NGU Accommodation Policy for People with Disabilities

Policy Name	Accommodation Policy for People with Disabilities
Effective Date	January 2025
Review Cycle	Every 2 years
Approved By	NGU University Council

1. Overview

Newgiza University (NGU) is committed to making its education, employment, facilities, and services fully accessible to people with disabilities. This policy sets out how NGU identifies, provides, funds, and reviews reasonable accommodations for students, applicants, staff, faculty, and visitors with disabilities, in line with Egyptian Law No. 10 of 2018 on the Rights of Persons with Disabilities and the United Nations Convention on the Rights of Persons with Disabilities.

2. Purpose

The University believes that disability should never be a barrier to learning, working, or taking part in University life. This policy aims to:

- Guarantee the right for people with disabilities to request and receive reasonable accommodation
- Set out a clear, confidential, and timely procedure for requesting accommodation
- Commit dedicated facility funding so that accommodation is provided at no cost to the individual
- Define the responsibilities of the offices, schools, and staff who deliver accommodation
- Monitor the use and effectiveness of accommodation so that services can be improved

This policy applies to:

- All NGU applicants and students, undergraduate and postgraduate, including exchange and visiting students
- All NGU staff and faculty, including job applicants and those on temporary contracts
- Visitors, patients, and members of the public using NGU campus facilities and events
- All NGU schools, offices, buildings, digital systems, and University-organised activities on or off campus

3. Definitions

3.1 Disability

A long-term physical, mental, intellectual, or sensory impairment, including learning difficulties and chronic health and mental-health conditions, which in interaction with various barriers may hinder a person's full and effective participation on an equal basis with others.

3.2 Reasonable Accommodation

A necessary and appropriate modification or adjustment, which does not impose a disproportionate or undue burden, that enables a person with a disability to enjoy or exercise their rights on an equal basis with others. A reasonable accommodation changes how a requirement is met; it does not lower academic standards or the essential requirements of a job.

3.3 Individual Accommodation Plan

A confidential written plan, agreed with the person concerned, that records the accommodations they will receive, who is responsible for providing them, and when they will be reviewed.

4. Policy Statement

NGU will provide reasonable accommodations to any applicant, student, staff, or faculty member with a disability who needs them, unless doing so would impose a disproportionate burden on the University. A decision that an accommodation is disproportionate may only be taken after alternatives have been considered, must be given in writing with reasons, and may be appealed under Section 9. People with disabilities will never be charged for an accommodation, and requesting one will never be held against them in any academic or employment decision.

5. Reasonable Accommodations Available

5.1 Applicants

Applicants with disabilities or health conditions may request reasonable accommodations in admission tests and interviews, such as extra time, accessible venues, assistive technology, or alternative formats, as set out in Section 6.1 of the NGU Non-Discriminatory Admissions Policy.

5.2 Students

- Teaching: lecture materials in accessible or alternative formats, reserved accessible seating, and timetabling of classes in ground-floor rooms or rooms near a lift
- Assessment: extra time, rest breaks, an accessible examination room, use of assistive technology, and alternative assessment formats
- Clinical, laboratory, and studio work: adjusted placements, and agreed safety arrangements, while maintaining the competencies required by professional bodies
- Support: one-on-one sessions and psychological support through the Office of Student Support (OSS), as well as study-skills mentoring through the Advisory Committee

5.3 Staff and Faculty

- Adjustments to the workplace and workstation, including accessible furniture and equipment
- Assistive technology and accessible software
- Flexible working hours, adjusted duties, or phased return to work after illness, where the essential requirements of the role can still be met
- Accommodations in recruitment, including accessible interview venues and formats

5.4 Campus and Facilities

- Step-free routes, ramps with handrails, and lifts to the upper floors of academic buildings
- Accessible toilets in each building and reserved parking for people with disabilities
- Electric carts and a shuttle to carry people with limited mobility between buildings
- Accessible venues for University events, and accessible digital systems and websites

6. Requesting an Accommodation

6.1 How to Request

- Students submit a request to the Office of Student Support (studentsupport@ngu.edu.eg, office C-G.8, Building C). Deans, faculty, and staff may refer a student, with the student's agreement
- Applicants request accommodations through the Admissions Office when they apply
- Staff and faculty submit a request to the Human Resources Department
- Visitors and event participants contact the organizing office or school in advance

6.2 Assessment and Decision

- The person may be asked for documentation of their disability from a qualified professional; documentation is used only to decide on accommodations
- The office responsible meets the person, discusses what they need, and agrees on an Individual Accommodation Plan with them and with the relevant school or department
- Accommodations for students are communicated to the faculty members concerned without disclosing the nature of the disability unless the student agrees

6.3 Review of Accommodation Plans

Individual Accommodation Plans for students are reviewed at the start of each semester, and plans for staff at least once a year, or sooner if the person's needs change.

7. Confidentiality

Information about a person's disability is confidential. It is held securely by OSS, the Admissions Office, or Human Resources, and shared only with those who need it to provide an accommodation, and only with the person's consent. Disclosure of a disability is always voluntary.

8. Appeals and Complaints

A person who disagrees with a decision on their request, or believes that an agreed accommodation has not been provided, may appeal in writing to the Vice President, or to the Director of Human Resources for staff, within 15 working days of the decision. The appeal will be reviewed by people not involved in the original decision. Any person who believes they have experienced discrimination because of a disability may report it confidentially to the NGU Support Office under the NGU Non-Discrimination Policy, which protects them from retaliation.

9. Responsibilities

9.1 University Council

- Approve this policy
- Review the annual monitoring report and take corrective action where needed

9.2 Office of Student Support

- Receive and assess student requests, agree Individual Accommodation Plans, and coordinate with schools
- Advise faculty and staff on supporting students with disabilities

9.3 Human Resources Department

- Receive and assess requests from staff, faculty, and job applicants, and agree workplace accommodations

9.4 Schools and Faculty Members

- Implement agreed accommodations in teaching, assessment, and clinical or practical work
- Design courses and materials that are accessible from the start wherever possible

9.5 Facilities Management

- Maintain accessible routes, lifts, toilets, parking, and transport on campus, and include accessibility in all new building and renovation work

10. Awareness and Training

- This policy will be published on the NGU website and included in student and staff handbooks and orientation programmes
- Faculty and staff will receive training on disability awareness and on providing reasonable accommodations
- Students and staff will be informed at New Student Orientation and staff induction of how to request an accommodation

11. Record Keeping and Monitoring

- OSS and Human Resources will record, without personal identifying data in reports, the number of requests received, accommodations provided, decision times, appeals, and spending from the Disability Accommodation Fund
- An annual report will be presented to the University Council and used to improve services and set the level of the Fund
- Personal data will be kept confidential and used only for providing accommodations and for monitoring

12. Review

This policy will be reviewed every two years, taking into account monitoring data and feedback from students, staff, and faculty with disabilities, to ensure that NGU remains accessible and compliant with Egyptian law and international good practice.