



CAROLINA CENTRE  
Charles University

A young woman with long brown hair, wearing a white lab coat and large white headphones, is seated in a wheelchair at a wooden desk. She is looking at a laptop screen displaying a video conference with multiple participants. Her hands are resting on an open book on the desk, and she holds a pen. The background shows a modern office or study environment with a grey door.

# Guide to study at CU for students with specific needs



Charles  
University

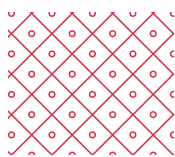




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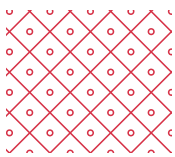


# Dear Students,

Whether you are only preparing for study at Charles University or you are already enrolled on a course, you may find it useful to know that a centre for coordinating services for students with various types of disadvantages has been in operation at Charles University since 1996. It has been known as the Carolina Centre since 2018. The Carolina Centre is part of the CU Point information centre. The aim of the centre is to ensure that comparable support is provided at all 17 faculties and that students receive appropriate, high-quality care. We are continually responding to changes and innovations in the provision of services, whether it's new technologies or the creation or consolidation of new services, etc. We draw inspiration from abroad and other universities in the Czech Republic. At the same time, we are delighted to receive any feedback from students themselves that can help us to identify weaknesses in the system or areas that require attention. Therefore, do not hesitate to contact us with ideas for improvement, comments, or even positive feedback on the services provided. We hope that the following brochure will give you useful tips and information about study. We respect gender balance, but for the sake of clarity of the text, we use a neutral form in the manual.

**Wishing you all the best in your studies,**

**The Carolina Centre staff**

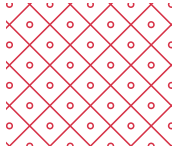


# 1. What you need to know as an applicant for study

Charles University welcomes all those who are interested in studying, including those with various types of disadvantages. Before you submit an application to study here, it is certainly a good idea to find out more about the subjects we offer and to discuss your choice of course with the contact person for students with specific needs at the relevant faculty. You may, **if your specific needs require, submit a request for modification of the admissions procedure** when submitting your application to study. You can enter a request in the application by ticking the appropriate box. The most common modifications involve additional time for completing entrance examinations, large-print exam papers, interpretation between Czech and Czech Sign Language, and the provision of various aids and technology.

A detailed guide to submitting an application for study with an admissions procedure modification request is provided on the Carolina Centre website





## 2. How to get study support according to your needs

In order for the University to provide you with support that meets your needs, it is important that you first **register as a student with specific needs**. It is best to register by 31 October of the relevant year, but registration is possible at any time during your course. The registration process involves the following three steps:



### 1. Obtain a „diagnostics interview“

The aim of this interview is to **identify your needs** and any limitations during your course. The result is a report containing a proposal for supportive measures. The report can be updated when required.



### 2. Provide proof of your disability

You will need to submit certificates attesting to your specific needs to the specialist who makes your diagnostics interview. A list of **acceptable documents** can be found via the link provided at the end of this chapter.



### 3. Give us your informed consent

The final step in the registration process is **to sign an informed consent form** confirming that you are happy for Charles University to register you as a student with specific needs. By doing so, you agree that data relating to your specific needs status will be entered into the University's study information system. This information is visible only to authorised university staff. The specialist who makes your diagnostics interview will give you this form to sign and will then file all the registration paperwork with the Student Registry at your faculty.

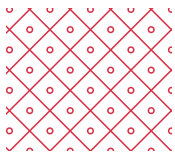
As part of the registration process, you will be registered into one of the following categories according to the nature of your specific needs:

- A** **category A** – students with visual impairments
- B** **category B** – students with hearing impairments
- C** **category C** – students with physical impairment
- D** **category D** – students with specific learning difficulties
- E** **category E** – students with autism spectrum disorder
- F** **category F** – students with other difficulties (such as mental health problems or with chronic diseases)



Find out more





### 3. Where to go for support during your studies

#### Faculty support

The main person who handles individual issues affecting study with students at the faculty and ensures the modification of study conditions and the environment is known as the contact person. In addition to **the contact person**, the teaching staff



For a list of contact persons at the faculties

and Student Registry staff will also be willing to assist you with study arrangements. You can have full confidence in contacting any of these faculty staff in relation to your needs.

