

# **DISABILITY ACCOMODATION POLICY**

**Prishtinë, 2024**

---

## 1. Introduction

The purpose of this Policy is to ensure that UNI - Universum International College provides equitable access to education and campus life for all students with disabilities. This Policy reaffirms the College's commitment to creating an inclusive academic environment that respects the dignity, rights, and potential of every student. It establishes the principles and procedures for requesting, assessing, and implementing reasonable accommodations for students with physical, sensory, mental, or learning disabilities.

## 2. Legal and Policy Framework

This Policy is based on the following legislation and international standards:

- **Law No. 05/L-021 on Protection from Discrimination (Republic of Kosovo) (Official Gazette of Republic of Kosovo)**
- **Law No. 04/L-037 on Higher Education in Kosovo (Official Gazette of Republic of Kosovo)**
- **UN Convention on the Rights of Persons with Disabilities (2006)**

UNI - Universum International College complies fully with these provisions to guarantee that no student is excluded or disadvantaged on the basis of disability.

## 3. Scope

This Policy applies to:

All students enrolled in undergraduate, graduate, or professional programs at Universum College;

- Applicants with disabilities during the admission process;
- Faculty and administrative staff involved in teaching, assessment, or student support.
- Freedom to express professional opinions about the institution or society.

## 4. Definition

A disability is defined as a **long-term physical, sensory, intellectual, or mental impairment** that, in interaction with barriers, may hinder an individual's full and effective participation in academic and campus life on an equal basis with others.

## **5. Policy Statement**

UNI - Universum International College is committed to:

1. Ensuring equal access to all academic programs, services, and facilities.
2. Providing reasonable accommodations to support full participation of students with disabilities.
3. Fostering a culture of inclusion, respect, and awareness across the institution.
4. Maintaining confidentiality and dignity in all accommodation processes.
5. Regularly reviewing accessibility standards to ensure continuous improvement.

## **6. Roles and Responsibilities**

### **Wellbeing Office**

- Serves as the central contact point for students with disabilities.
- Receives and reviews accommodation requests.
- Coordinates with academic departments to implement approved accommodations.
- Ensures confidentiality and provides guidance on inclusive practices.

### **Faculty Departments**

- Adjust teaching, assessment, and learning environments as needed.
- Cooperate with the Wellbeing Office to implement accommodations promptly.

### **Students**

- Are responsible for disclosing their disability to the Wellbeing Office and providing supporting documentation (medical or professional report).
- Must engage in dialogue about accommodation options to ensure effective support.

## **7. Reasonable Accommodation Procedures**

- **Request Submission:** Students submit a written request to the Wellbeing Office, accompanied by relevant documentation.

- **Assessment:** The Wellbeing Office reviews the request and consults academic staff where necessary.
- **Decision:** A decision is made within **15 working days**, ensuring fairness and confidentiality.
- **Implementation:** The agreed accommodation plan is shared with relevant staff and reviewed periodically.
- **Appeal:** If a student disagrees with a decision, they may appeal to the **Academic Integrity Committee** within 10 working days.

## 8. Types of Accommodation

Depending on individual needs, accommodations may include:

- Extended time for exams or alternative assessment formats
- Accessible classrooms or seating arrangements
- Assistive technologies or learning materials in accessible formats
- Note-taking
- Flexibility in attendance for medical or therapeutic reasons
- Priority access to campus facilities

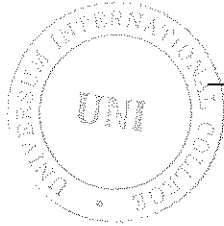
**In all cases a Tutor will be assigned. The profile of the Tutor/s will depend on the needs of the students.**

## 9. Confidentiality and Data Protection

- All information shared in relation to disability and accommodation requests is confidential.
- The Wellbeing Office ensures compliance with **Law No. 06/L-082 on Personal Data Protection**.
- Information will not be disclosed to third parties without the student's explicit consent, except where required by law or for safety reasons.

## 10. Approval and Implementation

This Policy is effective as of April 2024 and remains in force until further revision. It will be disseminated to all faculty, researchers, and students as part of Universum College's commitment to transparency and academic integrity and shall remain valid until revised or replaced.



A handwritten signature in black ink, appearing to read "Isabel Salvat", is written over a horizontal line.

**Prof. Dr. Isabel Salvat**

*Vice President for Academic Affairs & Dean*

*Chair of the Academic Council*