



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

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Amendment No. 1 to Rector's Ordinance R 304 on the admission procedure for applicants with special needs at the University of South Bohemia in České Budějovice

Article 1 Amendments

USB Rector's Ordinance No. R 304 on the admission procedure for applicants with special needs at the University of South Bohemia in České Budějovice, issued on 22 April 2015 (hereinafter referred to as 'USB Rector's Ordinance R 304' and 'USB'), is amended as follows:

1. Article 2 reads:

'For the purposes of this ordinance, an applicant with special needs is considered to be a person who:

- a) has submitted an electronic application to study at USB and has expressed an interest in receiving support during the admission procedure by selecting or indicating the relevant option in this application;
- b) has a physical, visual or hearing impairment, specific learning disabilities, autism spectrum disorder, impaired communication skills, mental disorder, chronic somatic illness, or other health limitations affecting their studies;
- c) has substantiated their health condition with a recognised document in accordance with the methodological guidelines issued by the Ministry of Education, Youth and Sports¹ (hereinafter referred to as the 'methodological guidelines');
- d) has given USB written consent to the processing of their sensitive personal data;
- e) is registered at their own request with the Support Centre for Students with Special Needs;

¹ Annexe No. 3, Methodological guidelines for financing the increased costs of studying for students with special needs, Rules for the provision of contributions and subsidies to public higher education institutions by the Ministry of Education, Youth and Sports, always for the given year.





- f) as part of the so-called functional diagnosis, the functional impact of the documented health condition has been identified on at least some of the activities that are part of the admission procedure.

Applicants who do not meet all of the above conditions are not eligible for support.

2. Article 4 reads:

The Support Centre for Students with Special Needs (hereinafter referred to as the 'Centre') is responsible for organising, coordinating and implementing support for applicants. In providing support to applicants, the Centre is guided by methodological guidelines, internal regulations of the USB Rector and this USB Rector's Ordinance. The Centre collects only the data necessary to provide support to applicants, and personal data is processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council 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), and Act No. 110/2019. Acceptable documents proving the applicant's state of health may be collected, processed and stored at USB exclusively by the Centre's staff who are bound by confidentiality. Special categories of personal data contained therein may not be transferred or made available to third parties, with the exception of the Rector, the Vice-Rector for Student Affairs and the supervisory authority authorised by law, unless otherwise provided by a special legal regulation.

3. Article 5 reads:

'Admission procedure for applicants with special needs:

- a) Applicants shall not include or attach any documents concerning their health status to their electronic application for studies, with the exception of proof of medical fitness to study the relevant degree programme, if this is a condition for admission.
- b) If the application meets the prescribed requirements and has no other defects, applicants who have declared their interest in receiving support during the entrance examinations in the manner described above shall a message containing information on the next steps in the provision of support and a link to an electronic questionnaire in the Centre's electronic registration system (hereinafter referred to as 'ERS') will be sent by electronic mail (hereinafter referred to as 'e-mail') to the address provided in the application. The applicant must complete and submit the electronic questionnaire no later than 10 days from the date of delivery via the USB electronic information system and no later than 4 weeks before the admission examinations.



- c) Applicants who are interested in receiving support during the admission examinations must undergo functional diagnostics in order to determine the measures and services required, preferably in person at the Centre's premises, or in cases worthy of special consideration, online via video call, based on the Centre's decision. The Centre will set the date for the functional assessment, taking into account the applicant's declared availability, so that the functional assessment takes place no later than 3 weeks before the admission examinations, and will notify the applicant by email. The Centre will immediately enter the results of the functional diagnostics in the form of a list of specified measures and services and their description into the ERS and notify the applicant by email. The applicant will then either approve the specified measures and services via the ERS within three working days at the latest, or send their comments to the Centre's email address within the same period. The Centre will either accept and incorporate these comments and invite the applicant to approve the new wording in the manner described above and under the same conditions, or immediately send the applicant a rejection notice with justification via the USB electronic information system. If the applicant disagrees with the rejection, they may appeal in writing to the Vice-Rector for Student Affairs by email. This appeal does not have a suspensive effect but may be a reason to grant the applicant's request to take the admission examination on an alternative date, if the faculty has specified this option in advance. If the applicant has not responded to the specified measures and services within the above-mentioned deadlines, nor has appealed to the Vice-Rector for Student Affairs, it is assumed that they agree with the specified services and measures.
- d) The Centre shall send the output of the functional diagnosis in the form of a list of the measures and services specified and their description, approved by the applicant, to the dean of the faculty or his authorised representative by e-mail no later than two weeks before the admission examinations, and the dean shall ensure their organisation and implementation. If the dean or his authorised representative does not agree with the measures and services specified due to a conflict with the requirements for medical fitness to study or due to a reduction in the quality or objectivity of the admission examinations, he may appeal in writing to the Vice-Rector for Student Affairs within five working days at the latest.
- e) The decision to grant support to applicants with special needs, including a list of specified measures and services, is delivered to the applicant by the centre via the USB electronic information system. The measures and services specified in the decision to grant support to applicants with special needs are binding on the faculties. Support is provided to applicants in the form of measures and services defined by methodological guidelines that are appropriate for admission examinations. These include, in particular, diagnostics, personal assistance, administrative measures (organisational and administrative measures, time compensation),



interpreting services, transcription and visualisation services, and the processing of course literature.

- f) The staff of the relevant faculty implement the specified measures or cooperate with the Centre in providing support. At the same time, they have the right to consult the Centre on individual measures or services, to cooperate with the Centre in their preparation or implementation, or to obtain more detailed information from the Centre on the specifics of communication with applicants, etc., provided that this does not conflict with personal data protection legislation.

Article 2

Final provisions

1. The provisions of Ordinance R 304 that are not affected by this amendment remain valid and effective without change.
2. This amendment to Ordinance R 304 shall come into force and effect on the date of its announcement and publication in the public section of the USB website.

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Rector

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Distribution list: USB management, faculty deans, vice-deans for student affairs, heads of student affairs offices