

Co-funded by the
Erasmus+ Programme
of the European Union



Accessibility and Inclusiveness Rules and Regulations

Universum College

Prishtina, September 2021

-Principle 1-

-Legal Framework –

This regulation is based on the LAW No. 05/L-021, on the LAW ON THE PROTECTION FROM DISCRIMINATION approved by the Assembly of the Republic of Kosovo, Based on Article 65 (1) of the Constitution of the Republic of Kosovo, as well as LAW No.04/L-037 ON HIGHER EDUCATION IN THE REPUBLIC KOSOVO. Approved by the Assembly of the Republic of Kosovo, Based on Article 65 (1) of the Constitution of the Republic of Kosovo. Abiding the applicable laws within the territory of Universum College is obliged to implement law articles, provisions as well as administrative rules deriving from legal entities.

-Principle 2-

-Application Scope -

The regulations and principles referred in this document are applicable to all premises of Universum College, respectively in all campus areas legally defined as Universum College properties. The principles aim at protecting and supporting all the differently abled students who as by status are legally considered students of Universum College from the day of enrollment until the day of graduation. The principles of this document aim at preventing occurrences, practices and unpleasant behavior intentionally or unintentionally targeting differently abled students. The principles only apply to the Universum College. Therefore, Universum College will extend its support to students if they face discrimination outside of the university facilities. However, cannot guarantee safe practices out of the doors of College Facilities

-Principle 3-

-Definitions of Key Concepts –

Differently Abled Students- Refers to “We Are Not Disabled We Are Differently Abled” movement in Western Culture. Differently abled term includes people with physical or mental conditions. Usage Note: The term differently abled is sometimes used as a substitute for disabled or handicapped.

Inclusive Education Practices - Inclusive practices refers to methodology in teaching and learning that recognizes the differences between students and uses this to ensure that all students can access educational content and participate fully in their learning.

Discriminatory Practices – in this context include policy, behavior, circumstances, infrastructure that discriminate on the basis of race, sex, sexual orientation, age, religion, color, ancestry, handicapped status, marital status that can be manifested in the form of policy, regulations, behavior such as bullying, harassment, exclusion and assault.

Accessibility in Education- highlights measures that enable all students regardless of their physical and mental condition as well as any other background to have equal access to facilities, resources and capacities. Accessibility in Education encapsulates developing a teaching style to meet the needs of people from a variety of backgrounds, abilities and learning styles.

Infrastructural Barriers - lack of infrastructure, cost, technical sophistications, lack of skilled human resources to accommodate different learning needs of students with different abilities

Social Barriers – Lack of awareness, consideration, community support, inequality in learning and teaching. Use of slangs and inappropriate language in addressing students with different abilities.

External Liaises- State and legal authorities which are responsible to proceed the incident further into competency of government structures.

-Principle 4-

-Institutional Commitment -

Universum College is fully committed in offering the best experience in education to all of the students regardless of their ethnic and religious background, sex, age, marital status, mental and physical conditions, sexual orientation and gender identification. The board of Trustees and Management of Universum College has and will further dedicate its internal resources in accommodating students of different needs in order to provide, accessible education, inclusive practices and affordability. Universum College consistently fights discriminatory practices and inequality that may result due to differences of our staff and students. For the betterment of all the services and education Universum College on periodical basis will review and update its governing policies. However on continuous basis Universum College is committed to:

- Strictly implement policies and regulations to enable inclusive and accessible education
- Ensure adequate infrastructure for differently abled students
- Cover with additional services all universum facilities and extensions
- Provide affordable education and offer financial assistance to students in need
- Train and educate staff and students for students with different abilities and conditions
- Establish quality assurance mechanisms and monitoring units within UC campuses
- Enable safe and secure communication and reporting channels

-Principle 5-

-Indoor Infrastructural Capacities -

Universum College is fully committed to ensure the following modifications and add on-s to the indoor facilities of the campuses.

