**Regulations of Services for Students with Disabilities at Al al-Bayt University**

**Issued by Deans’ Council Resolution No. (712/2021/2022) on 5/July/2022 under the provisions of Article (16 B) of the Jordanian Universities Law No. (73) of 2019**.

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**Article (1)**: These regulations shall be called (Regulations of Services for Students with Disabilities at Al al-Bayt University of 2022) and shall become effective as of the date of approval.

**Article (2)**: Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the designated meanings herein:

University: Al al-Bayt University

President: University President

Deanship: Deanship of Student Affairs

Department: Department of Student Guidance

Division: Division of the Affairs of Students with Disabilities

Dean: Dean of Student Affairs

Person with Disability: A person with a disability is any person who has a long-term physical, sensory, mental, psychological or neurological impairment that limitsperforming one of the major life activities, rights, or basic freedoms independently.

Inclusive Design for Learning: It is a framework that provides flexibility in the presentation of the content, and the ways students respond or demonstrate knowledge and skills, reduces barriers in terms of explanation and provides appropriate academic support for all students, including students with disabilities.

Accessibility: Preparing buildings, halls, roads, facilities, corridors and other places available to students, and aligning them in accordance with the codes of building requirements for persons with disabilities issued under the provisions of the Jordanian National Building Law and any special standards issued or approved by the Council.

Discrimination on the Basis of Disability: Any limitation based on disability for any of the rights and freedoms stipulated in the Jordanian Constitution or the Law on the Rights of Persons with Disabilities No. 20 of 2017 or in any other law, or restriction, exclusion, nullification or denial, directly or indirectly, or refusal to make reasonable accommodation arrangements.

Reasonable Accommodation Arrangements: Modifying environmental conditions in terms of time and place to enable a person with disability to exercise one of the rights or freedoms or achieve access to one of the services on the basis of justice with others.

**Article (3):**

1. A division shall be established in the Educational Guidance Department in the Deanship of Student Affairs, called the Division of Services for Students with Disabilities, and it shall be administratively linked to the director of the department.
2. The division shall have a head and a number of specialized employees who are assigned by the President and upon the recommendation of the Dean.

**Article (4):** The Division shall assume the following powers:

1. Including the education requirements of students with disabilities in university policies, strategies, plans and programs.
2. Providing an integrated university educational environment for students with disabilities to fully enjoy their right to education and knowledge.
3. Providing reasonable accommodation, accessible forms, accessibility and human assistance necessary to guarantee the rights of students with disabilities.
4. Providing inclusive design for learning, taking into account the individual differences of all students, and accessing all university programs, services and facilities.
5. Providing the necessary support for students with disabilities to acquire the necessary study skills, and to make optimal use of assistive technology.
6. Studying the needs of students with disabilities.
7. Preparing annual statistics on the number of students with disabilities.
8. Carrying out campaigns to raise awareness of the needs of students with disabilities targeting the teaching and administrative staff, and students.
9. Including the standards of education for students with disabilities within the standards of the quality of education.
10. Designing training programs for faculty members on the skills of dealing with students with disabilities.
11. Providing a system for students with disabilities through which they can complain about the services provided to them.
12. Including students with disabilities in the university's emergency, first aid and evacuation plans and providing relevant information in accessible forms.
13. Providing an ethical charter to deal confidentially with information related to students with disabilities, and not disclose this information to any other parties except after written approval.
14. Providing all university forms in accessible formats for students with disabilities.
15. Including student admission forms with questions to identify students with disabilities.
16. Applying web content accessibility guidelines.
17. Developing an electronic checklist of the university's activities to show the extent to which students with disabilities are integrated into it.
18. Continuous review of services and programs for students with disabilities to ensure their effectiveness.
19. Cooperating with all official and non-official bodies concerned with students with disabilities.
20. Incorporating the various sports practiced by persons with disabilities in the university’s sports activities, and providing them in suitable forms that achieve their full integration in them.
21. Establishing a psychological counseling team with the aim of integrating the student with the university community, raising psychological awareness, and highlighting the role of the Student Guidance Department.
22. Holding training courses to build the capabilities of students with disabilities, each according to his field and needs.
23. Providing psychological support programs for students with disabilities.

**Article (5)**: These regulationsshall provide various services to university students with disabilities of different categories, which were approved by the Ministry of Higher Education in Resolution No. 388 in Session No. 20/2006, which includes applications for study in postgraduate programs for students with disabilities shall not be excluded and shall be treated according to the regulations applicable to postgraduate programs. Al al-Bayt University is committed to international agreements, applicable laws in this regard, and decisions of the Higher Education Council and the Higher Council for the Rights of Persons with Disabilities.

