Inclusive Practice Policy

1 Introduction

The European Research University (ERUNI) values diversity and recognizes the importance of an inclusive environment for achieving excellence in education, research and service to the community. This Inclusive Practice Policy aims to enhance and ensure an inclusive environment in all areas of the ERUNI's activities.

2 Definitions

Inclusive practice is an approach that includes respecting and promoting diversity, treating all individuals fairly and creating an environment that enables each individual to achieve their maximum potential regardless of their background, identity, ability or group membership.

Principles of Inclusive Practice

- **Respect and Recognition of Diversity:** Every individual is recognized and respected regardless of his or her origin, race, colour, religion, gender, sexual orientation, gender identity, age, ability, or any other identifier.
- **Accessibility:** Ensuring that all services, facilities and resources are accessible to all members of the ERUNI, including those with different abilities and needs.
- **Fostering a sense of community:** Creating an environment that fosters a sense of belonging and engagement with all members of the ERUNI.
- **Flexibility and individualized support:** Providing flexible approaches and individualized support for each individual according to their needs and context.
- **Ensuring Equal Opportunities:** addressing inequalities and ensuring equal opportunities for all members of the ERUNI.
- **Accountability and Transparency:** Creating an environment of mutual accountability and transparency that allows for open communication and feedback.

3 Implementation

General principles

- **Training and Awareness:** Providing training and awareness to all members of the ERUNI to raise awareness of inclusive practice and to strengthen the skills needed to implement it.
- **Resourcing:** Providing sufficient resources and support for the implementation of inclusive practice in all areas of the ERUNI.
- **Evaluation and feedback:** Regular evaluation and feedback from members of the academic community in order to continuously improve and adjust the inclusive practice policy.

Implementation takes place at the level of staff, students, and students with special needs.

3.1 Implementation: Staff

The ERUNI emphasizes the active involvement of staff in the implementation of the Inclusive Practice Policy and the provision of support and resources to ensure inclusivity in all aspects of university activities. The following are specific ways in which the ERUNI works with staff:

- **Staff training:** The ERUNI provides training and workshops for staff to introduce them to the principles and practices of inclusivity. This training may include understanding different types of discrimination, strategies for fostering an inclusive environment, and skills for effective communication and collaboration within diverse teams and groups.
- **Promoting Diversity in Recruitment and Selection:** The ERUNI is committed to diversity and inclusiveness in its recruitment and selection processes. This includes actively seeking to ensure diversity in the candidate pool and raising awareness of the importance of inclusiveness in candidate evaluation and selection.
- **Ensuring an accessible work environment:** The ERUNI is committed to ensuring an accessible work environment for all employees, including those with different abilities and needs. This includes the provision of adapted workstations, technical equipment or assistive technology to suit individual staff needs.
- **Developing inclusive working practices:** The ERUNI supports the development and implementation of inclusive working practices and policies to ensure that all work teams and departments are respected and supported in their diversity.

- **Involvement in evaluation and feedback:** Staff are actively involved in the process of evaluating and obtaining feedback on inclusive practice within their job roles. They are encouraged to share their experiences, views and comments which can be used to continuously improve and adapt the inclusive practice policy.

3.2 Implementation: Students

The ERUNI is committed to actively involving students in the process of implementing the Inclusive Practice Policy and providing support and resources to ensure inclusivity in all areas of university life. The following are specific ways in which the ERUNI works with students:

- **Student Involvement in Policy Development:** The ERUNI provides opportunities for student involvement in the development and evaluation of the Inclusive Practice Policy. This may include consultations, working groups or regular meetings with students to obtain their views and feedback on inclusivity at the ERUNI.

- **Training for students:** The ERUNI provides training and workshops for students to introduce them to the principles and practices of inclusivity. This training may include understanding different types of discrimination, strategies for fostering an inclusive environment, and skills for effective communication and collaboration within diverse groups.