Accessible indoor ramp- To enable easy access for students in wheelchairs for easy movements within the indoors of campuses. UC will remove all the possible obstacles that may prevent easy movement as well as may cause any damage to the assisting equipment of students. In addition the flooring condition is regularly inspected and repaired in order to prevent any possible hindering of the movement.

Indoor hangout spaces – Differently abled students need additional hangout spaces with proper furnishing chairs and tables that suits relevant heights and provide a secure enough place for physical impairments

Elevator- Universum campuses are undergoing major changes hence a designated elevator will be installed in order to accommodate student movement between the campus floors.

Wheelchair spots in class- Designated spots for students with wheelchairs are attended. These spots include only work desks but no chairs and the work desks height can be adjusted based on student needs

Suitable equipment for audio-visual impaired students – Universum College will utilize IDEA project funds as well as other potential donations to increase the capacity of equipment hardware and software to accommodate students with audio-visual impairments

-Principle 6-

-Outdoor Infrastructural Capacities -

Accessible outdoor ramp - To enable easy access for students in wheelchairs for easy movements within the outdoor of campuses. UC will remove all the possible obstacles that may prevent easy movement as well as may cause any damage to the assisting equipment of students. In addition the pavement condition is regularly inspected and repaired in order to prevent any possible hindering of the movement.

Designated parking spot- Students with disabilities and or family members are provided with designated free of charge parking spots at UC premises if they chose to arrive to campus with their own vehicle

Transportation and shuttle service – UC students use designated UC shuttle services that transport them from city center to the campuses. Shuttles are equipped with ramps and assistance for accommodating physically impaired students

-Principle 7-

-Online Capacities –

Universum College consistently works on improving the following services to differently abled students:

- Lectures and reading material available online
- Audiobooks and online podcast for lectures
- Suitable hardware and software for audio-visual impaired students
- Counseling at wellbeing center
- Academic support at Student Success Centre

-Principle 8 -

-Human Resource Capacities -

In addition to Student Wellbeing Center Universum College provides the following:

- Trained and well equipped tutors for assistance, before, after and during classes
- Full time teaching assistant specialized in different physical and mental conditions
- Medical nurse for emergency matters and situations

-Principle 9 -

-Safety Measures -

Universum College pays extra attention to safety measures within the facilities. At the situation where safety is compromised evacuation of staff from the facilities is mandatory. Universum College staff members are obliged to firstly evacuate students with different abilities. For the detection, follow-up of risks from fire and other disasters that threaten the safety there are regular practices and measures that take place:

- prevention and maximum care of the staff of Universum College;
- alerting and informing employees about potential risks;
- education and training of employees for protection, rescue and assistance;
- organization of protection and emergency preparedness;
- self-defense, self-help, mutual assistance between staff.

For additional information and consideration all staff and students are obliged to comprehend the safety and protection policy at the orientation day

ANEX I.

-POLICY FOR DIFFERENTLY ABLED STUDNETS-

The aim and scope of the policy:

- To enable all students have access to equal and appropriate services to meet individual needs
- To enable all students are given equality of opportunity to participate fully in school activities
- To remove of barriers to learning, achievement, education and monitoring practices
- To enable all staff are clear about their roles and responsibilities in providing services to those with different abilities

Duties and obligations of the Universum Management Committee for differently abled students:

- Management of day-to-day implementation of the policy
- Supporting and advising colleagues and students who face difficulties and unknown situation
- co-ordination of student-parent-staff relations in sensitive matters
- Overseeing the records of all students with special educational needs
- Liaises with external professionals and agencies including the local authority
- Monitors and evaluates the special educational needs provision
- Contributes to the professional development of the staff

Admissions

Differently abled students are welcomed into our setting as are all our students regardless of their background. Universum College applies nondiscriminatory and inclusive policies in the learning and teaching methodologies. UC makes provision for students with learning difficulties, communication problems and emotional and behavioral difficulties and where the constraints of the buildings allow, physical disabilities and sensory impairments. Successful inclusion is ensured by class liaison with parents and professionals in order to ascertain and meet individual needs. All the admissions rules and regulations as defined in the admissions and enrollment policy of UC apply for all of our candidate students.

