



POLISI UNIVERSITI INKLUSIF

SISWA ORANG KURANG UPAYA

SEKALUNG PENGHARGAAN

Kementerian Pendidikan Malaysia

Kementerian Pembangunan Wanita, Keluarga & Masyarakat

Pengurusan Universiti Malaya

Bahagian Hal Ehwal Pelajar & Alumni, Universiti Malaya

Disability Service Unit, Universiti Islam Antarabangsa

Majlis Kebangsaan Bagi Orang Buta Malaysia (NCBM)

Malaysian Association for the Deaf (MFD)

Pertubuhan Orang Cacat Anggota Malaysia (POCAM)

Disability Liaison Officer, Universiti Malaya

Unit Perundangan Universiti Malaya

Semua PTj Universiti Malaya

Seksyen Kaunseling, Kerjaya & OKU Universiti Malaya

Pelajar Orang Kurang Upaya, Universiti Malaya

Puan Halimatun Attan, Mantan Ketua SKKOKU

Semua Individu Perseorangan yang terlibat secara langsung atau tidak dalam

penghasilan Polisi Universiti Inklusif Universiti Malaya ini.



POLISI UNIVERSITI INKLUSIF

1.0 PENGENALAN

Setiap tahun, jumlah orang kurang upaya (OKU) yang diterima masuk ke institusi-institusi pengajian tinggi dalam Malaysia semakin meningkat. Sebagai institusi pengajian tinggi awam terulung di negara ini, Universiti Malaya (UM) turut mengiktiraf hak dan keperluan OKU untuk melanjutkan pengajian mereka hingga ke peringkat tertinggi. Pihak universiti, sama ada daripada peringkat pengurusan tertinggi hinggalah kakitangan sokongan, amat komited untuk memberikan OKU peluang pendidikan yang setara dengan orang upaya. Justeru, pihak UM telah berusaha menyediakan persekitaran Universiti yang mampu menyokong Siswa OKU untuk bergerak bebas dan berdikari dalam aspek sosial, emosi, dan persekitaran, agar Siswa OKU dapat menjalani kehidupan yang terbaik sepanjang berada di alam kampus.

Penyediaan keperluan meliputi kemudahan, peralatan, dan perkhidmatan untuk OKU bukan lagi satu pilihan atau berasaskan kebajikan (*charity base*), tetapi hal ini merupakan hak mereka yang perlu dipenuhi dan dijaga, seperti yang telah dinikmati pelajar-pelajar upaya. Usaha ini juga bukan sekadar kerja kebajikan (*charity work*) atau tanggungjawab sosial korporat (*corporate social responsibility (CSR)*) yang hanya dilakukan apabila institusi memiliki lebih dana atau kelapangan tenaga kerja. Perkara ini adalah selaras dengan Akta OKU 2008 dan *United Nation Convention on The Rights of Persons with Disabilities (UNCRPD)* yang menuntut semua institusi pendidikan di negara ini untuk memberikan peluang yang sama rata kepada OKU dan menyediakan kemudahan yang boleh dicapai OKU sepenuhnya.

Selaras dengan kemajuan yang dialami negara dan hasrat UM untuk menjadi Universiti Inklusif OKU, berserta tuntutan Akta OKU 2008 dan UNCRPD, maka, pihak UM telah menggubal satu polisi khas berkaitan Siswa OKU. Polisi yang dinamakan Polisi Universiti Inklusif ini diharap dapat menjamin hak dan keperluan Siswa OKU serta mengukuhkan taraf pendidikan negara, selain turut menaikkan nama universiti ke persada dunia.

2.0 OBJEKTIF POLISI

Polisi ini bermatlamat untuk:

- i. Memenuhi dan menjaga hak Siswa OKU untuk mendapatkan akses penuh kepada sistem pembelajaran dan kehidupan kampus.
- ii. Memperkasakan daya saing Siswa OKU secara holistik.
- iii. Menyelaras pengurusan Siswa OKU di semua peringkat pentadbiran dalam universiti.
- iv. Meningkatkan kesedaran mengenai hak OKU kepada semua warga kampus.