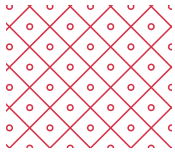
#### University support

At the central university level, support services are provided by the Carolina Centre, which also provides methodological support to the individual faculties. Its primary focus is supporting people with health or socio-economic disadvantages, but any student who finds themselves in difficulty while studying at the University is welcome to contact the centre for advice.

Contacts for Carolina Centre staff



If you are stuck with something, do not hesitate to contact the contact person at your faculty or the Carolina Centre. We are ready to help you.



## 4. What student support services are available

The services we are able to provide are listed in your diagnostics interview report. This report always states what form of support are available to you (for example: additional time to complete assignments, coaching in study skills).

### Faculty services

Your faculty contact person will help you with the provision of services. They have **a list of the services and support provided directly by the faculty**. For example, your faculty may provide its students with:



individual study plans



individual consultations with teaching staff



library services



equipment loans

### Central services

The Carolina Centre provides the following selected services:



coaching in study skills



personal assistance



study and psychological counselling



digitisation services

The following pages provide detailed descriptions of these services.

# Coaching in study skills



Coaching in study skills can provide you with the skills you need to successfully complete your university studies.

## Coaching in study skills can focus on the following areas, according to your specific needs:

- working with special computer technology
- working effectively with tactile documents
- deepening competences for working effectively with written texts
- effective time management strategies for study
- development of social skills in the context of oral examinations and communication with teaching staff
- preparing effectively for exams and other study assignments
- strategies for writing study texts

## Students with hearing impairments can also make use for training in:

- deepening the specific competences necessary for effective use of sign language in the academic environment and the general competences necessary for successful university study
- effective use of interpreting, transcription, note-taking and other service and organisational measures

Find out more





## Personal assistance



Personal assistance is primarily provided through **student-to-student** aid, where individual assistance is provided by another Charles University student, and that student in turn receives a scholarship.

### Key services provided include:

- note-taking during lectures
- acquisition of study materials
- reading texts, accompaniment
- general study support
- direct study support in specific situations

Find out more



## Psychological counselling



Students often find themselves under substantial stress, and may also have to face unexpected crisis situations during their studies. **Psychological counselling can help you cope with these difficulties** and can, for example, **teach you stress management techniques**. The Carolina Centre provides **psychological counselling (including in Czech Sign Language) and psychiatric counselling**.

Find out more  
about counselling



# Digitisation of study materials and study room services of the digitisation centre

A B C D E F

The digitisation of new study materials is intended **not only for students with visual impairments**, but also for students with other difficulties based on the recommendations of a diagnostics interview. As a registered student, you can **download digitised books** directly from the central repository of Charles University at [dspace.cuni.cz](https://dspace.cuni.cz) or request them at [digitalizace@ruk.cuni.cz](mailto:digitalizace@ruk.cuni.cz).

Records of digitised literature are listed in the UKAŽ central search engine.

The student receives the processed text in electronic form, most often in PDF, DOCX or TXT formats. The text can also be printed in Braille or only in a larger font on a classic printer. The digitisation centre also provides typhlographic printing using tactile thermal printing.

For more about  
typographic the service



## The Digitisation Centre computer room

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As a registered student with specific needs, you can **print, copy and scan study materials free of charge** for the duration of your studies. In the Digitisation Centre's computer room, you can also use computers equipped with special software for students with visual impairments (JAWS, NVDA, Zoomtext). The computer room is located in Celetná 20, Prague 1.



