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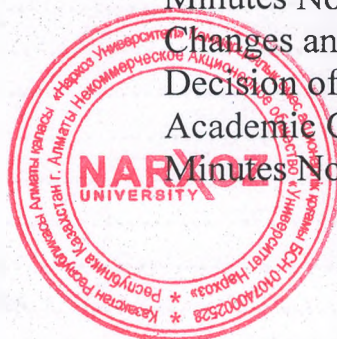
by the Decision of the Narxoz University
Academic Council

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**POLICY OF EQUAL ACCESS TO EDUCATION
FOR STUDENTS WITH SPECIAL NEEDS**

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The non-profit joint stock company Narxoz University (hereinafter referred to as the University) is integrated into the global Higher Education area and follows international academic standards for the quality of teaching, learning and research, primarily the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015).

Standard 1.6 "Learning Resources and Student Support System" of the Standards and Guidelines for Quality Assurance in Higher Education in the European Higher Education Area (ESG 2015) prescribes: “a flexible learning and teaching models should take into account the needs of a diverse student population (eg workers, adults, part-time students, international students, and students with special needs.)”.

1. PURPOSE OF THE POLICY

Promoting the integration of students with special needs into the educational environment, providing them with equal access to educational services and infrastructure, creating a safe and comfortable learning environment.

Creation of an inclusive, barrier-free environment for joint learning of students with functional limitations with other students in integrated groups.

2. COMPLIANCE WITH THE MISSION AND DEVELOPMENT STRATEGY OF THE UNIVERSITY

The policy of ensuring equal access to education for students with special needs of the University was developed in accordance with the mission and the concept of strategic development of the Narxoz University for 2020-2025, and the development program for 2020-2025 (approved by the Resolution of the Board of Directors, Minutes No. 6 dated 12.06.2020).

The policy is designed to help maximize the potential of students with special needs, taking into account the diversity of special educational needs and individual opportunities.

3. COMPLIANCE WITH INTERNATIONAL STANDARDS

Narxoz University policy in the field of ensuring equal access to education for students with special needs is consistent with international approaches to inclusive education, reflected in the following documents: The World Declaration on Education for All and the Framework for Action to Meet Basic Educational Needs (1990); The Standard Rules on the Equalization of Opportunities for Persons with special needs (1993); Salamanca Declaration on Principles, Policies and Practices for Special Needs Education and Framework for Action on Special Needs Education (1994); UN Convention on the Rights of Persons with special needs (2006), Dakar Framework for Action: Education for All: Meeting Our Collective Commitments (2000); UNESCO Policy Guidelines for Inclusive Education (2009), UN Sustainable Development Goals (SDGs, 2015) and the United Nations Declaration and Global Plan of Action 2030.

4. COMPLIANCE WITH NATIONAL LAWS

The policy of Narxoz University in the field of ensuring equal access to education for students with special needs complies with the legal acts of the Republic of Kazakhstan: Law

of the Republic of Kazakhstan On Education; The Law "On social protection of disabled people in the Republic of Kazakhstan" dated April 13, 2005, "Rules for the appointment, payment and amount of state scholarships to students in educational institutions", approved by the Government of the Republic of Kazakhstan dated February 7, 2008 No. 116, the Government of the Republic of Kazakhstan dated 12 March 2012 № 320 "On approval of the size, sources, types and rules for the provision of social assistance to citizens who receive social assistance."

5. FIELD OF APPLICATION

This policy applies to students of the University of all levels of study (bachelor degree, master degree, and PhD programs), including students who come under academic mobility programs, double-degree (joint) educational programs and other programs.

6. BASIC PRINCIPLES

6.1. Equal access

The University adheres to the principle of equal access for students, including those with special needs, to educational services and infrastructure.

The University undertakes to create an educational environment in which students will not be discriminated against and / or harassed on any grounds and grounds, and ensures that people with special needs have the same rights as other students of the University.

The University strives to ensure that the needs of students with special needs are met for access to buildings and campus, access to information and educational resources, while maintaining the online availability of resources outside the campus.

6.2. Confidentiality

Information about students with special needs will comply with the University's Privacy Policy.

Data on students with special needs can be provided by the University at the request of authorized state bodies and reflected in official statistical reports.

7. ACADEMIC SUPPORT

7.1. Admission procedure

7.1.1 An applicant with special needs can be advised remotely through the virtual admission office by following the link on the university website. The university website is adapted for the visually impaired <https://kk.narxoz.kz/>.

7.1.2 An applicant with special needs can submit documents electronically to admission@narxoz.kz.

7.1.3 Upon admission an applicant with special needs shall inform the admission committee and submit the documents confirming disability to apply for certain benefits and discounts.

7.1.4 An applicant with special needs may be assisted by a volunteer assistant.

7.1.5 An applicant with special needs has the right to use individual equipment during the application process (hearing aid, wheelchair, Braille, etc.) and the ability to use technical means during the application form (computer, laptop, tablet).

7.2. Student registration

7.2.1. The Admissions Committee transmits information about students with special needs to the Registrar's Office (hereinafter - RO) and to the Adviser's Office (hereinafter referred to as the AO).

7.2.2. The RO manager puts students with special needs on the internal register with a copy of medical documents and an indication of contraindications, allergies to drugs and other drugs, indicating the contacts of relatives / guardians / curator and contacts of the medical organization at the place of residence where the student is registered for the profile disease.

7.2.3. The trainee consults with an adviser before registering online and forms an individual learning pathway. The learner registers for courses either by him/herself or with the help of the Registrar's Office. The Adviser's Office registers the learners for the courses, if necessary, and communicates the information on the registration of the learners with special needs to the relevant Dean's Office of the Graduate School.

