



Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice

The Ministry of Education, Youth and Sports registered, pursuant to Section 36(2) of Act No. 111/1998, on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), on 19 February 2026 under ref. no. MSM-3238/2026-2 the Rules for the Provision of Support Measures at the University of South Bohemia in České Budějovice.

*Mgr. Vojtěch Tomášek
Director of the Higher Education*

RULES FOR THE PROVISION OF SUPPORT MEASURES AT THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

PART ONE GENERAL PROVISIONS

Article 1

Introductory provisions

1. In accordance with Section 21(5) of Act No. 111/1998, on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, and other legal regulations,¹ the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') provides students with special needs with appropriate support measures to equalise opportunities to study at a higher education institution (hereinafter referred to as 'support'), provided this does not conflict with the health requirements for studying the relevant degree programme. USB regards this support not only as its legal obligation and an important part of its social responsibility but also as one of the ways to achieve a stimulating and mutually enriching diversity within the academic community.
2. The support system for students with special needs at USB:
 - a. is based on generally binding legal regulations,
 - b. ensures that all its staff adopt an informed and respectful approach towards students with special needs,
 - c. ensures that the support provided does not lead to a lowering of academic standards.

Article 2 Equal Opportunity Centre

1. To organise, coordinate, and implement support for students with special needs, the USB Equal Opportunity Centre (hereinafter referred to as the 'Centre') has been established.
2. In its professional activities, the centre is guided by the methodological guidelines issued by the Ministry of Education, Youth and Sports (hereinafter referred to as the 'methodological guidelines'), this regulation and the relevant ordinances of the USB Rector.

PART TWO SUPPORT MEASURES FOR STUDENTS

¹ In particular, the Convention on the Rights of Persons with Disabilities, the Charter of Fundamental Rights and Freedoms, Act No. 198/2009, the Anti-Discrimination Act, and Government Regulation No. 274/2026, on standards for accreditation in higher education.

Article 3

Students with special needs

1. Special needs arise from the interaction between a student's health condition and the study environment or the requirements of the degree programme.
2. A student with special needs at USB is a student who:
 - a. has a physical, visual or hearing impairment, specific learning difficulties, an autism spectrum disorder, impaired communication skills, a mental health condition, a chronic physical illness, or any other health condition affecting their studies;
 - b. has provided evidence of their health condition in the form of a valid document as defined by the methodological guidelines;
 - c. has given USB, via the centre, written consent to the processing of special categories of personal data, and has not withdrawn that consent;
 - d. is registered with the centre at their own request;
 - e. as part of the so-called functional assessment carried out by the centre, it has been established that the documented health condition has a functional impact on at least some of the activities necessary for their studies in the given degree programme.
3. Within USB, only staff of the centre who are bound by confidentiality are authorised to collect, process and store the valid documents by which students with special needs substantiate their medical condition. The special category of personal data contained therein may not be disclosed or made available to third parties, with the exception of the USB Rector, the USB Vice-Rector for Student Affairs, and a supervisory body authorised to do so by law.

Article 4

Support for students with special needs

1. The aim of the support provided is to adapt the technical and organisational aspects of studies so that students with special needs can apply their abilities in a similar way to students without special needs, without this compromising the quality and content of the studies or leading to a reduction in academic standards.
2. Support is provided to students with special needs in the form of measures and services defined by methodological guidelines, which include, in particular, assessment, individual tuition, training in study and work strategies, personal assistance, spatial orientation, administrative measures (organisational and administrative measures, time compensation, study counselling), study assistance, interpreting services, note-taking and visualisation services, and the adaptation of study materials.
3. In addition to the Support Centre for Students with Special Needs, course lecturers and, where necessary, other academic staff or non-academic employees of USB are involved in providing support to students with special needs at USB, where the nature of the measures or services defined by the methodological guidelines so requires; these individuals are informed of the type, scope and method of implementation in the manner set out below.
4. In the event of a shortage of the centre's personnel or technical capacity, certain services may be provided by a third party.
5. The measures and services, as the outcome of the functional assessment, are determined by the centre. In cases warranting special consideration, the centre may consult the guarantor of the relevant degree programme, the guarantors or lecturers of individual courses, or other interested parties regarding the determination of measures and services.
6. The centre shall immediately enter the list of determined measures and services and their description into the centre's electronic record-keeping system (hereinafter referred to as the 'ERS') and send a report on this to the relevant student at their University email address. The student shall then either approve the specified measures and services via the ERS within 6 working days at

the latest or send their comments to the centre via their University email. The centre will either accept these, incorporate them and invite the student, in the manner and under the same conditions as above, to approve the amended list of specified measures and services, or will immediately send the student a rejection notice via their University email address, stating the reasons. If the student disagrees with the rejection, they may lodge a written appeal with the Vice-Rector for Student Affairs via their University email. If the student has not responded to the specified measures and services within the above-mentioned time limits, nor has he or she appealed to the Vice-Rector for Student Affairs, it shall be deemed that he or she agrees to the specified measures and services.

