**Title: Disability Procedures**

**Code:** GU-PR58DE

**Version:** 1.1

**Date of Issue:** 2024

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**Approval Authority:** University Council

**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

This document outlines how the Gulf University Policy on Disability is to be implemented across the university. It describes the steps that must be taken to ensure accessibility and support for students with disabilities. Additionally, it identifies the responsibilities of faculty, staff, and administrators involved in providing an inclusive environment. The goal of this document is to ensure that the implementation of Gulf University's Policy on Disability is consistent and effective across all Colleges, Centers, and Units.

## 2. Scope

These procedures apply to:

- All students with disabilities at Gulf University.
- All Administrative and Academic staff 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 educational activities. These can take multiple forms including: Sensory Impairments, Mobility Impairments, Learning Disabilities, Mental Health Conditions, Chronic Illnesses.

**Learning Disabilities:** Learning disabilities refer to a variety of conditions that affect an individual's ability to understand, learn, or use specific academic skills.

**Physical Disabilities:** Physical disabilities refer to conditions that affect a person's physical functioning and mobility.

## 5. Procedure Details

### 5.1 Stage (1): Registering and Admitting Students with Disabilities

5.1.1 The Admissions and Registration department shall collect medical records and relevant information from students with disabilities.

5.1.2 The Admissions and Registration department shall input medical records and relevant information from students with disabilities into the University system.

5.1.3 The Admissions and Registration department shall submit the medical records and relevant information about students with disabilities to the Student Service Unit.

5.1.4 The student Service Unit shall review and evaluate the medical records of each student, including newly admitted students.

5.1.5 The student Service Unit shall implement tailored steps for each individual case, ensuring that support is customized to meet the specific needs of students with disabilities.

5.1.6 The student Service Unit categorizes cases into two distinct groups: learning difficulties and physical disabilities.

**5.2    Stage (2): Tailored Steps for Individual Cases**

The student Service Unit proposes the following for each case.

Learning Disabilities

- **Support Plans:** Each student will be provided with an an individualized support plan that outlines specific accommodations and resources tailored to their learning needs.
- **Learning Resources:** Students will have access to specialized learning resources, including tutoring services, workshops, and skill-building sessions designed to address specific learning challenges.
- **Regular Evaluation and Feedback:** Monitoring of student progress will be conducted, allowing for adjustments to support strategies as needed to enhance academic outcomes.
- **Confidentiality and Support**: The university will maintain strict confidentiality regarding students' learning disabilities while providing a supportive environment for them to disclose their needs.

Physical Disabilities

- **Accessible Parking**: Parking spaces will be provided close to campus entrances to ensure easy access for students with physical disabilities.
- **Campus Accessibility**: The university will ensure that all campus facilities, including classrooms, libraries, and restrooms, are fully accessible and equipped with necessary accommodations such as proper seating.
- **Physical Assistance**: Gulf University will provide physical assistance to ensure students are able to attend their classes easily and smoothly. Including assistance with note taking and writing of examinations.
- **Confidentiality and Support**: The university will maintain strict confidentiality regarding students' physical disabilities while fostering a supportive environment for disclosure and assistance.

**5.2.1    Services for Disabled Staff at Gulf University:**

Gulf University is committed to providing disabled staff with the following services, as appropriate:

- **Accessible Parking**: Provide parking spaces on campus to ensure ease of access.
- **Flexible Working Hours**: Options for adjusted work hours to accommodate individual needs.
- **Alternative Seating**: Provision of suitable seating arrangements to enhance comfort and accessibility.
- **Workplace Modifications**: Opportunities for changing work locations to improve accessibility.
- **Reasonable Work Adjustments**: Adjustments such as reallocation of duties to align with staff capabilities.
- **Task Flexibility**: Consideration for assigning other roles as needed to support staff effectively.

### 5.3 Stage (3): Implement a Control Plan

The Student Service Unit ensures that all stated procedures are accurately and optimally implemented by the conducted regular verbal and written check-ups on the students through the below:

- Surveys
- Personal interviews

## 6. Responsibilities

**Faculty members are responsible for:**

- Following these procedures appropriately.

**Heads of Departments are responsible for:**

- Ensuring that all faculty members and students are fully informed of this document.

- Implementing this document appropriately.

**Deans are responsible for:**

- Ensuring that all faculty members follow this document.

- Implementing this document appropriately.

**The 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 policy.

**Board of Trustees is responsible for:**

- Approving the proposed proposal before submission to the HEC.

## 7. Related Policies

- Disability Policy
- Teaching and Learning Policy
- Distance Education Policy
- Assessment Policy

## 8. Related Procedures

- Teaching and Learning Procedures
- Distance Education Procedures
- Assessment Procedures
- Conduct of Examination Procedures

## 9. Related References and Standards

| BQA | National Qualifications Framework Handbook |
|-----|--------------------------------------------|
| BQA | Institutional Review Handbook |
| BQA | Programs-within-College Reviews Handbook |