- **Support for Student Initiatives:** The ERUNI supports and encourages student initiatives focused on inclusivity and diversity. This may include the formation of student clubs, associations, or projects that promote awareness, involvement, and support for diversity on campus.

- **Involvement in assessment and feedback:** The ERUNI actively engages students in the process of assessment and obtaining feedback on inclusive practice. Students are encouraged to share their experiences, views and comments which can be used to continually improve and adapt the Inclusive Practice Policy.

3.3 Implementation: students with special needs

The ERUNI is committed to providing individual support and resources for students who need help with inclusion. The following are specific ways in which the ERUNI works with students who need assistance in this area:

- **Individualized Support Plans:** The ERUNI offers the opportunity to create individualized support plans for students with varying needs. These plans may include academic adjustments, environmental adaptations, or the provision of additional services and resources based on the individual needs and abilities of students.

- **Special Accessibility Services:** The ERUNI provides special accessibility services for students with various types of health or other special needs. These supports may include assistive technology, access to adapted materials, or individualized support from professionals.

- **Counselling and Support:** The ERUNI offers counselling services and support for students who need assistance with inclusive practices. This may include individual counselling, mental health services or peer-to-peer support from other students.

- **Inclusive Educational Resources:** The ERUNI actively works to create and provide inclusive educational resources and materials that are accessible and tailored to the diverse needs of students. This may include alternative formats of materials, assistive technology, or interpretive services for students with different types of abilities.

- **Involvement in decision-making:** The ERUNI actively involves students with special needs in decision-making regarding inclusivity and support. Students are encouraged to share their experiences and opinions and to participate in discussions and decision-making processes regarding the ERUNI's inclusion policies and practices.

4 Conclusion

The ERUNI's Inclusive Practice Policy aims to create an environment in which every individual is respected, supported, and encouraged to reach their full potential. This policy is binding on all members of the ERUNI and is a key step towards achieving our goals of excellence and diversity.

In Ostrava, 1st September 2023

Assoc. Prof. Zuzana Machová, Ph.D.

rector

Manual for Students on the Inclusive Practice Policy

Welcome to the European Research University! This manual is designed to guide you on how to effectively use the Inclusive Practice Policy and provide a welcoming and supportive environment for all members of our university community.

1 Understanding the Inclusive Practice Policy

- **Familiarization:** Take time to read and understand the Inclusive Practice Policy document provided by the ERUNI. Focus on the principles, definitions, and implementation strategies outlined in the policy.

- **Identify Resources:** Be aware of the resources available to support inclusive practices on campus, including accessibility services, diversity and inclusion initiatives, counselling services, and student support centres.

- **Know Your Rights**: Understand your rights as a student under the Inclusive Practices Policy. This includes equal access to education, accommodations for persons with disabilities, and protection from discrimination or harassment based on any characteristic listed in the policy.

2 Implementation of Inclusive Practices

- **Respect Others:** Treat all members of the ERUNI community with respect and dignity, regardless of their background, identity, or ability. Embrace diversity and celebrate the unique perspectives and experiences of your classmates.

- **Inclusion in your interactions:** Foster an inclusive environment by actively engaging others, listening to diverse perspectives, and being open to learning from different perspectives. Avoid language or behaviour that may be exclusionary or discriminatory.

- **Advocate for inclusivity:** Be an advocate for inclusivity and diversity within the ERUNI community. Oppose discrimination or injustice and support activities and initiatives that promote inclusion and equality.

3 Seeking support

- **Access Support:** If you need support because of a disability or other specific needs, contact the ENIGMA Center to ask for support. The ERUNI is committed to providing reasonable adjustments to ensure equal access to education for all students.

- **Reporting Discrimination:** If you experience or witness discrimination, harassment, or any violation of the Inclusive Practice Policy, report it to the ENIGMA Center. Your report will be taken seriously, and appropriate action will be taken to address the issue.