The following are the approved types and reports of disabilities according to the classification of the Unified Admission Coordination Committee at the Ministry of Higher Education:

The medical report issued by government hospitals, university hospitals, royal medical services, and centers for diagnosing disabilities shall comply with the following conditions:

1. Visual disability: Visual acuity (6/21) or less depends on the best eye and/or that the visual field does not exceed (20) degrees in the best eye with the best possible correction, provided that the medical report includes visual acuity, field and the permanence of the disability.
2. Hearing disability: The level of hearing loss is (55) or (35) decibels or more in both ears with the use of hearing aids after medical and surgical treatment if necessary) provided that the hearing threshold is calculated from the vibrations (500-1000-2000-4000) Hertz. The medical report must be issued by an audiologist, and certified by a specialist of ear, nose and throat.
3. Mobility disability The nature and degree of movement/physical disabilities subject to these arrangements shall be determined in accordance with the standards, provisions, and conditions issued by the specialized medical committee formed by the Minister of Higher Education and Scientific Research, in accordance with the applicable rules and regulations. In all cases, these disabilities, regardless of their nature and degree, shall be subject to the definition of disability contained in the Rights of Persons with Disabilities Law No. 20 of 2017.
4. Short stature: adopting a height of 131 cm or less for males and 121 cm or less for females.
5. Psychological disability: psychological disability (schizophrenia, paranoid schizophrenia, paranoid psychosis, bipolar disorder) shall be determined by a medical report issued by the National Center for Mental Health in the capital Amman.
6. Multiple disability: It includes more than one disability, such as movement and hearing, for example.
7. Other disabilities: such as intellectual disabilities or autism spectrum disorder, specific learning difficulties including dyslexia, difficulty coordinating limb movements, difficulty dealing with numbers and calculations, attention deficit disorder, or epilepsy patients, according to an approved diagnostic medical report stating these cases.

**Article (6)**: The university shall abide by the decision of the Higher Education Council No. 356 in its session No. 19/2006, which includes (approving the admission of Jordanian students with disabilities, as a bridge to public and private Jordanian universities, and excluding them from the condition of linking the comprehensive exam rate (with a minimum of 65%) with the average of the high school certificate, provided that a medical document issued by the Diagnostic Center of Disabilities of the Ministry of Health is presented. This document shall indicatethat the disability is the reason for the student’s low educational achievement, and that the percentage of disability is not less than 30%.

**Article (7)**: In order to achieve the objectives stipulated in Article (5) of these regulations, the Division, in coordination with the department and follow-up from the Deanship, follows up on the services of students with disabilities throughout the university, as follows:

**First: Academic Affairs**:

1. Students with disabilities, who have completed high school, shall be admitteddirectly at the university through a registrar to be determined in coordination between the Admission and Registration Department and the Deanship of Student Affairs, and in coordination with the deans and heads of the concerned departments. The responsible employee from the Division of Students with Disabilities shall follow up on all procedures and take the appropriate action to enable as much assistance as possible for the student with disabilities, provided that he brings a medical document issued by the relevant committees.
2. Students with disabilities shall be admitted as a bridge to Jordanian universities, in accordance with the general policy for accepting students with an intermediate university degree in Jordanian universities.
3. Students with visual or hearing disabilities shall be exempted from the TOEFL exam to complete higher studies in accordance with the decisions issued in this regard.
4. Students with visual disability have the right to submit a request for equalizing practical courses that they cannot take inside or outside the university with other courses to the head of the concerned department, and according to the general policy, provided that the courses submitted by the application do not conflict with the regulationsof granting a bachelor’s degree at Al al-Bayt University.
5. The exam time for students with disabilities shall be increased and by a decision of the Deans’ Council by 50% of the exam time.
6. Students with disabilities shall beconsidered at the time of submitting reports and homework, class work and in coordination with the courseinstructor.
7. The conditions of the environment and the infrastructure in which the examination is held shall be taken into account in line with the conditions of students with disabilities and a calm environment during the examination shall be provided.
8. Spelling or grammatical errors shall not be counted unless they are directly assessed as an essential part of the curriculum.
9. The examination arrangement system shall be adapted so that long exams are divided into stages.
10. Assistance from the Student Employment Program at the Deanship of Student Affairs, or from whomever the department determines among the administrators, and in coordination with the Deanship of Student Affairs, shall be provided to assist students with visual disabilities in answering essay questions and converting them to oral, provided that the assigned employee is qualified and has evidence of the ability to deal with students with disabilities.
11. Students with visual disability and poor sight shall be allowed to make an audio recording of the courses, through their mobile phones, or make a video recording of the lectures, in the event that there is material displayed by a computer data show, provided that a pledge to use the audio recording or photography for scientific purposes only shall be attached.
12. The Deanship of Student Affairs, in coordination with the Admission and Registration Department, shall assist students with disabilities in arranging their study schedules through the early registration of courses.