7. The specified measures and services may be amended during the course of studies in response to changes in the student's health or academic requirements, at the initiative of the student or the centre. The procedure is the same as for the initial determination of measures and services (see above).
8. The centre will provide a list of the specified measures and services and their description via the ERS before the start of teaching in the semester, or in justified cases after it has begun, to the course coordinators of the modules in which the student is enrolled and in which their special needs are evident, and also to the lecturers of these modules who are directly involved in instruction. Course coordinators or lecturers are informed about a student with special needs enrolled on a course via a University email containing a direct link to the list of specified measures and services and their description in the ERS.
9. The list of specified measures or services, or a medical certificate, may, in the interests of the student with special needs and to ensure their support, also be made available to other USB staff involved in providing support, or to the dean of the relevant faculty or their authorised representative, should they express an interest.
10. Course coordinators and lecturers shall implement the specified measures when teaching and monitoring the studies of students with special needs or shall cooperate with the Support Centre for Students with Special Needs on the implementation. At the same time, they have the right to consult the Support Centre on individual measures or services, to receive cooperation from the Support Centre in their preparation or implementation, or to obtain further information from the Support Centre regarding teaching activities or communication with students with special needs.
11. The specified measures and services are binding on course coordinators and their lecturers. In the event that a course coordinator or lecturer, despite consultation with the centre, does not agree with the implementation of measures or services due to an inadequate reduction in academic standards, failure to meet learning outcomes, etc., they may, through the dean of the relevant faculty or their authorised representative, request a review of the specified measures and services from the Vice-Rector for Student Affairs.
12. If proof of medical condition or special needs is required for another study-related purpose, the centre may issue a certificate upon the student's request; within USB, this fully replaces a medical report and similar documents.

Article 5

Conditions for support for students with special needs

1. A student who is not a student with special needs under this regulation is not entitled to support.
2. The use of support by a student with special needs is voluntary.
3. Support is provided free of charge to students with special needs.
4. Measures and services are determined, or a medical certificate is issued, on the basis of special categories of personal data; however, these must not contain such data.
5. A student with special needs is not entitled to arrange measures or services with the course coordinator or lecturer independently beyond the scope of the list provided to the lecturer.

6. If a student with special needs applies for registration at the centre during the semester, they are registered, but support is only provided from the start of the following semester. This does not apply if they can demonstrate that their special needs arose during the semester, and only in relation to the period following the granting of student with special needs status and the support that can be provided without undue effort on the part of USB.
7. The organisation of specific measures and services may be specified in organisational guidelines issued by the head of the centre for the academic year in question.

Article 6

Individual study schedule

1. The Dean may, upon the request of a student with special needs and the recommendation of the centre, extend the deadlines for fulfilling study obligations, as well as for meeting the conditions for progression to the next semester or year of studies, provided that the student does not interrupt their studies during this period. This right is exercised through an individual study schedule (hereinafter referred to as 'ISS').
2. The reasons for the centre's recommendation of an ISS may include, in particular, a temporary deterioration in health preventing attendance at lectures or sitting assessments, a temporary decline in academic performance in a specific area caused by poor health, or objective difficulties in adapting to a new environment.
3. Extensions to the deadlines for fulfilling study obligations under the ISS do not affect the maximum duration of study; however, they may constitute grounds for the dean to authorise an extension beyond the maximum duration of studies.
4. The determination of ISS may constitute grounds for a reduction or waiver of tuition fees pursuant to Section 58(3) of the Higher Education Act, in accordance with the principles set out in the Statutes of the University of South Bohemia in České Budějovice (hereinafter referred to as the 'Statutes').
5. ISS:
 - a. does not alter the conditions for fulfilling study obligations and passing individual modules;
 - b. does not confer the right to individual dates for credit tests, colloquia or examinations;
 - c. does not confer the right to change the conditions for fulfilling study obligations and passing individual courses due to timetable clashes to an extent greater than that permitted in accordance with the Study and Examination Regulations of the University of South Bohemia in České Budějovice (hereinafter referred to as the 'Study and Examination Regulations') to all USB students.
6. In his decision on the determination of ISS, the dean may specify further conditions, such as the obligation to obtain a certain number of credits within a given period, provided this does not conflict with the centre's recommendation.

PART THREE

SUPPORT MEASURES FOR APPLICANTS

Article 7

Support for applicants with special needs

1. For this purpose, applicants with special needs (hereinafter referred to as 'applicants') are considered to be persons meeting the conditions set out in Article 3(2) of this regulation.
2. The aim of the support is to individually adapt the organisation or technical arrangements of the admission examinations, where prescribed, taking into account the applicant's special needs, without this conflicting with the applicant's medical fitness for studies or compromising the quality and content of the admission examinations or their objectivity.