For opening hours, contacts  
and access information

# Equipment loans

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Find out more

Through our equipment loans service, you can borrow **laptop computers, dictaphones, e-readers, ClaroRead software, pocket magnifying glasses, special keyboards and computer mice.**

If you need any special technology for your studies that we do not yet have in our equipment bank, please let us know and we may be able to obtain it for you. The standard loan period is six months and this may be subsequently extended.

## Interpreting and transcription services

B

Students with hearing impairments can make use of interpretation/translation services between Czech and Czech Sign Language, as well as simultaneous transcription from spoken to written Czech, for all study-related activities. These services are arranged by the faculty contact person, following consultation with you and in collaboration with your course teaching staff.

Find out more



# English for students with hearing impairments



These English classes are taught primarily in written English, with some spoken Czech or Czech Sign Language (a Czech / Czech Sign Language interpreter can be present during the class). The classes are organised by the **Paluba Centre**. This institute also collaborates in the provision of tuition and assessment in other foreign languages.

## Advice services for all students and staff



The Carolina Centre offers a broad range of advice services to all Charles University students regardless of whether they have obtained a diagnostics interview report or not. Do not hesitate to contact the centre and about anything that is bothering you. Our advisors and therapists will work with you to get to the bottom of your difficulties, draw on your own resources and find the best possible solution. Our core advice services focus on:



For an overview of advice centres and contacts for individual members of staff

- **psychological and psychiatric support**
- **socio-economic advice**
- **legal and career advice, including coaching**

**These consultations are free for students.** Most faculties of Charles University also have their own advice centres, through which they provide assistance and support mainly to their own staff and students.



# Sports facilities for students

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The Faculty of Physical Education and Sport (FTVS) provides support for students with specific needs who wish to participate in sports activities. The services they provide primarily consist of arranging personal assistance and professional accompaniment or providing special equipment for particular sports.

FTVS also regularly runs sport-oriented courses for students with specific needs. If interested, please contact the faculty contact person for students with specific needs.



## 5. Study abroad

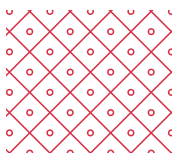
A B C D E F

During your studies, you will have the opportunity to travel abroad and gain valuable experience there. Travel activities range from single-semester or whole-year study visits to practical placements, summer schools, language courses and research trips.

You can obtain a **scholarship** for your visits to cover increased costs.

For complete  
information





## 6. Physical access to university buildings



Charles University has long been committed to making its buildings as barrier-free as possible. However, this goal is complicated by the fact that the University is spread across more than a hundred buildings, many of which are historic listed buildings.

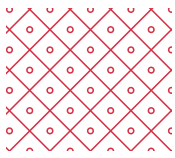
On the following double page spread, we present all the buildings currently used by Charles University. The **map indicates the accessibility status** of buildings that have been assessed using the methodology developed by the Prague Wheelchair Users' Organisation. Some of our student dormitories offer **barrier-free rooms** and the Komenský Dormitory is equipped with flashing light alarms to alert students with hearing impairments in case of danger.

If you have any questions about accessibility, please contact the coordinators at [the Carolina Centre](#).



Detailed access plans for individual university buildings are available on the Carolina Centre website





# Map of faculties and buildings



## Rectorate of Charles University

Ovocný trh 560/5, Prague 1

## Catholic Theological Faculty of Charles University

1. Thákurova 676/3, Prague 6

## Protestant Theological Faculty of Charles University

2. Černá 646/9, Prague 1

## Hussite Theological Faculty of Charles University

3. Pacovská 350/4, Prague 4

## CU Faculty of Law

4. nám. Curieových 901/7, Prague 1

## CU First Faculty of Medicine

5. Kateřinská 32, Prague 2 (dean's office — the faculty also has workplaces in five Prague hospitals)

## CU Second Faculty of Medicine

6. Šimůnkova 4/1596, Prague 8
7. Budínova 2, Prague 8
8. U Vojenské nemocnice 1200, Prague 6
9. V Úvalu 84, Prague 5
10. Plzeňská 130/221, 311
11. U Nemocnice 3, Prague 2
12. Bruslařská 10, Prague 15

