



Procedures for Providing Services to Disabled People

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Operations	<p>How does a student or employee become eligible to obtain the appropriate and necessary services from the University?</p> <ol style="list-style-type: none"> 1. The student or employee is considered entitled to all services provided to people with disabilities if he is diagnosed with one of the disabilities included in the Persons with Disabilities Law No. (20) of 2017 and by approved official parties. 2. Services provided to people with disabilities who have long-term deficiencies in physical, health, sensory, intellectual, psychological, or mental functions that are not expected to disappear within a period of no less than (24) months from the date of starting treatment or rehabilitation. <p>To obtain the necessary services, the employee must do the following: (For employees)</p> <ol style="list-style-type: none"> 1. If a person with a disability submits an application form for a faculty member position (F081) or an application form for an administrative position No. (F056), the Human Resources Department will verify the authenticity of the documents proving his health status. 2. The Human Resources Department accepts the application on the basis of qualifications and job conditions, not disability. 3. If the conditions of the announced position are met by the applicant, the application will be uploaded among the accepted applications and sent to the relevant unit or department. 4. The applicant is subject to all applicable procedures, including interviews and others, and is provided with appropriate facilities. 	



5. If the applicant is accepted for the job, the Human Resources Department will send the unit or department concerned with the health situation and services that the employee may need.
6. Creating a special position for the employee from the concerned department.
7. Providing appropriate environmental facilities to facilitate access and transfer.
8. Providing digital resources and supporting technology to enable the employee to benefit from them.
9. Providing possible health services from the health center.

To obtain the necessary services, the student must do the following: (Specially for students)

1. If a student with a disability submits an application for admission to a bachelor's degree No. (F251) or an application for admission to graduate programs No. (F557), the Admission and Registration Department will verify the validity of the student's documents in accordance with the principles for accepting students with disabilities.
2. The student is referred to the Deanship of Student Affairs to take the necessary action.
3. The Deanship of Student Affairs completes the necessary documents, which include the following:
 - Enrolment form.
 - Service request form (for students with disabilities) No. (F552), accompanied by a certified medical report on the disability.
4. The joint committee (the University health center, a member from the Supreme Council for the Rights of Persons with Disabilities, a delegate from the Ministry of Health, and a delegate from the Ministry of Higher Education and Scientific Research) determines the extent of the student's eligibility to obtain relevant services and equipment.
5. The student submits the required care documents to the Deanship of Student Affairs and the relevant



departments and centers for follow-up to provide and implement the necessary equipment.

6. The concerned centers and departments provide appropriate services after filling out the service request form (for students with disabilities) No. (F552).
7. The student evaluates the level of satisfaction with the services provided to people with disabilities by filling out a questionnaire to evaluate the level of satisfaction of students with the services provided to them, No. (F103).
8. The employee evaluates the level of satisfaction with the services provided to people with disabilities by filling out the Job Satisfaction Questionnaire No. (F028).

Services and Facilities

First: Environmental Services and Facilities:

- A. Providing a student support office within the Deanship of Student Affairs.
- B. Providing special equipment and equipment in the physical environment, such as: ramps, elevators, Braille buttons, and classes.
- C. Corridors and private parking.
- D. Applying and activating supportive technological devices, such as employing different technology methods in learning.
- E. Conducting training courses for instructors to deal efficiently with people with disabilities.
- F. Respecting choices and wishes, and avoiding bullying with disabled people.
- G. Issuing and benefiting from experienced people in dealing with people with disabilities, such as sign language interpreters, medical staff, and others, in managing some special situations and cases.
- H. Ensuring that places used for academic purposes allow people with disabilities to move freely.
- I. Providing a volunteer as needed by filling out the Volunteer Recommendation Form No. (F554).
- J. Receiving requests for volunteer work form No. (F555) submitted by students.



	<p>K. Providing any other necessary facilities.</p> <p>Second: Academic Services and Facilities:</p> <p>A. Services and facilities related to courses and teaching methods:</p> <ul style="list-style-type: none"> • Employing a variety of appropriate teaching methods. • Employing technology in teaching. • Allowing audio -visual recording of lectures. • Providing a sign interpreter for deaf students (as needed). • Providing electronic and digital support sources. <p>B. Evaluation-related services and facilities:</p> <ul style="list-style-type: none"> • Providing questions that suit the capabilities of people with disabilities. • Enabling answers in a language appropriate to the level of disability. • Allowing additional time for tests. • Providing an alternative means of conducting the evaluation: using a computer and a writing assistant. • Spelling or grammatical errors are not counted unless they are directly evaluated as an essential part of the curriculum. • Changing the characteristics of the environment in which the evaluation is held to suit the disability. • Changing the assessment order system: Long exams are divided into stages. • Extending deadlines for submitting reports and assignments. <p>Third: Services and Facilities Related to Supportive Technology</p> <p>A. Qualifying and training workers in the centers to deal with people with disabilities, especially those working in the e-learning center.</p> <p>B. Providing computer laboratories and the library with the following programs:</p> <p>C. Windows screen reading program.</p>
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	<p>D. Text-to-speech software supports Windows or Mac.</p> <p>E. A program to convert speech into text with voice recognition, and supports the Windows or Mac operating system.</p> <p>F. Zoom Text is a program to enlarge the Windows screen.</p> <p>G. Any other devices and programs required by some special cases for people with disabilities.</p> <p>H. Printer with appropriate settings.</p> <p>Fourth: Psychological and Social Support services and Facilities</p> <p>A. Providing a personal assistant and note taker.</p> <p>B. Providing someone to assist with moving around the university.</p> <p>C. Providing social support.</p> <p>D. Providing an assistant to review written reports and review errors.</p> <p>E. Providing assistance for using the library and moving around the University.</p> <p>F. Providing support and training related to study habits and skills.</p> <p>G. Providing psychological and educational counseling services.</p> <p>H. Activating volunteer work and community service.</p> <p>I. Providing appropriate recreational activities.</p> <p>Y. Providing services that are particularly required by some disabilities.</p> <p>Fifth: Health Support Services and Facilities</p> <p>A. Providing appropriate health services.</p> <p>B. Providing appropriate health insurance.</p> <p>C. Referring health cases to specialized clinics as needed.</p> <p>D. Providing emergency medical and health interventions.</p> <p>E. Providing emergency first aid.</p> <p>F. Providing periodic health follow-up.</p> <p>Sixth: A quarterly follow-up/case form No. (F553) is filled out for all previous services so that the necessary action can be recommended.</p>
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Responsibility of Application	The Deanship of Colleges, the Admission and Registration Department, the Deanship of Student Affairs, university centers, and university departments.
Related forms	<ol style="list-style-type: none"> 1. Application for admission to a bachelor's degree No. (F251). 2. Application for admission to postgraduate programs No. (F557). 3. Application form for a faculty member position (F081). 4. Application form for an administrative position No. (F056). 5. Service request form (for students with disabilities) No. (F552). 6. Quarterly follow-up form/case No. (F553). 7. Recommendation form for appointing a volunteer No. (F554). 8. Voluntary work form No. (F555). 9. Form of a questionnaire to evaluate the level of students' satisfaction with the services provided to them, No. (F103). 10. Job satisfaction questionnaire form No. (F028).