

# COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Number: R 304

Date: 22 April 2015

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## **Rector's Ordinance for Admission of Applicants with Special Needs at the University of South Bohemia in České Budějovice**

1. In accordance with Section 21, par. 1 e) of Act no. 111/1998 Coll., On Higher Education Institutions, and other statutory standards<sup>1</sup>, applicants with special needs have the right to use the support services provided by the higher education institution within the scope defined by the MEYS methodology<sup>2</sup> within the admission procedure.
2. For this purpose, the applicants with special needs are defined as persons:
  - a) with visual impairment
  - b) with hearing impairment
  - c) with locomotor disabilities,
  - d) with specific learning disabilities
  - e) with an autistic spectrum disorder
  - f) with a mental disorder
  - g) with chronic somatic disease.
3. The aim of the support services is to tailor the organization or form of the entrance examination on the basis of the objective special requirements and needs of the applicant, while maintaining the content and criteria for its assessment value.
4. Support Services at the University of South Bohemia in České Budějovice are provided by the Support Centre for Students with Special Needs (Centre).
5. Admission procedure for an applicant with special needs:
  - a) The application form for studies where an applicant lists special needs is processed by the relevant faculty as usual.
  - b) If the applicant specifies their special needs in the application form or in its annexe, the faculty forwards the electronic application and, where appropriate, its annexe to the Centre at the earliest possible date and no later than two weeks after the deadline for applications. If there is a 2nd round of the admission procedure, additional admission procedure, etc., the

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<sup>1</sup> in particular, the Convention on the Rights of Persons with Disabilities and , the Charter of Fundamental Rights and Freedoms

<sup>2</sup> Rules for Contribution and Subsidies to Public Higher Education Institutions of the Ministry of Education, Youth and Sports, Annexe no.3 - Funding increased costs incurred by study of students with special needs

faculty sends an electronic copy of the application no later than on the deadline for applications.

- c) The Centre staff contacts applicants for study to obtain relevant evidence of disability or disadvantage and to determine its actual functional impact.
- d) The Centre staff request from the faculty (usually through the relevant Study Department) information on the date, course, form and content of the entrance examination.
- e) On the basis of the information obtained, the Centre staff elaborate an individual proposal to adapt the organization and form of the entrance examination and send it to the faculty no later than two weeks before the entrance examination, if it is a part of the admission procedure. If there is a 2nd round of the admission procedure, additional admission procedure, etc. the Centre staff send the proposal immediately.
- f) The Centre participates in the organization and conduct of the entrance examination in one of the following ways:
  - I. the centre staff draw up binding instructions for adapting the admission examination upon which the relevant faculty subsequently conducts the entrance examination,
  - II. the centre staff draw up binding instructions for adapting the admission examination and, in cooperation with the relevant faculty, prepare the necessary individualized papers (e.g. adapted assignment texts, tests, etc.)
  - III. the centre staff draw up binding instructions for adapting the admission examination and then directly participate in the preparation and implementation of the entrance examination, and its evaluation if applicable; in justified cases, the Centre staff may also invite contractual personal assistants or interpreters to facilitate the entrance examination
- g) The manner and degree of involvement of the Centre's staff in the preparation and implementation of the entrance examination are decided by a mutual agreement of the Dean of the relevant faculty, or an employee of the faculty assigned by the Dean, and the Centre authorized employee.<sup>3</sup>
- h) The faculty in cooperation with the Centre informs the special needs applicant for study about the decision to adapt the organization or form of the entrance examination.

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<sup>3</sup> Should the faculty refuse to cooperate with the Centre, fail to comply with the provisions set out in this document, fail to comply with the mandatory guidelines for adapting the entrance examination or should there be a fundamental disagreement between the faculty and the Centre regarding the manner and extent of the Centre staff involvement in the preparation and implementation of the entrance examination, which would lead to damage to the rights of the applicant, the applicant can - in accordance with the relevant legal regulations - use such misconduct as a reason for submitting a request for a review of the Dean's decision not to accept the applicant.

6. Such measure in no way affects the right of the Dean of the Faculty to decide on admission of the applicant according to the criteria set in terms of Section 49 and Section 50, par. 2 of Act no. 111/1998 Coll., On Higher Education Institutions.
7. This Ordinance repeals the Rector's Ordinance Admissions Procedure for Applicants with Special Needs at the University of South Bohemia in České Budějovice R 231 of 1 March 2013.

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Rector

Revised by: Head of Support Centre for Students with Special Needs and Vice-Rector for Student Affairs

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