
Registration of students

To be able to use the services for students with special needs, it is **necessary to be registered**.

Registration has **three steps**:

1. undergoing functional diagnostics ,
2. submitting document proving disability ,
3. granting informed consent (including entry of health status data into the "Student" programme).

It is possible to register at any time during the academic year, for procedural reasons we recommend to register by **31 October** of the current year.

1. Functional diagnostics

Functional diagnostics comprise a roughly one-hour long interview conducted by a specialised staff member. Its purpose is to identify your needs and any limitations during your study. The output is an expert assessment containing a proposal of the supporting measures that you can use during your course. The assessment will serve as grounds for you to be able to apply your right to benefit from the relevant services and modification of study. The functional diagnostics assessment can be updated as needed.

Functional diagnostics are performed by the following institutions (or office or worker of your home faculty as agreed with the contact person or the Student Administration Office):

Counselling Centre for Students with Disabilities at the Department for Special Education of the CU Faculty of Education

all types of disability

doc. PhDr. PaedDr. Anna Kucharská, Ph.D.

anna.kucharska@pedf.cuni.cz

physical disability

Doc. PaedDr. Vanda Hájková PhD.

vanda.hajkova@pedf.cuni.cz

visual impairment

PhDr. Mgr. Pavlína Šumníková PhD.

pavlina.sumnikova@pedf.cuni.cz

hearing impairment

Doc. PhDr. Kateřina Hádková

katerina.hadkova@pedf.cuni.cz

specific learning disorders

PhDr. Klára Špačková

klara.spackova@pedf.cuni.cz

Academic Psychological Counselling Centre at the Department of Psychology at the CU Faculty of Education

specific learning disorders and psychological disorders

doc. PhDr. PaedDr. Anna Kucharská, Ph.D.

anna.kucharska@pedf.cuni.cz

psychological disorders

PhDr. Sylva Hönigová

honigova.sylva@gmail.com

autism spectrum disorders

PhDr. Hana Sotáková

hana.sotakova@pedf.cuni.cz

Counselling Centre at the Department of Psychosocial Sciences of the CU Hussite Theological Faculty

all types of disability

Prof. PhDr. Beáta Krahulcová, CSc.

beata.krahulcova@htf.cuni.cz

Institute of Deaf Studies of the CU Faculty of Arts

hearing impairment

Mgr. Andrea Hudáková, Ph.D.

andrea.hudakova@ff.cuni.cz

Psychological Counselling Centre at the Department of Psychology of the CU Faculty of Arts

all types of disability except hearing impairment

PhDr. Mgr. David Čáp

david.cap@ff.cuni.cz

specific learning disorders

PhDr. Václav Mertin

vaclav.mertin@ff.cuni.cz

specific learning disorders and psychological disorders

Mgr. Veronika Šporclová, PhD.

veronika.sporclova@volny.cz

specific learning disorders and psychological disorders

PhDr. Mgr. Lenka Morávková Krejčová PhD.

lenka.krejcova@ff.cuni.cz

We recommend you to consult the selection of the most suitable centre for performing the functional diagnostics with the [contact person](#) at your faculty.

2. Document confirming health status

Another prerequisite for registration as a student with special needs is the submission of a currently valid document confirming your health disadvantage.

In this case the acknowledgeable documents are:

- a. **document proving disability** within the meaning of Section 67 of Act 435/2004 Sb., on employment, or
- b. **document proving degree of disability of various degrees** within the meaning of Section 39 of Act 155/1995 Sb., on pension insurance, or
- c. **identification card of person with various degrees of disability** within the meaning of Section 34 of Act 329/2011 Sb., on disability benefits, or
- d. **document proving a specific learning disorder** found on the basis of the results of generally agreed diagnostics of specific learning disorders, or
- e. **medical report** on the results of a specialised medical examination carried out in the case of persons with a psychological disorder (including autism spectrum disorders and impaired communication skills) or with a chronic somatic disease, unless these can be proven by the documents listed above.

The relevant document must be delivered to the Student Administration Office of your faculty (together with the signed informed consent – see further).

3. Informed consent

The last step to successful registration is the delivery of an informed consent to the Student Administration Office (click here for the form in [English](#)). In this way you are giving consent to the entry of the data on your inclusion in the students with special needs category into the information system in the "Student" section.