
What Do Contact Persons Do?

Contact persons for students and applicants with special needs:

- **monitor** the support provided to students and applicants with special needs and related activities, and **inform** the Carolina Centre about its status,
- **coordinate** activities related to the registration of students with special needs,
- **provide, organize, or arrange** services offered by the faculty,
- **contact applicants** to discuss and prepare a modified admission procedure, ensuring that the modification deviates as little as possible from the standard procedure (modifications must not lower the level of requirements),
- **inform students and applicants with special needs** about services provided by the University and faculty and **regularly update** the faculty website **with information about their studies**,
- **actively advocate** for resolving individual study-related issues of students with special needs, and ensure appropriate adjustments to study conditions and the learning environment,
- **cooperate** with relevant departments within the faculty and University (e.g., Carolina Centre, departments, institutes, and special facilities),
- **develop activities** to raise awareness among faculty staff about students with special needs, fostering a friendly and inclusive academic environment,
- **inform teachers**, in agreement with the student with special needs, about the student's participation in their classes and about how this participation may affect teaching and preparation (e.g., providing materials for interpreters and transcribers, cooperation with note-takers, extra consultations with the student, individual teaching, selection of organizational forms of teaching, technical aids),
- **arrange**, in agreement and cooperation with the teacher and the student with special needs, **interpreters** for/from Czech Sign Language, transcription and note-taking services, or the recording of the course in audio or audiovisual format,
- **collaborate** with relevant departments, institutes, and special facilities to convert study materials into accessible formats for students with special needs,
- **receive, consult on, and implement** student suggestions for improving the accessibility of study materials, university buildings, and other facilities,
- **inform graduates** about resources related to the employment of persons with special needs, and monitor their entry into the labor market,
- **keep documentation** of their activities,
- engage in **continuous professional development** in the field of education for persons with special needs,
- after the admission decision, ensure (in cooperation with the study department) that **students with special needs are registered** and arrange for a functional diagnosis to be carried out.