



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُؤْتِي الْعِلْمَ رُحْنًا وَإِنَّا بِرُحْنٍ مَلِكِينَ

Garden of Knowledge and Virtue

PREMIER INTERNATIONAL ISLAMIC RESEARCH UNIVERSITY

IIUM

DISABILITY INCLUSION POLICY



DISABILITY SERVICES UNIT (DSU)

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

In The Name of Allah, Most Gracious, Most Merciful





الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي اِسْلَامِي اِتْبَارِ اِبْعَاثًا مِلِّيْسِيَا
Garden of Knowledge and Virtue
PREMIER INTERNATIONAL ISLAMIC RESEARCH UNIVERSITY

IIUM DISABILITY INCLUSION POLICY

Launched by,

Congratulations!

15/11/2018

YB Dr. Maszlee bin Malik

MINISTER OF EDUCATION, MALAYSIA

&

PRESIDENT, INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

15TH NOVEMBER 2018

(7th RABI' AL-AWWAL 1440)



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونُسُ بْنُ سَيِّدِي إِسْلَامُ أُنْتَارَا يَغْسِيَا مِلْدَسِيَا
(Company No 101067-P)

OFFICE OF THE RECTOR

IIUM/206/12/13/1/1-11

3rd September 2018 / 22nd Dhu'lhijjah 1439

All Deans/Directors
of Kulliyah/Division/Centre/Institute/Office
International Islamic University Malaysia

Dear Prof./ Assoc. Prof./ Dr.,

السلام عليكم ورحمة الله وبركاته

IIUM DISABILITY INCLUSION POLICY

May this letter reach you while you are in the best of īmān and health by the grace of Allāh subhānahū wata'ālā.

The above matter is kindly referred. The Board of Governors (BOG) in its Meeting No. 49 held on 30th January 2018 has endorsed the IIUM Disability Inclusion Policy with immediate effect.

This Policy is in line with Malaysia's Persons with Disabilities Act 2008 and the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) that Malaysia ratified in 2010, which place a positive duty on all public bodies, including the University, to eliminate discrimination and to promote equal opportunities for all persons with disabilities. This Policy is also in line with the Ministry of Education's "Action Plan to Improve Teaching and Learning of Students with Disabilities at Institutions of Higher Learning" issued in 2012.

With the endorsement of the IIUM Disability Inclusion Policy, we need the kind cooperation of all staff in your Kulliyah/Division/Centre/Institute/Office to implement the policy as attached accordingly.

Thank you. والسلام

Sincerely

DZULKIFLI ABDUL RAZAK, PROF. TAN SRI DATO'
Rector



CERTIFIED TO ISO 9001:2008
CERT. NO. : AR 3074

Garden of Knowledge and Virtue

Office Address: Office of the Rector, Level 4, Rectory, IIUM Gombak Campus, Jalan Gombak, Selangor.

Mailing Address: Office of the Rector, P.O. Box 10, 50728 Kuala Lumpur, Malaysia.

Tel: +603 6196 4002 / 4006 Fax: +603 6196 4858 / 4005 E-mail: rector@iium.edu.my Website: <http://www.iium.edu.my>

IIUM DISABILITY INCLUSION POLICY

1. INTRODUCTION

- 1.1. As one of the leading universities in the Muslim world, the International Islamic University Malaysia (IIUM) has attracted many talents to join the University as students or as staff, regardless of their disabilities. The opportunity provided by the IIUM has opened doors to persons with disabilities (PwDs) to play an equally important role in the process of developing the country and the Muslim ummah as a whole.
- 1.2. The Persons with Disabilities Act 2008 and the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) place a positive duty on all public bodies, including the University, to eliminate discrimination and to promote equal opportunities for all persons with disabilities.
- 1.3. As a university that is international in nature, the IIUM recognizes the need to provide an inclusive and accessible working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. The University will work to remove any barriers which might deter people of the highest potential and ability from applying to the IIUM, either as staff or students.
- 1.4. In view of the above, and as a Global Premier Islamic University, it is most apt that a disability inclusion university policy be adopted, in concordance with the Islamic spirit of al-‘adl wa al-ihsan.

2. OBJECTIVES OF THE POLICY

The objectives of the Policy are as follows:

- 2.1 To fulfil and protect the rights of students and staff with disabilities to get full access to the teaching and learning system, work environment and campus life.
- 2.2 To enhance the competitiveness of students and staff with disabilities in a holistic manner.
- 2.3 To coordinate the management of students and staff with disabilities at all levels of University administration.
- 2.4 To increase awareness on the rights of persons with disabilities among campus citizens.



