



SUMGAYIT STATE
UNIVERSITY

DISABILITY ACCOMMODATION POLICY

Section 1. Introduction

- 1.1. Introduction
- 1.2. Current situation

Section 2. Mission and Scope

- 2.1. Mission
- 2. 2. Scope of the policy

Section 3. Monitoring and reporting

Section 1. Introduction

1.1. Introduction

The main purpose of this Policy is to create an accessible learning environment to enable Sumgayit State University (SSU) to meet the basic requirements of its courses, programs and activities. SSU is committed to ensuring human rights, fairness and independence and making its services and facilities accessible in a non-discriminatory manner.

SSU's Inclusive Education Centre is assigned to assist with all aspects of education and is responsible for assisting Students with disabilities and their teachers. Adequate support for a person with a disability is a shared responsibility among all members of SSU.

SSU will fulfill the obligations outlined in this policy in accordance with relevant laws and regulations.

1.2. Current situation

Students seeking Accommodation are obligated to register with the Centre and provide suitable documentation. It is advisable for students to promptly engage with the Centre to allow adequate time for thorough review of Accommodation requests and coordination of necessary arrangements.

All requests for Accommodations pertaining to exams and other assessments must be submitted to the Centre no later than 7 calendar days preceding the scheduled date for examinations. Students are advised to promptly submit such Accommodation requests to the Centre to mitigate potential service delays.

Following consultation with the Student, the Centre shall assess the documentation submitted by the Student requesting Accommodation, identify requisite academic modifications, auxiliary aids, and/or services, and ascertain the Accommodations deemed reasonable and suitable.

The Centre is authorized to establish the following categories of Accommodations:

- academic Accommodations (e.g., accommodations related to exams, alternative formats for course materials, adaptive equipment/assistive technology, captioning and sign interpreting, note-taking, customized exam formats, and classroom relocation); and

- non-academic Accommodations (e.g., accommodations for housing, parking, or recreational activities).

Section 2. Mission and Scope

2.1. Mission

SSU has a responsibility to:

- create an inclusive and hospitable environment for Students with Disabilities;
- guarantee that eligible Students are not refused admission due to their Disability;
- ensure accessibility of its facilities, courses, and programs for Students with Disabilities;
- offer reasonable accommodations to Students with Disabilities;
- provide guidance and support to Students with Disabilities throughout the accommodation processes;
- educate faculty and staff about SSU's policies and procedures related to accommodating Students with Disabilities and ensure familiarity with broader accessibility concerns.

The primary responsibility for fulfilling the duties outlined in this section lies with the Inclusive Education Centre. Instructors and other SSU employees are responsible for assisting the Centre to carry out its responsibilities within the policy's framework.

The Centre is responsible for determining Accommodations for Students with Disabilities.

Instructors and other employees of SSU are charged with executing these Accommodations under the counsel and assistance of the Centre. The Centre assumes responsibility for implementing Accommodations that cannot feasibly be facilitated at the program level.

2. 2. Scope of the policy

The scope of the policy is as follows:

- This Policy pertains to students with disabilities participating in a course, program, or activity provided by SSU.
- This Policy also extends to SSU staff and faculty, acknowledging their collective obligation to accommodate students with disabilities.
- "Accommodations" encompass any adjustments made to reduce or eliminate barriers that may impede the participation of Students with Disabilities in their interactions with SSU's facilities, as well as its teaching, learning, and assessment methods and materials.

Responsibilities of Students with Disabilities:

Students with Disabilities requesting Accommodations for their Disability are obligated to:

- communicate with the Centre regarding any requested Accommodations in a timely manner to facilitate the arrangement of Accommodations;
- furnish the Centre with the appropriate documentation verifying their Disability;
- inform the Centre of any changes to their Accommodation needs;
- adhere to instructions and procedures for the development and implementation of the Accommodation.

Not adhering to the aforementioned responsibilities may lead to delays in providing the Accommodation or the provision of the appropriate Accommodation being withheld.

Section 3. Monitoring and reporting

- Students should submit current documentation outlining the nature of the Disability.

- Any medical data acquired by the Centre will be handled with confidentiality. Such information will only be shared with Instructors or other pertinent SSU personnel on a necessity basis to enable them to fulfill their obligations under the provisions of this Policy.
- If there is a notable alteration in a student's functional abilities since the submission of documentation (either improvement or deterioration), or if there are significant changes in the student's Accommodation requests during their studies, the Centre may request new or updated information.
- Under exceptional circumstances, as determined by the Centre, a student may receive limited Accommodation without documentation.
- Responsible people will report on the annual activity within the Disability Accommodation Policy to the Rector or advisor.
- Responsible people will supervise the activity of faculty, department and other relevant staff.