3. The provisions on support for students and the conditions thereof set out in Articles 4 and 5 of this regulation apply analogously to support for applicants.
4. Applicants shall declare their interest in receiving support during admission examinations in accordance with the Statutes by selecting or ticking the relevant option in the electronic application form; applicants who fail to do so are not entitled to such support.
5. Applicants shall not include or attach any documents regarding their state of health to the electronic application form, with the exception of proof of medical fitness for studies in the relevant degree programme, if this is stipulated as a condition for admission to the degree programme.
6. If the application meets the prescribed requirements and is free from other defects, an applicant who has declared an interest in receiving support during the admission examinations in the manner described above will be sent a message to the email address provided in the application form in the USB electronic information system (hereinafter 'IS/STAG') containing information on the next steps regarding the provision of support and a link to an electronic questionnaire in the ERS. Through this questionnaire, the applicant, amongst other things, informs the centre of their availability and preferences for functional diagnostics, provides detailed information on their state of health, and submits an acceptable document to substantiate this, as defined by the methodological guidelines. The applicant shall upload the acceptable proof to the form in electronic form, at a minimum as a legible plain copy of the complete source document created by scanning or photocopying. The applicant must complete and submit the electronic questionnaire without undue delay but no later than 4 weeks before the admission examinations take place.
7. An applicant wishing to receive support during the admission examinations must undergo a functional assessment to determine the measures and services required; this should preferably take place in person at the centre's premises, or, in cases warranting special consideration, online via video call, subject to the centre's decision. The applicant's online participation must allow for their unambiguous identification and must also enable real-time voice and visual communication between the applicant and the centre staff conducting the functional assessment. The date of the functional assessment shall be set by the centre, taking into account the applicant's declared availability, in such a way that the functional assessment takes place no later than 3 weeks before the admission examinations, and shall be announced to the applicant at the email address provided in their application for study in IS/STAG.
8. The centre shall immediately upload the outcome of the functional assessment, in the form of a list of prescribed measures and services and their descriptions, to the ERS and notify the applicant via the email address provided in their application for studies in IS/STAG. The applicant shall then either approve the specified measures and services via the ERS within 3 working days at the latest or send their comments to the centre's email address within the same timeframe. The centre will either accept these, incorporate them and invite the applicant, in the manner and under the same conditions as above, to approve the new version, or will immediately send a rejection notice with reasons to the applicant's email address provided in the application for study in IS/STAG. If the applicant disagrees with the rejection, they may lodge a written appeal with the Vice-Rector for Student Affairs within 15 days of the date of receipt of the rejection notice. This appeal does not have suspensive effect; it may, however, constitute grounds for granting the applicant's request to sit the admission examination on an alternative date, provided the faculty has stipulated this option in advance. If the student has not responded to the specified measures and services within the above-mentioned time limits, nor has he or she lodged an appeal with the Vice-Rector for Student Affairs, it shall be deemed that he or she agrees to the specified services and measures.
9. The centre shall forward the outcome of the functional assessment – in the form of a list of the specified measures and services and their description, approved by the applicant – to the dean of the faculty, or their authorised representative, via the ERS no later than two weeks before the admission examinations take place.

10. If the dean or his or her authorised representative disagrees with the measures and services set out on the grounds that they conflict with the requirements for medical fitness for studies, or on the grounds that they would compromise the quality or objectivity of the entrance examinations, he or she may lodge a written appeal with the Vice-Rector for Student Affairs within five working days at the latest.

**PART FOUR
SUPPORT MEASURES FOR OTHER GROUPS OF STUDENTS**

Article 8

Support measures for students during recognised parental leave, for athletes representing the Czech Republic, and for other students facing exceptional circumstances are set out in the Study and Examination Regulations.

**PART FIVE
FINAL PROVISIONS**

Article 9

Repealing provisions

The following are repealed:

- a. Rector's Ordinance No. R 303 governing support for students with special needs at the University of South Bohemia in České Budějovice;
- b. Rector's Ordinance No. R 304 on the admissions procedure for applicants with special needs at the University of South Bohemia in České Budějovice;
- c. Rector's Ordinance No. R 616, Amendment No. 1 to Rector's Ordinance No. R 304, on the admissions procedure for applicants with special needs at the University of South Bohemia in České Budějovice.

Article 10

1. These Rules for the Provision of Support Measures at the University of South Bohemia in České Budějovice were approved by the USB Academic Senate on 16 February 2026 pursuant to Section 9(1)(b)(3) of the Act.
2. These Rules for the Provision of Support Measures at the University of South Bohemia in České Budějovice shall come into force in accordance with Section 36(4) of the Act on the date of their registration by the Ministry of Education, Youth and Sports.
3. These Rules for the Provision of Support Measures at the University of South Bohemia in České Budějovice shall take effect on the date of their publication in the public section of the University's website.

prof. Ing. Pavel Kozák, Ph.D., m.p.

Rector