- **Take advantage of support services:** Take advantage of the various support services available on campus, including counselling, academic advising, peer mentoring, and student support groups. These resources are there to help you overcome any challenges you might encounter and support your academic and personal success.

4 Areas of support

- **Admission and registration:** Students with special needs have the opportunity to tailor the admission and registration process to their individual needs. The ERUNI provides individual guidance and assistance in navigating through the application and registration process.

- **Learning Experience:** The ERUNI provides special services and resources for students with needs to support their learning experience. This may include the availability of alternative formats for study materials, accommodations for exam requirements, and individualized academic support.

- **Examination conditions:** Students with special needs have the opportunity to request adaptations to examination conditions to suit their needs. The ERUNI provides a variety of options, including extended time, the use of assistive technology, or individual exam environments to ensure that students with needs have an equal opportunity to take exams.

4.1 Admissions and registration

- **Individual Advice:** students with needs have the opportunity to consult with the ERUNI's specialist advisers who will provide individual advice on the admissions and registration process. These counselLing sessions are aimed at identifying students' specific needs and identifying appropriate strategies for addressing them.

- **Adaptation of the registration process:** The ERUNI allows students with special needs to customize the application process to meet their individual needs. This may include

extending the time to complete the application, providing alternative formats for application materials, or providing assistive technology to ensure accessibility.

- **Navigating registration:** Students with special needs are aided in registering with the ERUNI. This includes assistance with completing registration forms, providing information about available services and sources of support, and addressing any issues that may arise during the registration process.

- **Ensuring Equal Opportunities:** The aim of adapting the admissions and registration process is to ensure that students with special needs have equal opportunities to access education at the ERUNI. The ERUNI is committed to removing barriers and providing support to enable these students to integrate successfully into the ERUNI environment.

4.2 Learning experiences

- **Availability of alternative formats of learning materials:** The ERUNI is committed to providing alternative formats of learning materials for students with special needs. This may include the conversion of textbooks and study materials to electronic format for improved accessibility via computers or screen readers. In addition, listening material may be provided for students with hearing impairments or materials in a special format for students with visual impairments.

- **Adaptation of examination conditions:** The ERUNI allows students with special needs to request accommodation of examination conditions to meet their individual needs. This may include extending the time for taking an exam, allowing the use of assistive technology, or providing a quiet exam environment for students with sensory or concentration difficulties.

- **Individual Academic Support:** The ERUNI provides individual academic support for students with special needs that is aimed at ensuring their success in their studies. This may include opportunities for regular consultation with teaching staff or academic advisors to address specific learning-related problems, the provision of additional explanations or course materials, either individually or in a group format, and the development of individual study plans tailored to the student's needs.

4.3 Test conditions

- **Extension of Time:** Students with needs have the opportunity to request an extension of time in completing examinations in accordance with their individual needs. The ERUNI

considers the various factors that may affect a student's pace of work and provides appropriate time extensions to enable them to complete the examination efficiently and without undue stress.

- **Use of Assistive Technology:** This may include the use of special reading and writing software, word processors, or other technical aids to help them overcome barriers related to their disability or special needs.

- **Individual Testing Environments:** The ERUNI provides the opportunity to customize individual exam environments for students with needs. This includes providing a calm and safe environment free from distractions that could affect a student's concentration during an exam. In addition, the ERUNI can arrange for specialist staff or an assistant to be available to support and address any difficulties during the examination.

- **Ensuring Equal Opportunity:** The aim of exam accommodations is to ensure that students with needs have the same opportunities and conditions as other students when taking exams. The ERUNI is committed to removing barriers and providing the necessary support to enable these students to achieve a successful outcome and to demonstrate their academic ability regardless of their individual needs.

5   Conclusion

By embracing the principles of the Inclusive Practice Policy and actively promoting inclusivity in your interactions and activities, you are contributing to a vibrant and supportive community at the European Research University. **Remember that inclusivity is a collective effort, and every student plays a key role in building a welcoming and respectful environment for all.**