Additional Arrangements for Learning

- The Learning team at UC provides support for differentlyabled students depending on their abilities and needs:
- All year groups are supported by at least one full-time Teaching Assistant.

Parents on occasions employ a Learning Support Assistant to support their kid in the class setting. These Learning Support Assistants are welcomed into the setting and are supported by the Professors and UC Tutors

- UC trains its tutors in specially helping students with different abilities
- UC library is provided with online books with audio listening tools that help students who suffer from vision disabilities
- UC library is equipped with comfortable seats and tables siting different students with various physical conditions
- UC employs elevators and wheelchair suited infrastructure allowing students easy access to different facilities
- UC is equipped with wellbeing center who helps and supports students with mental conditions and different abilities.

Assessment

Early intervention is very important. Our approach to assessment of need involves observation of the student in all normal setting situations, liaison with parents/carers and some standardized testing if we feel this is appropriate to the student and the difficulties they are experiencing

Differently abled students may be exempt from standardized testing and examination. However they are subject to various vacillations and testing suiting their conditions. Hence such students may be subject to:

- Extended deadlines
- Audio and visual examinations
- Additionally prepared and differently applicable assessment strategies
- Observations and presentations

Information regarding training for staff

The Management and CELT (Center for Excellence in Learning and Teaching) at UC and the Differently able student committee are responsible for the co-ordination of the in-service training of staff. Whole school training is delivered where and when appropriate.

ANEX II.

-SAFETY AND RPROTECTION POLICY-

Universum College is committed to providing a safe environment for its staff, students and visitors. This responsibility extends to the provision and management of fire safety systems and procedures. The school will take all reasonable steps to ensure the safety of persons and premises against the threat of fire or other emergencies.

Whilst it is acknowledged that it cannot be assumed that a fire will never break out, systems are in place to minimize the likelihood and deal with this eventuality, prioritizing the management of systems to reduce the risk of injury to persons and where possible the damage to property.

Our general intentions are:

- To ensure compliance with the Law No. 04/L-012 on Fire Protection and other relevant legislation;
- To undertake suitable and sufficient fire risk assessments of the premises;
- To identify and implement practical control measures to control the risks from fire as identified in the risk assessment process;
- To develop and implement fire safety procedures that will so far as is practicable reduce the likelihood of loss of life, injury and damage to property;
- To reduce the risk of fire as far as reasonably practicable;
- To conduct regular fire evacuation drills and test emergency equipment to ensure its effectiveness;
- To provide adequate information, instruction and training for employees and other persons as necessary regarding fire;
- To appoint one or more competent persons (with sufficient knowledge, experience and training) to assist in identifying fire hazards and assist in taking preventative and protective measures.
- To effectively liaise with the local fire authority where appropriate;
- To review and revise this policy at regular intervals to ensure its effectiveness.

Responsibilities of The Staff Against Fire and Emergency Situations

- To be familiar with Universum College's Fire Safety Policy, Evacuation Procedure and other relevant documents;

- To take active leadership in the event of a fire evacuation and take responsibility for ensuring the fire services have been called and are aware of the relevant location of the fire within the school, which gate should be used for access and where emergency cut off switches are located; Initially, evacuate differently abled students and accommodate them in a safe place outside of the danger.
- To co-ordinate the fire evacuation procedure to ensure all buildings are evacuated as quickly and safely as possible with sweeps conducted in high risk areas where necessary;
- To continually assess, monitor and take actions to minimize the risk of injury during a fire and emergency situation until the fire services arrives on site;
- To instruct and give information to relevant staff in order that the risk of injury can be minimized, this may include closing gates, relocating persons from at risk areas or ensuring that fire alarm panels are checked for information;
- To actively engage in the fire drill and evacuation process to monitor its effectiveness and ensure that any issues or concerns are noted, passed to management and addressed;

Determining, in conjunction with the Fire Officer when an emergency is over, when the fire brigade do not attend site and informing staff the buildings can be reoccupied.