3.0 PENGGUNAAN ISTILAH

- i. **Siswa OKU** merujuk kepada semua pelajar berdaftar di Universiti Malaya di setiap peringkat pengajian di UM yang memiliki kekurangan atau kecacatan dari segi fizikal, sensori, mental dan intelektual yang mana telah disahkan sebagai OKU dan memiliki Kad Pendaftaran OKU yang dikeluarkan oleh Jabatan Kebajikan Masyarakat. Istilah ini turut terpakai kepada pelajar antarabangsa yang telah disahkan pegawai perubatan sebagai OKU.
- ii. **Jawatankuasa Pembangunan Universiti Inklusif**, atau singkatannya **JPINK**, merupakan jawatankuasa tertinggi dalam struktur organisasi pentadbiran dan pengurusan hal ehwal Siswa OKU di UM. JPINK

- ditubuhkan bagi menggantikan Jawatankuasa Penasihat Kebajikan Pelajar OKU Universiti Malaya.
- iii. **Unit Pengurusan Siswa OKU** atau **UPSOKU** ialah unit dalam struktur organisasi pentadbiran dan pengurusan hal ehwal Siswa OKU di UM. Unit ini merupakan pelaksana dan pengendali segala perancangan yang telah dibuat oleh pihak UM, di samping berfungsi sebagai pusat rujukan dalam hal-hal berkaitan Siswa OKU di Universiti ini.
 - iv. **Pegawai Perhubungan Ketidakupayaan** atau **Disability Liaison Officer (DLO)** ialah kakitangan UM yang dipilih oleh pusat tanggungjawab (PTJ) masing-masing dan menerima surat tauliah daripada JPINK.
 - v. Penggunaan istilah-istilah lain seperti **ketidakupayaan, aksesibiliti, dan penyesuaian munasabah** (*reasonable accommodation*) adalah sama ertinya seperti yang termaktub dalam Akta OKU 2008 (Akta 685).

4.0 JAWATANKUASA PEMBANGUNAN UNIVERSITI INKLUSIF (JPINK)

Jawatankuasa Pembangunan Universiti Inklusif atau JPINK merupakan sebuah jawatankuasa tertinggi yang mengendalikan segala hal berkaitan Siswa OKU dan pembangunan UM sebagai sebuah universiti inklusif.

Ahli-ahli JPINK hendaklah terdiri daripada:

- i. Naib Canselor Universiti Malaya selaku Pengerusi JPINK
- ii. Timbalan Naib Canselor Bahagian Hal Ehwal Pelajar & Alumni UM selaku Timbalan Pengerusi JPINK.
- iii. Timbalan Naib Canselor Akademik & Antarabangsa
- iv. Timbalan Naib Canselor Penyelidikan & Inovasi
- v. Timbalan Naib Canselor Pembangunan
- vi. Ketua Seksyen Kaunseling, Kerjaya & OKU UM
- vii. Ketua UPSOKU selaku Setiausaha JPINK

- viii. Yang Di-Pertua Persatuan Mahasiswa Istimewa Unviersiti Malaya (PERMIUM) selaku perwakilan tetap Siswa OKU peringkat ijazah dasar di UM.
- ix. Seorang perwakilan tetap Siswa OKU peringkat ijazah tinggi yang dilantik oleh Naib Canselor.

Bagi maksud perenggan ix di atas, tempoh pelantikan adalah seperti yang dinyatakan dalam surat cara pelantikannya.

JPINK boleh dari semasa ke semasa mengundang mana-mana individu atau wakil dari mana-mana institusi luar sebagai pemberi input atau penasihat bagi satu-satu isu. Individu atau wakil tersebut tidak mempunyai kuasa mengundi di dalam mesyuarat JPINK.

Dalam masa ketidakhadiran Naib Canselor, Timbalan Naib Canselor Bahagian Hal Ehwal Pelajar & Alumni UM selaku Timbalan Pengerusi JPINK mempengerusikan mesyuarat JPINK.

Fungsi utama JPINK termasuklah:

- x. Mengadakan sekurang-kurangnya satu (1) mesyuarat dalam setiap tiga (3) bulan mengikut keperluan bagi membincangkan perkara-perkara berbangkit dan mendapatkan maklum balas serta perkembangan isu-isu yang telah dibincangkan dalam mesyuarat sebelumnya.
- xi. Merancang dan meluluskan apa-apa projek/program pembangunan dan permohonan berkaitan Siswa OKU.

