

Assistance for Students with Disabilities at UCJC

PREAMBLE

The Camilo José Cela University is an institution with an action policy that has always aimed to make its teaching activity available to everyone who has an interest in furthering their education and becoming great professional experts in their fields. In this regard, with the purpose of covering the educational and personal needs of all its students, it has an Assistance Service for Students with Disabilities (SAED) in place.

The main objective of this service is to ensure the inclusion and equal opportunities of students who have any type of disability. This service also aims to raise awareness and spread knowledge of this topic among all members of the university community.

In order to develop SAED, the university signed a collaboration agreement in 2011 with the ONCE Foundation for the Cooperation and Social Inclusion of Persons with Disabilities. This agreement means that the university can rely on the support and supervision of this entity when implementing all policies related to the field of disability.

CHAPTER I. GENERAL PROVISIONS

Article 1. Purpose

The purpose of this regulation is to regulate the actions carried out at UCJC with students with disabilities, in order to guarantee equal opportunities within this educational stage, as well as to establish the actions that the Assistance Service for Students with Disabilities (SAED) carries out.

Article 2. Scope of application

The following students will be considered to have disabilities or special educational needs:

- In accordance with the provisions of Article 1.2 of Law 51/2003, of 2 December, on equal opportunities, non-discrimination and universal accessibility for persons with disabilities, persons with disabilities shall be considered as those who have been recognised with a degree of disability equal to or greater than 33%.
- The following students shall be considered to be affected by a disability of 33% or more:
 - a) Social Security pensioners who have a permanent disability pension recognised under the degree of total, absolute or major disability.
 - b) Retired Civil Servant pensioners who have a retirement pension which has been recognised for permanent disability for the purposes of the service, or uselessness.

In addition to meeting any of these conditions that accredit their disability, this regulation will be applied to those students who are enrolled in official Bachelor's, Master's and Doctoral degrees, as well as those who join UCJC, through the mobility programmes or other international programmes.

CHAPTER II. SUPPORT ACTIONS FOR STUDENTS WITH DISABILITIES

The Camilo José Cela University's Assistance Service for Students with Disabilities is responsible for assisting and guiding students with disabilities, who are enrolled or wish to join the university.

Article 3. Methods of action and adaptation

Once they have contacted the university, students with disabilities will be referred to SAED. Comprised by: the university's Social Commitment management department, the SAED coordinator and the expert coordinator of the corresponding Faculty.

The SAED, together with the Faculty coordinator and the admissions department will invite the student for an interview, in order to assess the adaptations and needs that may be required.

- Curricular adaptations, support companions, adaptation of the study desk.

- Modification of the allocation of classrooms, if necessary, for the adaptation of the student's study desk.
- Adaptations of the assessment processes established in the different subjects.
- Modification of exam dates and/or duration thereof, based on the specific needs of the student.
- Adaptations in access to information and communication, within UCJC.
- Management of the personal requests that the student makes.
- Have the necessary adaptations or exemptions in the test to accredit B-1, B-2 Level or any other academic certification in a foreign language. Each process shall be carried out individually, following certain criteria:
 - Special examination models will be developed.
 - Times will be adapted for the completion of assessment tests.
 - Students with disabilities will be provided with the material means and technical aids they need for the execution of assessment tasks.

Article 4. Action protocol

The SAED, if necessary, will request the reports on previous adaptations from the student and contact their centre of origin with their consent, in order to be aware of the adaptations that were carried out during their previous studies.

The performance of curricular adaptations for students with disabilities will be coordinated with the teaching staff so as to provide the best technical advice possible.

Students with disabilities may contact the SAED to request the assessment of resources and the support they may need.

Article 5. Activities to raise awareness

The Assistance Service for Students with Disabilities will organise annual activities to raise awareness in which different members of the university community will participate. The purpose of these is to raise awareness and educate on the situation faced by this group.

Article 6. Data protection

The SAED at the Camilo José Cela University guarantees that all personal data is kept confidential. This data is strictly used for purposes of public law, in accordance with Organic Law 15/1999, 13 December, on Personal Data Protection.

Article 7. Scholarships and Grants

The scholarships and grants offered exclusively by the university include scholarships for students with disabilities. These scholarships are intended to ensure equal opportunities for this collective, and to financially support these students in their access to university studies.

The grants are distributed based on the degree of disability presented by the student. All students with a legally recognised disability who submit documentation within the established period can benefit from them. The percentage of the grants will be adjusted in line with the review carried out each academic year on the scholarships and grants offered.

The established scholarships range from a 15% discount on enrolment and enrolled credits, for students who present a degree of between 33% and 49%, and 25% for those who accredit having a degree of disability greater than 50%.

CHAPTER IV. Accessibility

The university will ensure compliance with current regulations on universal accessibility, making the necessary changes to remove architectural barriers in their facilities.

Each campus includes a number of parking spaces, which are reserved for people with disabilities, to facilitate the internal mobility of this collective. These places are duly marked and the vehicles used require certification, located in a visible place, issued by a competent institution.