Responsibilities of Students

- To sign out at reception when leaving school premises outside core school hours;
- To familiarize themselves with the emergency procedures and fire action notices;
- To stay with the teacher or staff member as necessary during evacuation procedures or abide by any direction given by school staff; In the need associate a differently abled counterpart outside of the danger zone and accommodate them in a safe distance. Notify the staff for the evacuation and accommodation.
- Avoid taking any undue risks in the event of a fire breaking out;
- Not to interfere with anything provided to safeguard fire safety.

Responsibilities of Staff

- To agree and abide by the terms and conditions detailed in the hirers documents;
- To familiarize themselves with the relevant emergency procedures and fire action notices;
- To take responsibility for the persons using the facilities they have hired and ensure that fire safety information and evacuation procedures are communicated to all persons especially to students with different abilities and physical and or mental condition.

- Observe fully any instructions and information relating to fire safety given by representatives of Universum College
- To report to UC management of any defects with fire safety equipment or concerns regarding fire safety or evacuation;
- To keep waste materials, dust and combustibles to a minimum within school premises;

Responsibilities of Visitors and Contractors

- To sign in and out at reception on arrival and before leaving;
- To familiarize themselves with the emergency procedures and fire action notices;
- To stay with the school representative as necessary during the visit or abide by any direction given by school staff;
- Avoid taking any undue risks in the event of a fire breaking out;
- Not to interfere with anything provided to safeguard fire safety.
- To raise the alarm and contact the fire services where a fire is identified;
- Avoid taking any undue risks in the event of a fire breaking out;
- Not to interfere with anything provided to safeguard fire safety.

EMERGENCY PROCEDURE

EVACUATION PLAN

On Discovering a Fire

- Sound the fire alarm using the nearest call point.
- Alert any nearby persons of the fire.
- Leave the building using the nearest or safest exit route.
- Where it is clear to a member of staff that the Fire Services should be called immediately, they should do this and then subsequently provide information about the size, intensity and exact location of fire.

ON HEARING THE FIRE ALARM

During School Hours Including Break Times (08:30 - 18:00)

- All teaching staff and students will proceed out of the building, classes will be escorted via the paths to The Level.
- Pupils working alone should go to The Level and join their forms.
- All teaching and educational support staff should all assemble on The Level and report to the responsible authorities
- Other staff, parents and visitors should exit the building and report to the Staff members.
- Any contractors should follow staff members to the nearest available exit and congregate at the nearest assembly point.
- All bags and personal belongings should be left in the building.
- Where safe to do so, staff should close all doors/ windows and check all nearby rooms are unoccupied before exiting.
- If the alarm sounds during break time, staff on duty should ensure that all rooms in their duty area have been evacuated.
- Persons requiring assistance should be helped from the building by other staff.
- WALK, DO NOT RUN.
- Students and staff are not permitted to leave the school site during an evacuation.

Out of School Hours

- Any teaching staff in charge of an activity in which students are involved should supervise their evacuation to the nearest place of safety.
- Where necessary, staff should call the Fire Services.
- The available Emergency Fire Control Officers will determine the location of the fire and assess the risk to persons and any further action that may need to be taken.
- All bags and personal belongings should be left in the building.
- Where safe to do so, staff should close all doors/ windows and check all nearby rooms are unoccupied before exiting.
- Persons requiring assistance should be helped from the building by other staff.
- **WALK, DO NOT RUN.**
- **KNOW THE EVACUATION ROUTES** from your building, look for the green running man signs found above doors.
- Students and staff are not permitted to leave the school site during an evacuation.