5.0 UNIT PENGURUSAN SISWA OKU (UPSOKU)

Unit Pengurusan Siswa OKU atau UPSOKU diletakkan di bawah Seksyen Kaunseling, Kerjaya & OKU UM dan bertanggungjawab secara langsung kepada JPINK. Fungsi-fungsi UPSOKU adalah seperti berikut:

- i. Mengumpulkan dan memproses maklumat Siswa OKU.
- ii. Menjadi tempat rujukan utama berkaitan isu-isu Siswa OKU dalam sebarang perkara, terutamanya yang melibatkan aspek akademik dan kemudahan.
- iii. Menjadi pengantara dalam program-program pembangunan dan penyelidikan yang melibatkan Siswa OKU.
- iv. Melatih dan mengkoordinasi fungsi Pegawai Perhubungan Ketidakupayaan (*Disability Liaison Officer*) yang dilantik dari setiap pusat tanggungjawab (PTJ).
- v. Merangka dan melaksanakan program-program pengupayaan, pembangunan, dan pemerksaan Siswa OKU di UM.
- vi. Memproses semua permohonan dan aduan daripada Siswa OKU.

Seorang pegawai khusus (tidak semestinya orang upaya) yang terlatih, yakni mempunyai pengetahuan dan pengalaman dalam menguruskan hal-hal berkaitan OKU perlu dilantik sebagai Ketua UPSOKU. Pengambilan tenaga kerja tambahan boleh dilakukan berdasarkan keperluan dan peruntukan bagi membantu Ketua UPSOKU menjalankan fungsi unit ini.

6.0 PEGAWAI PERHUBUNGAN KETIDAKUPAYAAN (DISABILITY LIAISON OFFICER (DLO))

Pegawai Perhubungan Ketidakupayaan atau *Disability Liaison Officer* (DLO) ialah kakitangan UM yang dipilih oleh pusat tanggungjawab (PTJ) masing-masing dan menerima

surat tauliah daripada JPINK. Peranan dan tugas DLO adalah seperti yang berikut:

- i. Menjadi tempat rujukan kepada kakitangan dan pelajar di PTJ masing-masing berkenaan Siswa OKU.
- ii. Menjadi penghubung antara PTJ dengan UPSOKU dan sebaliknya dalam perkongsian maklumat berkenaan Siswa OKU.
- iii. Membantu Siswa OKU untuk mendaftar di PTJ masing-masing
- iv. Mengesyorkan kaedah dan pendekatan yang terbaik tentang penyesuaian munasabah berdasarkan skop dan kemampuan PTJ masing-masing.
- v. Menguruskan kemudahan dan perkhidmatan sokongan bagi Siswa OKU di PTJ masing-masing.

Tempoh seseorang individu memegang jawatan sebagai DLO adalah selama mana individu itu dipilih oleh PTJ. Pihak JPINK akan menghantar surat pembaharuan pelantikan sekali setiap satu (1) tahun.

7.0 KEBERTANGGUNGJAWABAN TERHADAP POLISI DAN ISU-ISU SISWA OKU

Kebertanggungjawaban terhadap Polisi Universiti Inklusif dan isu-isu berkaitan Siswa OKU di dalam UM adalah seperti berikut:

- i. Pihak UM menerusi semua PTJ di bawahnya perlu sentiasa **bersedia** untuk memenuhi segala objektif dan perkara yang terdapat dalam polisi ini dan apa yang diputuskan oleh JPINK.
- ii. Semua PTJ yang mempunyai kaitan secara langsung atau tidak langsung dengan sistem pengajaran dan pembelajaran mahasiswa di UM **berkongsi tanggungjawab** yang sama untuk memenuhi hak dan keperluan serta menyediakan perkhidmatan sokongan bagi Siswa OKU seperti yang telah termaktub dalam polisi ini.

- iii. Semua PTJ haruslah **bekerjasama** dalam memenuhi kesemua objektif dan perkara yang telah termaktub dalam polisi ini mengikut fungsi yang dipertanggungjawabkan.
- iv. Semua pelajar dan kakitangan **berkongsi tanggungjawab** yang sama untuk memastikan UM menjadi sebuah universiti yang inklusif. Setiap pelajar dan kakitangan juga mestilah menggunakan kaedah dan saluran yang betul untuk mengutarakan isu-isu berkaitan Siswa OKU atau persekitaran Universiti inklusif.

