



Title: Disability Policy

Code: GU-PL13SN

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Approval Authority: Board of Trustees

Document Owner: Vice President for Academic Affairs

Review: The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of University policies

1. Purpose

The purpose of this policy is to set out the inclusive practices in which Gulf University provides opportunity to promote recruitment, development, promotion and retention of disabled students and staff.

2. Scope

This policy applies to all staff members (both Administrative and Academic) and students, with special needs (disability) at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
HEC	Higher Education Council
HR	Human Resources
NQF	National Qualifications Framework

4. Definitions

Disability: Disability can encompass any medically verified learning and physical conditions that constrain the students’ participation in all education activities. These can take multiple forms including: inter alia physical and/or sensory impairments (excluding blindness and deafness), mental health difficulties, medical conditions, autistic spectrum disorders, specific learning difficulties such as dyslexia.

5. Policy Statement

- 5.1 Gulf University commits to developing a professional and supportive environment for disabled staff and students.
- 5.2 Gulf University commits to providing equal opportunity for all students for education and service delivery. GU encourages applications from students with disabilities or specific learning difficulties.
- 5.3 Gulf University ensures that disabled applicants are provided with appropriate support for a smooth application process and subsequent study.
- 5.4 Gulf University commits to providing opportunity to promote the recruitment, development, promotion and retention of disabled staff and students.

- 5.5 Gulf University commits to providing training and professional development programs for administrative and academic staff on how to deal professionally and efficiently with disabled staff and students and to improve the quality of relevant services provided by the University.
- 5.6 Gulf University ensures that reasonable arrangements are put in place, wherever needed, at the campus for staff, students, and visitors with disabilities.
- 5.7 Gulf University commits to considering cases of staff and students' disability when it occur or become evident to the staff members and students during their work/study at the University with medical reports or certificates of disability that are retained in staff/student's file. The document/medical report should mention whether disability is permanent, temporary or fluctuating.
- 5.8 Gulf University ensures that students with special need/disability should not face any discrimination and harassment in the campus.
- 5.9 Gulf University is committed to providing students with disabilities or specific learning difficulties with the following services:
- parking places on campus,
 - physical assistance in attending classes,
 - provision of suitable (alternative) seating,
 - scheduling of classes to most accessible venues,
 - library support,
 - assistance with note taking and writing of examinations,
 - scribe for tests and examinations,
 - adjustment of exam sheets' format.
 - additional counseling, mentoring or tutoring,
 - extended time for tests and examinations,
 - use of computers for classwork, tests and examinations,
 - print enlargement.
- 5.10 Gulf University is committed to providing disabled staff with the following services, as appropriate:
- parking places on campus,
 - flexible working hours,
 - provision of suitable (alternative) seating,
 - changing work place,
 - reasonable work adjustment (e.g. reallocation of duties),
 - assigning other roles (as possible).

- 5.11 Gulf University ensures that consideration is given in all policies, procedures, regulations, planning, activities and resource allocation, for enabling disabled staff and students' involvement in academic and extracurricular activities, and in social life of the University.
- 5.12 Gulf University commits to create and maintain an environment within which individuals are able to disclose confidential information on their disability. The University ensures that disclosed information will be treated in the strictest confidence.
- 5.13 Gulf University encourages disabled staff (including those who are developing or are diagnosed with disability during their employment) to make this known to the University, so that appropriate arrangements/reasonable adjustments can be arranged to support their needs.
- 5.14 Gulf University encourages disabled students (including those who are developing or are diagnosed with disability during their study) to make this known to the University, so that appropriate arrangements/reasonable adjustments can be arranged to support their needs.
- 5.15 Gulf University commits to deploy reasonable and appropriate teaching and learning strategies without compromising with core content, relevant skills, and competencies of the course.

6. Responsibilities

Students and Applicants with disability are responsible for:

- following this document appropriately.

Unit of Admission and Registration is responsible for:

- ensuring that all students and applicants are fully informed of this policy.
- appropriate implementation of this policy.

Admission Committee is responsible for:

- appropriate implementation of this policy.

Heads of Departments and Deans are responsible for:

- ensuring that all faculty members are fully informed of this policy.
- appropriate implementation of this policy.

Academic Advisors and Instructors are responsible for:

- appropriate implementation of this document.

Examination Committee is responsible for:

- appropriate implementation of this document.

Unit of Student Services is responsible for:

- appropriate implementation of this document.

Vice President for Academic Affairs is responsible for:

- appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of this document.

7. Related Policies

- All University Policies

8. Related Procedures

- All University Procedures

9. Related References and Standards

BQA	Institutional Reviews Handbook
BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Academic Regulations