

# Qatar University

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<b>Document Type:</b>	President Decision
<b>Document Title:</b>	Services of the Inclusion and Special Needs Support Center
<b>Responsible Sector:</b>	University Vice President for Student Affairs
<b>Approval Date:</b>	02/08/2022
<b>Effective Date:</b>	02/08/2022

## President Decision

### Number (24) of (2022)

### Regarding Services of the Inclusion and Special Needs Support Center

<b>Related Documents:</b>	<b>Legal</b>	<a href="#">Decree-Law No. (2) of (2004) in Respect of People with Special Needs</a>
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<b>Approval of University President:</b>	<b>Date:</b> 02/08/2022
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**President Decision**  
**Number (24) of (2022)**  
**Regarding Services of the Inclusion and Special Needs Support Center**

**(This is as true as possible translation, where the Arabic version is the only official document)**

The University President:

After perusal of:

- Decree-Law No. (34) of (2004) on regulating Qatar University;
- Decree-Law No. (02) of (2004) in respect of people with special needs;
- Recommendation of the EMC issued in its session held on 31/05/2022 ;
- And in consideration of the public interest

**Purpose**

Qatar University is committed to providing a diverse and supportive academic and work environment that facilitates the process of teaching, learning, conducting research, participating in programs, activities, and university services for all students, including students with special needs. Based on the principle of equal opportunities, Qatar University is committed to providing special support to all categories of students with special needs.

This decision provides a regulatory framework for providing support and services to ensure that all students with special needs benefit from the educational opportunities through a supportive environment that values diversity, inclusion, and participation.

**Resolution**

**Article (1)**

- **Title of the Decision:** President Decision Regarding Services of the Inclusion and Special Needs Support Center.
- This decision applies to students with special needs enrolled at Qatar University and registered at the Inclusion and Special Needs Support Center.
- This decision shall come into effect from the date of its issuance.

## Article (2)

The Policy and Procedures for Special Needs for the year 2012-2013 is cancelled by the issuance of this decision.

## Chapter One: Definitions

### Article (3)

In the application of the provisions of this Decision, the following terms and phrases have the meanings ascribed to them:

- a. **University:** Qatar University (QU)
- b. **President:** President of Qatar University
- c. **Center:** Inclusion and Special Needs Support Center at Qatar University
- d. **Student with Special Needs:** Every student admitted to Qatar University who suffers from a permanent total or partial disability in any of the senses or in his physical ability or his psychological or mental ability to such an extent that his opportunity to learn or to undergo rehabilitation or earn a living is limited.
- e. **Assistive Technology:** Any information and communication technology, products, devices or related services that are used for the purpose of enhancing or improving the academic performance of students with special needs.
- f. **Academic Support:** Reasonable inclusive and equitable academic support provided to students with special needs to reduce challenges that limit students' participation and engagement in the learning process in order to ensure equal educational opportunities with other students.
- g. **Documentation of disability:** All supporting documents and medical reports submitted to the center must be approved by a governmental entity.
- h. **Accompanier/ Accompaniers:** Students registered at the Students Employment Program, who are enrolled to work in the center and are qualified to perform a task assigned to the center, such as accompanying students in exams or lectures.
- i. **College Coordinator:** The employee assigned to tasks by the college or department to follow-up and coordinate between the faculty and the center.
- j. **Governmental Entity:** Hospitals and medical centers affiliated to the Ministry of Public Health or certified by the medical office at the Qatari Embassy abroad.

- k. **Recent Medical Report:** A medical document approved by doctors. The date of issuance of the document submitted by a government entity must not exceed one year.
- l. **Qatar Society Card:** The card issued by the Qatar Society for the Rehabilitation of individuals with Special Needs in Qatar.
- m. **Academic Support Document:** The official document issued by the center and sealed with the center's stamp, and contains the type of academic support services provided based on the student's condition and the evaluation by the center's special needs specialist.
- n. **Special Needs Specialist:** The employee at the center who interviews and determines the appropriate academic support needs for the student, as well as follows up and provides reasonable support without discrimination.
- o. **Assistive Technology Specialist:** The employee in the center who evaluates and trains the student on the technology solutions available in the center.
- p. **Disability:** restrictions on activity and participation. It leads to a person's inability to obtain self-sufficiency, warranting the need for an aid to help in overcoming the disability. It is divided into two types: permanent disability (expected to last for life), and temporary disability (curable).
- q. **Transportation Department:** The department responsible for transportation and movement between the campus buildings, which students with special needs require to move around the university.
- r. **Registered Person:** The person who was identified by the student (in the application for joining the center by registering the person's name and number), to communicate with in cases of emergency or when the student does not respond to the center's calls.

## Chapter Two: Student Responsibilities and Duties

### Registration

#### Article (4)

A student with special needs at any stage during his university life has the right to register at the center and benefit from the academic support services it provides.

### **Article (5)**

The course instructor may refer a student with special needs to the center in case the student needs academic support.

### **Article (6)**

Students with special needs may register at the center, benefit from its services, and obtain academic support during the academic year, after the completion of:

- a. Submitting a recent medical report issued by an authorized governmental entity, or showing the Qatar Society card;
- b. Filling out the application to join the Center;
- c. Conducting a personal interview with a special needs specialist.

## **Academic Support**

### **Article (7)**

The student must submit the updated academic support document at the beginning of each semester to the faculty members teaching the courses registered by the student.

### **Article (8)**

The student has the right to continue to be registered in the center as a student with special needs and to update the academic support document after conducting a formal meeting with a special needs specialist at the center, updating the academic support document, and submitting all required documents prior the start of the semester in which the student is seeking to benefit from the center's services.

### **Article (9)**

The student must inform the center in case the student needs to change the type of academic support provided, in order to make the necessary arrangements to provide the academic support requested.