8.0 LANGKAH PELAKSANAAN POLISI TERHADAP SISWA OKU

Pelaksanaan Polisi Universiti Inklusif terhadap seseorang OKU yang hendak menjadi pelajar di UM bermula daripada pengambilan Siswa OKU tersebut sehinggalah pengajiannya tamat. Langkah-langkah yang terangkum dalam pelaksanaan ini adalah seperti yang berikut:

8.1 Pendaftaran Siswa OKU dengan UPSOKU

Semua Siswa OKU perlu berdaftar dengan UPSOKU supaya hak dan keperluan mereka dapat diurus dan diselia secara lancar dan berkesan. Jika perlu siswa OKU harus mengemukakan laporan kesihatan, penilaian jenis dan darjah kecacatan, serta tahap ketidakupayaan yang dihadapi agar keperluan mereka dapat disediakan pihak yang terlibat.

8.2 Penyesuaian Siswa OKU di Kampus

UPSOKU bertanggungjawab dalam menyelaraskan sistem sokongan meliputi perkhidmatan dan peralatan serta melaksanakan aktiviti-aktiviti untuk membantu Siswa OKU menyesuaikan diri dengan kehidupan di kampus.

8.3 Penyediaan Kemudahan Kepada Siswa OKU

Semua Siswa OKU di UM berhak untuk mendapatkan kemudahan yang bersesuaian bagi menjalani kehidupan di kampus dengan baik dan setara dengan pelajar-pelajar lain. Penyediaan kemudahan untuk Siswa OKU perlu berorientasikan kecacatan dan isu ketidakupayaan yang dihadapi oleh mereka. Pihak penyedia kemudahan perlu melakukan penyesuaian munasabah bagi memenuhi keperluan seseorang Siswa OKU.

8.4 Pengajaran dan Pembelajaran Siswa OKU

Semua kakitangan akademik perlu memberi kerjasama dan sokongan semaksimum mungkin kepada Siswa OKU semasa sesi pengajaran & pembelajaran agar Siswa OKU dapat turut serta sepenuhnya. Hal ini meliputi penyediaan bahan-bahan alternatif yang boleh diakses (misalnya, format salinan lembut (*soft copy*) untuk Siswa OKU penglihatan), kebenaran merakam syarahan kuliah/tutorial (untuk Siswa OKU penglihatan), pemilihan dewan atau bilik kuliah yang boleh diakses (untuk Siswa OKU berkerusi roda), dan lain-lain. Pihak PTJ boleh berunding dengan UPSOKU dan pelajar yang terlibat untuk mendapatkan maklumat serta pendapat berkaitan dengan penyediaan sistem sokongan berkenaan.

8.5 Keperluan Sewaktu Peperiksaan

Bahagian Akademik & juga PTJ di mana siswa OKU mendaftar kursus bagi program pengajiannya perlu menyediakan peralatan dan perkhidmatan yang sewajarnya kepada Siswa OKU agar mereka dapat menduduki peperiksaan dalam keadaan yang kondusif. Format peperiksaan dan kandungan kertas soalan, termasuklah gambar rajah, petikan tulisan,

jadual dan lain-lain keperluan perlu disediakan dalam bentuk yang boleh diakses oleh Siswa OKU berdasarkan keperluan dan permintaan yang bersesuaian dengan pelajar tersebut. Siswa OKU berhak untuk mendapat masa tambahan ketika menduduki peperiksaan berdasarkan prosedur serta syarat-syarat yang telah ditetapkan pihak UM.

8.6 Kaedah Penilaian

Pensyarah perlu menyediakan kaedah penilaian bersesuaian mengikut tahap ketidakupayaan siswa OKU (masalah pembelajaran memerlukan soalan dalam bentuk grafik dan bukan dalam bentuk perkataan).