## CU Third Faculty of Medicine

13. Ruská 2411/87, Prague 10
14. Ruská 2200/91, Prague 10
15. Šrobárova 48/49, Prague 10
16. Šrobárova 1150/50, Prague 10

## CU Faculty of Medicine in Pilsen

17. Alej Svobody 31, 76, 80, Pilsen
18. Bolevecká 30-32, Pilsen
19. Lidická 4, 6, 8, Pilsen
20. E. Beneše 13, Pilsen

## CU Faculty of Medicine in Hradec Králové

21. Šimkova 870, Hradec Králové
22. Nezvalova 265, Hradec Králové
23. Na Hradě 91, Hradec Králové
24. Zborovská 2089, Hradec Králové
25. Sokolská 851, Hradec Králové
26. Záměstí 683, Hradec Králové

## CU Faculty of Pharmacy in Hradec Králové

27. Akademika Heyrovského 1203, Hradec Králové (also uses other facilities together with LF HK)
28. Botanická ulice, Hradec Králové



## CU Faculty of Arts

29. Josefská 6, Prague 1
30. nám. Jana Palacha 1/2, Prague 1
31. Celetná 13, 20, Prague 1
32. Hybernská 3, Prague 1
33. Jindřišská 27, Prague 1
34. Panská 7, Prague 1
35. U Kříže 8, Prague 5
36. Voršílská 1, Prague 1
37. Na Příkopě 29, Prague 1
38. Revoluční 26, Prague 1

## CU Faculty of Science

39. Albertov 3, 6, 8, Prague 2
40. Hlavova 8, Prague 2
41. Viničná 5, 7, Prague 2
42. Benátská 2, 4, Prague 2
43. Na Slupi 16, Prague 2
44. Legerova 5, Prague 2
45. Bruslařská 10, Prague 15



#### CU Faculty of Mathematics and Physics

- 46. V Holešovičkách 747/2, Prague 8
- 47. Sokolovská 49/83, Prague 8
- 48. Malostranské nám. 2/25, Prague 1
- 49. Ke Karlovu 2026/5, 2027/3, Prague 2
- 50. Albertov 2098/9a, Prague 2
- 51. Bruslařská 10, Prague 15

#### CU Faculty of Education

- 52. Myslíkova 7, Prague 1
- 53. Magdalény Rettigové 4, 8, Prague 1
- 54. Celetná 13, Prague 1
- 55. Královická 915, Brandýs nad Labem

#### CU Faculty of Social Sciences

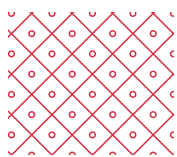
- 56. Smetanovo nábřeží 6, Prague 1
- 57. Opletalova 26, Prague 1
- 58. U Kříže 8, Prague 5
- 59. Celetná 20, Prague 1
- 60. Voršílská 1, Prague 1

#### CU Faculty of Physical Education and Sport

- 61. Josě Martího 31, Prague 6
- 62. Újezd 450, Prague 1

#### CU Faculty of Humanities

- 63. Pátkova 2137/5, Prague 8



## 7. Key legislation

**Charles University Rector's Directive no. 28/2023** is the key internal regulation that sets out the conditions under which Charles University provides support to students with specific needs. It contains provisions related to basic support both prior to admission and during the course of study, information about how support service provision is organised, and provisions relating to the use of library and information services.

We provide and finance our services in accordance with the Czech Ministry of Education's Rules for the Provision of Contributions and Subsidies to Publicly-Funded Higher Education Institutions. This document specifies, among other things, the standards at which measures are provided to students in each disability category.

To view these documents in full







**The Carolina Centre  
team is looking forward  
to welcoming you!**



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CAROLINA CENTRE  
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**CU Point**  
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