### **Article (10)**

The student must inform the center in case of any development in his/her health status that may require updating the services provided.

### **Article (11)**

The student registered in the center is obligated to inform the center in case of his/her withdrawal from the University, a course in which he/she is registered, or from the semester.

## **Assistive Technology**

### **Article (12)**

The student registered in the center has the right to benefit from assistive technology devices and programs if they are available and appropriate for his/her type of disability, after meeting the assistive technology specialist and completing the assessment and training required.

### **Article (13)**

The student must send the course assigned materials to the center to convert them into a readable form at the beginning of the semester or no less than 5 working days before the exam period.

## **Arranging Exams**

### **Article (14)**

The student must inform the center of the dates of the semester exams or short exams within a period of no less than 5 working days. As for the final exams, the student must inform the center of the final exam date within 5 working days after the exam date has been officially announced on the Banner System. All communications related to exam dates must be conducted via the e-mail designated for exams by the center, and must include the full details of the courses and exams in question.

### **Article (15)**

The eligible student is granted additional time to complete the exam based on prior arrangement and coordination between the student and the course instructor as outlined by the student's academic support document.

### **Article (16)**

The student may not arrange with the accompanier to carry out any kind of services without prior coordination with, and approval of, the center.

## **Transportation and Parking Service for People with Special Needs**

### **Article (17)**

The student must communicate with the special needs specialist at the center to submit a request for parking services along with the required supporting medical report.

### **Article (18)**

The student must abide by the agreed upon transportation service times in advance with the Transportation Department. In the event that the student is unable to use transportation at the specified times, he/she must contact the Transportation Department to determine the new times to provide transportation for him/her.

## **Chapter Three: Responsibilities and Duties of Faculty Members and Administrative Staff in Colleges**

### **Article (19)**

Faculty members and administrative staff in the colleges must abide by the confidentiality of the student's case, must not disclose information about the support delivered to the student with special needs, and must not identify him/her as a person with special needs to anyone outside the scope of the procedures for providing services to the student.

### **Article (20)**

The faculty member must inform the college coordinator of the presence of a student with special needs registered with him/her in the course in case the student is eligible for support services in exams.

### **Article (21)**

The faculty member must provide electronic copies of the assigned course materials in (Microsoft Word) or (Microsoft PowerPoint) formats if requested by the center, so that the center converts them into accessible formats for students with special needs.

#### **Article (22)**

The faculty member must provide an electronic copy of the exam if assistive technology exam format is required for the student.

#### **Article (23)**

The faculty member or the college coordinator must provide a separate exam room with an invigilator for the examination of the student with special needs if this is stated in the academic support document provided to the student.

#### **Article (24)**

In the event that there is more than one exam for a student with special needs in the same day , and if his/her disability affects the preparation and review needed as attested by special needs specialist in the center, the course instructors must cooperate in postponing one of the exams. The request for such arrangement must be based on official communication directly between the center and the faculty.

#### **Article (25)**

Faculty members or college coordinators must share the names of the companions of students with special needs sent by the center to the examination invigilators and verify their identities before the start of exams.

#### **Article (26)**

If there is an accompanier with the student during the exam, the college coordinator must ensure to provide him/her with an appropriate place.

### **Chapter Four: Responsibilities and Duties of the University Administrative Staff**

#### **Article (27)**

Transportation service is available for students with special needs who are eligible for the service according to the schedule sent by the student, through joint coordination between the center and the Transportation Department.



### **Article (28)**

The classrooms for students with special needs are changed in the case of the existence of an obstacle preventing the student from reaching the classroom in coordination between the center and the Schedule Section at the University.

## **Chapter Five: Responsibilities and Duties of the Center**

### **Article (29)**

The Center issues the academic support document within 5 working days from the date of completing all registration requirements at the Center, and the validity period must be specified precisely.

### **Article (30)**

The status of students with special needs enrolled in the center is periodically updated in terms of eligibility for receiving the center's services based on their health condition and after the approval of the special needs specialists contingent on providing the following:

- a. A recent medical report (each semester) for injuries and temporary disabilities; .
- b. A medical report (annually) for mental illness;
- c. A medical report (once) when registering at the center for chronic diseases and permanent disabilities, or who holds a Qatar Society card.

### **Article (31)**

The center does not provide assistance in completing course assignments or conducting projects and research. In case of need for such services, the special needs specialist can refer the student with special needs to other University centers such as Student Support, Academic Oasis, Psychological Counseling and others, after the written approval of the student or his/her guardian.

### **Article (32)**

The center is prohibited from requesting a faculty member to amend the student's grades, attendance record, or interfere in the formulation of exam questions.

### **Article (33)**

The special needs specialist has the right to communicate with the registered person who was listed by the student in the application in the event that the student does not respond to emails or calls from the center.

## **Chapter Six: Complaints**

### **Article (34)**

Complaints related to the center's services are addressed in accordance with the University's Student Complaints Policy.

## **Chapter Seven: Confidentiality and Data Privacy Protection**

### **Article (35)**

The center is committed to maintaining the confidentiality of the data of students with special needs in accordance with the Data Privacy Instructions at Qatar University.

### **Article (36)**

It is prohibited to diminish the special needs student's scientific certificate or to reference any note in the student's certificate that indicates his/her disability or the special needs services provided to him/her in the case of his registration and use of the services provided by the center.

### **Article (37)**

The center is obligated to keep the data of students with special needs in accordance with the Data Privacy Instructions at Qatar University.

### **Article (38)**

This decision shall come into force from the date of its issuance, and all relevant authorities shall implement this decision, each within its jurisdiction, and all that contradicts its content shall be cancelled.

**Dr. Hassan Rashid Al-Derham**  
**President of Qatar University**