8.7 Perancangan Pembangunan

Universiti Malaya akan berusaha dalam setiap perancangan pembangunan prasarana di dalam kampus berdasarkan konsep reka bentuk sejagat (*universal design*) sebagaimana yang termaktub dalam Akta OKU 2008. Semua bangunan dan kemudahan baru yang akan dibina perlu mematuhi standard MS1184, MS1331 dan MS2015. Bangunan sedia ada akan dinaiktaraf dengan mematuhi standard yang sama secara berperingkat.

8.8 Perkembangan Siswa OKU dan Penganjuran Aktiviti

UPSOKU harus mengawasi perkembangan setiap Siswa OKU secara holistik dari segi akademik, sosial, emosi, dan kemahiran insaniah. UPSOKU boleh mempertimbangkan mana-mana pendekatan dan kaedah yang terbaik untuk mencapai tujuan ini. Segala perancangan dan pelaksanaan aktiviti di kampus pula haruslah bersifat universal dari segi pengisian dan penyampaian serta diadakan di lokasi

yang boleh diakses dan menyediakan sistem sokongan yang sewajarnya. Aktiviti-aktiviti khusus untuk Siswa OKU perlu mendapatkan saranan UPSOKU agar objektif program dapat dicapai dan sesuai dengan golongan sasaran.

8.9 Teknologi dan Alat Bantu

Sebarang teknologi dan alat bantu untuk kegunaan serta kemudahan Siswa OKU boleh dipohon oleh Siswa OKU itu sendiri atau mana-mana PTJ yang berkenaan. Penyediaan dan pembelian teknologi serta alat bantu tersebut mestilah melalui UPSOKU dan JPINK. Status hak milik alat bantu yang dipohon Siswa OKU tertakluk kepada keputusan JPINK, manakala teknologi dan alat bantu yang dipohon PTJ adalah hak milik UM. Manfaat daripada teknologi dan alat bantu yang terdapat di mana-mana PTJ haruslah dapat dinikmati bersama oleh semua Siswa OKU.

8.10 Penganugerahan dan Pensijilan

Siswa OKU tidak boleh dinafikan haknya untuk mendapat satu-satu penganugerahan atau pensijilan yang di anugerahkan oleh Universiti Malaya atas alasan kecacatannya.

9.0 KESELAMATAN SISWA OKU

Siswa OKU bertanggungjawab untuk menjaga keselamatan dirinya sendiri. Pada masa yang sama, pihak PTJ perlu memastikan persekitaran PTJ yang selamat. Pihak PTJ juga perlu merangka dan menyediakan pelan laluan keselamatan dan Prosedur Operasi Standard (*Standard Operation Procedure (SOP)*) dalam situasi yang berisiko, seperti kebakaran, kemalangan, dan bencana alam.

10.0 PENGUCAPAN AWAM DAN PENGHEBAHAN MEDIA

Segala mesej yang disampaikan menerusi pelbagai bentuk pengucapan awam dan penghebahan media tidak boleh mengandungi unsur-unsur diskriminasi atau segregasi terhadap golongan Siswa OKU, sama ada secara terang-terangan atau secara terselindung, yang boleh mengganggu-gugat pembinaan persekitaran dan imej Universiti inklusif. Selain itu, segala mesej untuk kepentingan warga kampus hendaklah turut boleh diakses oleh Siswa OKU dalam pelbagai format dan mengikut masa yang sama seperti yang diakses oleh pelajar upaya.

11.0 KAJIAN TENTANG SISWA OKU

Para penyelidik yang ingin menjalankan kajian tentang Siswa OKU atau melibatkan Siswa OKU (sebagai responden atau sampel kajian) harus mendapatkan konsultasi daripada pihak UPSOKU. Penyelidik-penyelidik perlu mematuhi setiap etika penyelidikan di samping menggunakan kaedah dan pendekatan yang disarankan dalam perundingan tersebut. Setiap penyelidik juga harus memberikan satu salinan hasil kajian mereka kepada UPSOKU supaya maklumat tersebut dapat dimanfaatkan secara bersama.

12.0 PINDAAN DAN PENAMBAHAN PERKARA DALAM POLISI

Pindaan mana-mana perkara dalam polisi dan/atau penambahan sesuatu perkara ke dalam polisi ini hanya boleh dibuat setelah mendapat persetujuan Ahli-ahli JPINK. Segala pindaan dan/atau penambahan dalam polisi perlu dimaklumkan kepada semua pihak di dalam UM, sama ada melalui medium cetakan atau elektronik.



