims to provide a conducive environment for students with disabilities to participate in co-curricular activities.