

**ZIAUDDIN UNIVERSITY**  
**GUIDELINES, POLICIES AND PROCEDURES**

<b>Policy Title</b>	<b>ZU Policy for differently abled students</b>
<b>Policy Number</b>	004
<b>Date of Original Approval</b>	May 18, 2020
<b>Approved By</b>	Academic Council
<b>Date of Revisions</b>	Nil
<b>Contact</b>	Registrar Office

**INTRODUCTION:**

Differently abled Persons are the ones having disabilities include those who have long-term physical, mental, intellectual or sensory impairments that, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.

**PURPOSE:**

This Policy aims to enable an environment in Ziauddin University which not only motivates students with special needs to undertake higher education, but also facilitates their participation in all academic and extra-curricular aspects during their course of studies at the university.

**SCOPE:**

1. This policy covers all new applicants and current undergraduate and postgraduate students with special needs
2. This policy conforms to the “Policy for Students with Disabilities for Higher Learning Institutes in Pakistan” issued by the Higher Education Commission (HEC) Pakistan in 2019.
3. Ziauddin University will provide reasonable facilities to accommodate applicants with special needs. Facilities will be provided keeping in mind academic standards. The final decision on what facilities /accommodations to provide rests with the management of the university.

# **ZIAUDDIN UNIVERSITY**

## **POLICY FOR DIFFERENTLY ABLED STUDENTS**

### **POLICY STATEMENT:**

Ziauddin University discourages any kind of discrimination. This policy facilitates the students who are differently able so that they may excel in all academic activities.

### **Declaration and Disclosure of Disability:**

1. A person certified as a disabled person from the National/Provincial Council for the Rehabilitation of Disabled Persons or carrying a Computerized National Identity Card (CNIC) with the disability logo will be considered as a differently abled person.
2. Prospective students should inform the Admission Office about their special needs by selecting the relevant option in the admission form. A representative from the University will then contact the applicant for further processing.
3. Students who develop disabilities after they are admitted are encouraged to contact their respective Principal/ HoD so that their needs may be assessed. Requests for accommodation of the special need must be submitted in writing. The following documents may be required:
  - i. Doctor's letter
  - ii. Diagnostic documents
  - iii. Report/slip by consultant/physician
  - iv. Hospital admission letter and discharge summary (if applicable)
  - v. Details of previous accommodation obtained during academic career (if applicable)
  - vi. Any other supportive medical/non-medical documents

University may ask for additional documents to help determine the severity of the disability and design appropriate accommodation.

### **Accessibility Committee and the role of Focal Person:**

1. An *Accessibility Committee* composed of 5 members from faculty, management and student Council will be constituted by the Vice Chancellor.
2. This Committee will be responsible for ensuring that this policy is implemented in true letter and spirit across the university.

3. One member - staff or faculty from the Accessibility Committee will be designated by the Vice Chancellor as the Focal Person for differently abled persons.
4. The name and contact details of the Focal Person will be displayed on the university website and prospectus.
5. The Focal Person for will be the point of liaison between the Accessibility Committee and students with disabilities.

## **GRIEVANCES**

Any grievances pertaining to special needs or mistreatment of differently abled students with disabilities will be submitted to the Focal Person. If the focal person is unable to resolve the concern, *the Accessibility Committee* may be approached. The matter may be referred to the Vice Chancellor if the issue is not appropriately resolved by the *Accessibility Committee*.