INCLUSIVE UNIVERSITY POLICY

1.0 INTRODUCTION

In Malaysia, the number of persons with disabilities (PWDs) who are admitted to institutions of higher education has been increasing with every passing year. As the premier public institute of higher learning in the country, University of Malaya (UM) recognizes the rights and needs of the disabled to pursue their studies to the highest level. The university, from the top management level to the support staff, are committed to provide the disabled with equal opportunities in education as is available for non-disabled persons. Thus, UM has attempted to provide an environment that is capable of supporting disabled students in order for them to move freely and independently both socially and emotionally, and in the physical environment. It is hoped that these efforts will enable disabled students to experience life in the best way possible throughout their sojourn on campus.

The provisions made to meet the needs of the disabled which include facilities, equipment, and services are no longer a choice or charity-based action. It is a right of the disabled which must be fulfilled and maintained, as has been enjoyed by non-disabled students. These efforts are not works of charity or a corporate social responsibility (CSR) merely carried out when an institution has a surplus of funds or spare workforce. This is in line with the Disabilities Act 2008 and the United Nation Convention on the Rights of Persons with Disabilities (UNCRPD) which require all institutions of education in the country to provide equal opportunity to the disabled and to make it fully accessible to them.

In line with Malaysia's development and UM's intention to become a PWD Inclusive University, and in tandem with the stipulations of the Persons with Disabilities Act 2008 and the UNCRPD, UM has formulated a special policy pertaining to disabled students. The Inclusive University Policy is expected to ensure the rights and needs of disabled students and to strengthen the level of education in the country, in addition to promoting the university's reputation in the global arena.

2.0 OBJECTIVES OF THE POLICY

This policy aims to:

- i. Fulfill and protect the rights of disabled students so that they can gain full access to the system of learning and life on campus.
- ii. Empower disabled students with the ability to compete holistically.
- iii. Coordinate the management of disabled students at all levels of administration in the university.
- iv. Raise awareness about the rights of the disabled amongst the entire campus community.

3.0 REFERENCE OF TERMS

- i. The term '**PWD student or disabled student**' refers to all students enrolled at every level of study in University of Malaya who have a deficiency or disability which may be physical, sensorial, mental or cognitive. A 'disabled student' is one who has been certified as a PWD and possesses a registration card issued by the Social Welfare Department. This term also applies to international students who have been certified as a disabled person by a medical officer.
- ii. Inclusive University Development Committee, or its abbreviation **JPINK**, is a committee of the highest level in the organizational structure of the administration and management of disabled student affairs in UM. JPINK was set up to replace the Advisory Committee for PWD Student Welfare in University Malaya.

iii. **The PWD Student Management Unit or UPSOKU** is a unit within the organizational structure of the administration and management of disabled student affairs in UM. This unit organizes and carries out the all of the plans laid out by UM, as well as serves as a reference point in matters relating to disabled students in this university.

iv. **The Disability Liaison Officer (DLO)** is a staff of UM who will be selected by each responsibility centre (RC) and will receive a letter of appointment from JPINK.

v. The use of other terms such as **disability, accessibility, and reasonable accommodation** carries the same meaning as defined in the Persons with Disabilities Act, 2008 (Act 685).

4.0 INCLUSIVE UNIVERSITY DEVELOPMENT COMMITTEE (JPINK)

Inclusive University Development Committee or JPINK is a high-level committee which handles all matters related to disabled students and the development of UM as an inclusive university.

The members of JPINK must consist of:

- i. The Vice-Chancellor of University Malaya as the Chairperson of JPINK
- ii. Deputy Vice-Chancellor for Student Affairs and Alumni UM as the Deputy Chairperson of JPINK.
- iii. Deputy Vice-Chancellor of Academic and International
- iv. Deputy Vice-Chancellor of Research & Innovation
- v. Deputy Vice-Chancellor of Development
- vi. Head of Counselling, Career & OKU UM
- vii. Head of UPSOKU as the Secretary of JPINK

viii. The President of the Association of Special-Needs Students of University Malaya (PERMIUM) as the permanent representative of disabled students at the undergraduate level in UM.

ix. A permanent representative of disabled students at the postgraduate level who will be appointed by the Vice-Chancellor.