**Second: E-learning:**

1. The Deanship, in coordination with the E-Learning Center at the university, shall take into consideration in its regulations what guarantees the rights of students with disabilities and provide them with services.
2. Special halls for holding exams determined by the E-Learning Center, and in coordination with the Deanship shall be provided for students with disabilities, so that the assistive technology and appropriate service programs are available at a minimum, such as:
3. JAWS (Windows screen reader)
4. Kurzweil 3000 (text-to-speech software that supports Windows or Mac)
5. Dragon Natural Speech (Speech-to-text software with voice recognition capability, supports Windows or Mac OS)
6. Zoom text (Windows screen magnification software)

**Third: Services provided by the Deanship of Student Affairs:**

1. guidance, educational and psychological support for students with disabilities.
2. information about students with disabilities on the Deanship’s website.
3. directingpart of the student employment program to provide the required support for students with disabilities, by providing students to help them in coordination with their departments and faculties, as well as employing these students as much as possible, provided that these actions do not conflict with the policy of the student employment program.
4. support and assistance to students with disabilities from the staff of the Division or qualified students from the employment program after professional rehabilitation to provide the following services:
5. assistance to facilitate movement around the campus.
6. assistance for taking notes in lectures.
7. assistance in reviewing written reports and their errors.
8. assistance for the use of libraries.
9. study skills support, including writing notes in lectures, library research, and other projects
10. publishing the services provided to students on the Deanship’s website on a permanent basis, and on the university’s website at the beginning of each semester, in a clear and visual way, so that the student can submit the service request electronically or on paper.
11. an illustration showing the places for people with disabilities and where the services are available.
12. publishing the official procedures for requesting assistance services and the time period of providing and responding to the service, includinga report on the quality of the service in its annual report, such as a student satisfaction survey and the policies and procedures provided to these students.
13. reservations for sports halls as well as recreational activities and exhibitions for students with disabilities.
14. induction programs for new students with disabilities.
15. courses related to sign language, Braille, speaking computer, the art of movement (white cane) and mobility (if needed) in cooperation with the Center for Consultation, Training and Capacity Buildingat the university and the Higher Council for the Rights of Persons with Disabilities.
16. inclusion ofservices for students with disabilities in the student handbook.
17. offeringspecial prizes to people with disabilities at the graduation ceremony.
18. inclusion of special regulations for students with disabilities in the regulations of those administrative unitsto ensure providing the service in coordination with all the administrative units at the university concerned with providing services to students.
19. a free scanner service within the Educational Guidance Department for students with disabilities to be used in preparing academic materials and under the supervision of the Division employee.

**Fourth: the library shall provide the following:**

1. books, periodicals, pamphlets and other publications in accessible formats.
2. adapting the minimum number of computers for compatibility with the visually impaired and the visually impaired.
3. audio databases for researchers with visual disabilities.
4. the minimum number of specialized books in Braille for the visually impaired, in accordance with the recommendations of the concerned department.
5. electronic reading programs for the visually impaired.
6. academic materials for students with visual impairments printed in Braille.

**Article (8)**: The initial procedures to request the service include the following:

1. Communicating with the Educational Guidance Department electronically or in written in order to conduct an interview and open a special record for the students in the Division.
2. Completing the necessary data and documents, including:
* Eligibility report of the applicant (issued by the Ministry of Health or an official governmental institution).
* Request for services for students with disabilities.
1. The Division's work team shall review the submitted documents to determine the student's eligibility for obtaining related equipment and services.
2. The student with disabilityshall follow up with the Division to carry out the necessary preparations electronically or in person.
3. Students with disabilities shall submit a list of the required preparations and a recommendation from a qualified specialist approved by the university or an official governmental institution.
4. The Division shall inform the faculty to which the student is affiliated with his health condition and the extent of the need to adhere to the regulations for students with disabilities.

**Article (9)**: General Regulations:

1. The university shall include the rights of people with disabilities and ways of integrating them into university lifein university curricula and study plans.
2. The university shall provide all the necessary learning means and resources to ensure that students with disabilities have an educational process without obstacles.
3. The university shall manage internal transportation by giving students with disabilities priority in using the vehicle, and a sign for people with disabilities is placed on the seats designated for them at the entrance to the vehicle.
4. The university shall rehabilitate the university's infrastructure to receive persons with disabilities, by providing corridors, elevators, health facilities, ramps, and parking spaces and referring to them with relevant explanatory signs.
5. The university shall allow students with mobility disabilities the ability to enter in their own cars and with special permits granted to them in coordination between the Deanship of Student Affairs and the University Security Department, and within special instructions regulating the granting of this permit.
6. Students with disabilities are entitled to receive special academic equipment according to the special needs of each student. The needs of some students shall be determined by the Educational Guidance Department, in coordination with the deans of the concerned faculties as much as possible, and with the relevant authorities. Students whose disability was previously determined and diagnosed medically shall submit the correct documents necessary to ensure that they have access to the facilities and equipment authorized to them under the Law on the Rights of Persons with Disabilities, and the relevant decisions issued by the Ministry of Higher Education. In the event of lack of the necessary official documents, students shall be referred to specialized organizations to conduct the relevant assessment and diagnosis and provide the required academic equipment. Finally, requests for students with disabilities to obtain academic equipment and services are sent to the president of the university and according to the administrative hierarchy.
7. The university shall support special and inclusive education programs in the Faculty of Educational Sciences to graduate qualified and specialized cadres in dealing with persons with disabilities.
8. The university shall encourage conducting scientific research related to disability and the rights of persons with disabilities, monitor successful global experiences and practices in dealing with students with disabilities and integrate them in scientifically reliable methods.

**Article (10)**: The president shall decide on cases that are not provided for in these regulations.

**Article (11)**: The president, vice presidents, deans and directors shall be responsible for implementing the provisions of these regulations, each according to his competence and powers.