7.3 Types of educational benefits

7.3.1 For students with disabilities (persons with disabilities of the first and second groups, persons with disabilities from childhood) bachelor programs are provided benefits in the amount of 50% of the annual tuition fee (according to "Regulations on educational benefits for educational programs of bachelor's degree in NJSC "Narxoz University", approved by the Board decision, Minutes №15 of 12.08.2021).

7.3.2 The level of average GPA for such category of students shall not be lower than 2.67 for the whole period of study.

7.3.3 Students with disabilities (persons with disabilities of the first and second groups, persons with disabilities from childhood) on postgraduate programs are provided with benefits in the amount of 50% of the cost of annual training (according to "Regulations on providing educational benefits to persons studying on postgraduate programs in NJSC "Narxoz University", approved by the Management Board, Minutes №15 of 12.08.2021).

7.4. Adaptation

7.4.1. Students with special needs participate on an equal footing in the orientation week and other events held by the Dean of Students Office (hereinafter referred to as the DSO).

7.4.2. Students with special needs receive regular psychological assistance from the staff psychologist of the Adviser's Office.

7.5. Academic process

7.5.1. Students with special needs are provided with academic support throughout the entire period of study.

7.5.2. The adviser, together with the student, forms an Individual Curriculum (hereinafter referred to as IC), which is formed following the student's online registration and is approved by the Adviser's Office.

7.5.3. The adviser and psychologist maintain regular contact with the legal representatives/carers of a student with special needs regarding academic matters.

7.5.4. School / Educational Program provide the following types of assistance:

- organization of individual consultations on the subject, if necessary - the introduction of additional electives;
- adjustment of methods and terms of knowledge assessment;
- technical assistance in the preparation of research papers / report on industrial practice / diploma project / final qualification work;
- assistance in recording lectures, preparing presentations, drawing up an individual portfolio.

7.5.5. The School management must inform the teaching staff, including visiting teachers, about the enrollment of students with special needs and individual learning characteristics.

7.5.6. The School Board / Education Program in consultation with the Registrar's Office and Adviser's Office, may make adjustments to the Individual Curriculum and Exam session for students with special needs to provide the student with an equal opportunity to demonstrate their knowledge and competence for assessment purposes.

7.5.7. Corrections may relate to the selection of examination methods, prolonging the time for passing exams, providing an assistant during exams (offline), formatting of exam papers, etc.

7.5.8. The adjustments provided to students with special needs must meet the academic requirements of the course or program being studied and must not affect the fulfillment of the basic requirements for obtaining the qualifications of a bachelor, master degrees, PhD, etc.

7.5.9. The Commission for the Granting of Educational Benefits of the University considers the application of students for the provision of benefits for tuition fees and informs about the decision.

7.5.10. The scientific library assists in the individual selection of educational, methodological and scientific literature and books in the Braille system.

7.5.11. The Department of Information Technology (DIT) provides technical assistance and advice on the use of technical teaching aids and modern technologies.

7.5.12. Dean of Students Office provides assistance in establishing social contacts, informs about the possibility of membership in student organizations of the University and participation in intellectual, cultural, sports and other events (online and offline).

7.5.13. The Department of International Development and Partnerships (DIDP) assists in developing an individual academic mobility program (including virtual), informs students with special needs about additional opportunities to unlock their academic and educational potential within the full range of international programs, scholarships and grants presented, and provides administrative support. Also, the DIDP informs the receiving party about the individual health characteristics of the student.

7.5.14. The Center for Career Development and Alumni Relations assists in the individual selection of training/internship bases and placements for students with special needs in accordance with national labor laws and taking into account the major, language of instruction, academic performance, and regional representation. The Office also offers information on projects, internships, and open positions for vulnerable students at partner companies and informs the receiving party about the individual health characteristics of the intern.

7.5.15. The Administration and Facilities Department ensures that students with special needs are able to move around the academic buildings and campus in a safe and comfortable environment (including ramps, toilets, signage, etc.).

7.5. The rights and obligations of the student

7.5.1. The student has the right to seek advice from any employee of the University.

7.5.2. The student has the right to equal access to educational services and infrastructure of the University, including classroom learning and online learning using distance learning methods; access to technical teaching aids, information base of the scientific library, etc.

7.5.3. If there are medical indications, the student has the right to equal access to the sports and recreation complex of the University.

7.5.4. The student has the right to equal access to information on academic mobility programs, double-degree programs and scientific and practical projects.

7.5.5. The student has the right to appeal to the University Ethics Commission.

7.5.6. Upon completion of the training program, the student receives a diploma of the established sample.

7.5.7. The student is responsible for providing accurate medical records;

7.5.8. The student is responsible for adhering to the requirements of the Academic Policy, the Rules of Academic Integrity and the University's Code of Ethical Conduct.

7.5.9. The student maintains constant communication with the adviser and psychologist of the DRS.

7.5.10. The student informs the Registrar's Office prior to the start of the examination period in order to receive special assistance (appointment of a volunteer assistant, technical equipment, etc.).

7.6. University rights

The university may reject the development and application of adjustments to students with special needs in the following cases:

7.6.1. If making adjustments or measures may create unreasonable difficulties and costs for the University;

7.6.2. If the introduction of amendments or measures is contrary to the legislation of the Republic of Kazakhstan and / or internal documents of the University, including the Policy of Academic Integrity and other provisions of the University;

7.6.3. If a student with a special need has an infectious disease or other condition that requires isolation to protect their health and the well-being of those around them.

7.7. Complaint and appeal

Complaints from students with special needs are reviewed by the Ethics Commission, in accordance with the University's Code of Ethical Conduct.

Appeals are considered in accordance with the Regulations on the organization and conduct of intermediate certification (final exams of disciplines) for bachelor's and master's programs, appeals and applications for exams.

The University guarantees the confidentiality of its handling of complaints.