For the purpose of paragraph ix above, the term of appointment is as stated in the letter of appointment.

JPINK can from time to time invite any individual or representative of other institutions to provide input or as an advisor for a particular issue. These individuals or representatives will not have the power to vote at JPINK meetings.

In the absence of the Vice-Chancellor, the Deputy Vice-Chancellor for Student Affairs and Alumni UM will preside over the JPINK meeting as deputy chairperson.

JPINK's main functions include:

- x. Holding at least one (1) meeting every three (3) months as the need arises to discuss matters arising and to get feedback as well as an update on issues that have been discussed in the previous meeting.
- xi. Planning and approving any development projects/programmes and applications pertaining to disabled students.

5.0 MANAGEMENT UNIT FOR DISABLED STUDENTS (UPSOKU)

The Management Unit for Disabled Students or UPSOKU functions under the Section for Counselling, Career & PWD UM and is directly responsible to JPINK.

UPSOKU's functions are as follows:

- i. Collect and process information on disabled students.
- ii. Serve as the main place of reference for any type of issue related to disabled students, particularly when it involves academic matters and provision of facilities.

- iii. Serve as the intermediary in development and research programmes involving disabled students.
- iv. Train and coordinate the functions of the Disability Liaison Officer (DLO) appointed by each responsibility centre (RC).
- v. Develop and implement programmes for the enablement, development, and empowerment of disabled students in UM.
- vi. Process all requests and complaints from disabled students.

A special officer (not necessarily a disabled person) who is trained, that is, one who has the knowledge and experience in dealing with matters relating to PWDs should be appointed as the Head of UPSOKU. Recruitment of additional staff can be done based on the requirements and provisions for assisting the Head of UPSOKU in executing the functions of this unit.

6.0 DISABILITY LIAISON OFFICER (DLO)

The Disability Liaison Officer (DLO) is a UM staff selected by each responsibility centre (RC) and who has received a letter of appointment from JPINK.

The roles and duties of the DLO are as follows:

- i. Serve a source of reference to staff and students on disabled students in their respective RCs.
- ii. Act as a liaison between RCs and UPSOKU and vice versa in the sharing of information regarding disabled students.
- iii. Help disabled students to enroll in their respective RCs.
- iv. Recommend the best methods and approaches for reasonable adjustments to be made based on the scope and affordability of each RC.

v. Manage facilities and support services for disabled students in their respective RC.

Duration of an individual holding the position of a DLO is determined by the CR. JPINK will send a letter of renewal of appointment once (1) every year.

7.0 ACCOUNTABILITY FOR THE INCLUSIVE POLICY AND DISABLED STUDENT ISSUES

The accountability for the Inclusive University Policy and issues relating to disabled students in UM are as follows:

- i. UM via all the RCs under it should always be **ready** to meet all the objectives and matters stated in this policy as well as what has been decided upon by JPINK.
- ii. All RCs which are directly or indirectly involved in the system of teaching and learning in UM have a **shared responsibility** to fulfill the rights and needs of disabled students as well as to provide support services to them as stipulated in this policy.
- iii. All RCs must **work together** to meet all the objectives and matters stated in this policy in accordance with the functions entrusted to them.
- iv. All students and staff have a **shared responsibility** to ensure that UM becomes a university that is inclusive. All students and staff must also use appropriate methods and channels to raise issues related to disabled students or an inclusive university environment.

8.0 STEPS FOR IMPLEMENTATION OF THE INCLUSIVE POLICY FOR DISABLED STUDENTS

Implementation of the Inclusive University Policy for a PWD who wants to be a student of UM begins from the admission of the disabled student until the completion of the student's study. The implementation comprises the following steps:

8.1 Registration of the Disabled Student with UPSOKU

All disabled students must be registered with UPSOKU in order for their rights and needs to be effectively attended to and supervised. If required, disabled students must submit a medical report, an assessment of the type and degree of the handicap, and the level of disability they face so that their needs can be addressed by the parties involved.

8.2 Adjustments of Disabled Students on Campus

UPSOKU is responsible for coordinating a support system which includes services and equipment and for organising activities to help disabled students to adjust to the life on campus.

8.3 Provision of Facilities for Disabled Students

All disabled students in UM are entitled to obtain facilities that are suitable for them to live comfortably on campus on par with other students. The provision of facilities for disabled students need to be disability-oriented and related to disability issues faced by them. Parties involved in providing the facilities must make reasonable adjustments to meet the needs of a disabled student.

8.4 Teaching and Learning Process of Disabled Students

All academic staff need to provide assistance and support as maximally as possible to disabled students during teaching and learning sessions so that they can fully participate in them. This includes the provision of alternative materials that can be accessed (e.g. a soft copy format for blind students), permission to record lectures / tutorials (for blind students), the choice of a lecture room or hall that can be accessed (for wheel-chair bound students) etc. The responsibility centre can consult UPSOKU and the students involved to obtain information and their opinions in relation to the provision of such support systems.

8.5 Requirements During Examination

The academic division and the responsibility centre where the disabled students are registered for their academic programme should provide them with the necessary equipment and services so that they can sit for their examinations in a conducive environment. The format and contents of the exam paper, including diagrams, citations, tables etc should be provided in a form that is accessible to disabled students based on their needs and requests. Disabled students are entitled to extra time based on the examination procedures and, conditions and terms set by UM.

8.6 Assessment Methods

The lecturers need to put in place suitable evaluation methods according to a disabled student's level of disability (for e.g. learning solutions require questions in graphic form and not in the form of words)

8.7 Plan for Development

University of Malaya will put forth its efforts in infrastructure development on campus based on the concept of a universal design as stated in the PWD Act of 2008. All buildings and new facilities that are to be built must comply with the MS1184, MS1331 and MS2015 standards. The existing buildings will be upgraded in stages to comply with the same standards.

8.8 Development and Organization of Activities for Disabled Students

UPSOKU should monitor the holistic progress of all disabled students that is in terms of the academic, social and emotional aspect, and soft skills. UPSOKU can consider any approach and method that works best to achieve this goal. All the planning and implementation of activities on campus also must be universal in terms of content and presentation. The activities must be held in locations which are accessible and which provide an appropriate support system. Special activities for disabled students must be recommended by UPSOKU in order that the activities are relevant to the target group and the programme objectives are achieved.

8.9 Technology and Tools

Any tools and technology needed for the use and convenience of disabled students can requested by the students themselves or by the responsibility centre concerned. The procurement and setting-up of the technology and tools must be done via UPSOKU and JPINK. The status of the ownership of the tools requested by the disabled students is subject to JPINK's decision, while the tools and technology that the responsibility centre has applied for is the property of UM. The benefits of using the tools and technology in any responsibility centre should be enjoyed by all disabled students.

8.10 Award and Certification

Disabled students must not be denied the right to receive an award or certification awarded by the University on the reason of their disability.

9.0 SAFETY OF DISABLED STUDENTS

Disabled students are responsible for their own safety. At the same time, the responsibility centre should ensure that its environment is safe. It should also formulate and provide a plan for a safety route or passage and Standard Operating Procedures (Standard Operation Procedure (SOP)) in the case of situations of risk, such as fires, accidents, and natural disasters.

10.0 PUBLIC SPEECHES AND MEDIA ANNOUNCEMENTS

All messages conveyed through any form of public speaking and media announcements should not contain elements of discrimination against or segregation of disabled students, whether overtly or covertly, that can disrupt the establishment of an inclusive environment and the image of the university. In addition, all messages for the benefit of the campus community should also be made accessible to disabled students in a variety of formats and at the same time that the messages are made accessible to non-disabled students.

11.0 STUDY ON DISABLED STUDENTS

Researchers who want to conduct research on disabled students or involve them (as respondent or samples for research) should first consult UPSOKU. Researchers must comply with all research ethics in addition to using methods and approaches suggested during the consultation with UPSOKU. Each researcher must also provide a copy of their findings to UPSOKU so that the information will benefit both parties.

12.0 AMENDMENTS AND ADDITIONS TO THE POLICY

Amendments to any matter within the policy and /or addition of a matter to the policy can only be made after approval by the members of JPINK. All amendments and / or additions to the policy should be communicated to all parties in UM, whether through the print or electronic medium.