3. INTERPRETATION

- 3.1 ‘Students with disabilities’ refers to all students studying at all levels of education at the IIUM who have physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society, as provided in the Persons with Disabilities Act 2008.
- 3.2 ‘Staff with disabilities’ refers to all academic and administrative staff at the IIUM who have physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society, as provided in the Persons with Disabilities Act 2008.
- 3.3 ‘Universal Design’ means the design of products, environments, programmes, and services to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design and shall include assistive devices for particular groups of persons with disabilities where this is needed as provided in the Persons with Disabilities Act 2008.
- 3.4 ‘Reasonable accommodation’ means necessary and appropriate modifications and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise of the quality of life and wellbeing on an equal basis with persons without disabilities, as provided by the Persons with Disabilities Act 2008 (Act 685).

4. THE UNIVERSITY'S COMMITMENT

- 4.1 The University is committed to promoting equality of opportunity between persons with disabilities and those without disabilities, eliminating unlawful discrimination for disabled persons and harassment of disabled persons, promoting positive attitudes towards disabled persons, encouraging participation by disabled persons in the life of the University and taking steps to meet the needs of disabled persons, including where necessary by more favourable treatment.
- 4.2 Guidance, support and training will be provided to members of staff to ensure that the University's commitment to disability equality is fully realized.
- 4.3 The University's commitment is based on the social model of disability, which requires that the 'barriers' or elements of social organisation that exclude people who have impairments should be identified and removed, which include:
- 4.3.1 inflexible organisational procedures and practices;
 - 4.3.2 inaccessible information;
 - 4.3.3 inaccessible buildings;
 - 4.3.4 inaccessible transport;
 - 4.3.5 discriminatory health and social support services.
- 4.4 Any discriminatory behaviour, including harassment by individuals or groups, will be regarded extremely seriously and could be regarded as grounds for disciplinary action.



5. RESPONSIBILITIES

5.1 Rector

The Rector is responsible for providing leadership in the promotion and implementation of the Policy. However, this role may be delegated to the Deputy Rector (Student Affairs) or other senior officers of the University as may be necessary.

5.2 Disability Services Unit (DSU)

- 5.2.1 There shall be a Disability Services Unit (DSU) under the Office of Deputy Rector (Student Affairs) that will manage the operational matters related to students and staff with disabilities at the University. The head of DSU shall be appointed by the Rector and he/she may be known by such designation as may be determined by the University.
- 5.2.2 The head of DSU shall have such powers and functions as may be prescribed by the Rector.
- 5.2.3 The DSU shall be responsible to carry out any action/activities for the wellbeing of disabled students and staff of the IIUM. The DSU shall also be the centre of reference on any matters relevant to students and staff with disabilities at this University.

5.3 Disability Liaison Officer (DLO)

- 5.3.1 A Disability Liaison Officer (DLO) is a staff of the IIUM nominated by each Kulliyah/Division/Center/ Institute.
- 5.3.2 The DLO shall be appointed by the Deputy Rector (Student Affairs) upon recommendation by the respective Kulliyah/Division/Center/ Institute.
- 5.3.3 The role and functions of the DLO are as described in Appendix 1.

5.4 All Kulliyahs/Divisions/Centers/Institutes

IIUM through all Kulliyahs/Divisions/Centers/Institutes under it shall always aim to achieve all objectives and matters related to this Policy.

- 5.4.1 All Kulliyahs/Divisions/Centers/Institutes that are directly or indirectly related to teaching and learning in this University, share equal responsibilities to fulfill the needs and rights, and also to provide support services for students and staff with disabilities as prescribed by the Policy. All Kulliyahs/Divisions/Centers/Institutes shall work together to achieve all the objectives and matters prescribed in this Policy in accordance to their responsibility.
- 5.4.2 All students and staff shall apply the proper means and channel within the University to raise issues related to students and staff with disabilities, and environment of an inclusive University.



6. GENERAL POLICY IMPLEMENTATION

6.1 Provision of Facilities for Students and Staff with Disabilities

All students and staff with disabilities have the right to get suitable facilities in order to have a normal campus life and work environment similar to other students and staff. The facilities provided must suit the disabilities of the students and staff; and address their needs. The facility provider shall make the necessary adjustment to fulfil the needs of students and staff with disabilities.

6.2 Development Planning

Each new development planning on campus facilities and amenities must conform to Universal Design as provided by the Persons with Disabilities Act 2008. All new buildings and facilities must adhere to all the relevant standards of Universal Design and Accessibility in the Built Environment - Code of Practice (MS1184:2014). For existing buildings, they shall be gradually and consistently upgraded to adhere to the required standards.

6.3 Contractors and Service Providers

The University's procurement policies will address, where appropriate the obligation to promote disability equality and equality between persons with disabilities and other persons.

6.4 Safety of Students and Staff with Disabilities

Each student and staff with disabilities shall have the responsibility to ensure his/her own safety. The Kulliyah/Division/Centre/Institute shall ensure safe environment at the Kulliyah/Division/Centre/Institute including providing safety route plans and standard operational procedure in emergency situations such as fire, accident and natural disaster.

6.5 Awards and Certification

No student and staff with disabilities shall be denied of the right to receive any award or certificate on the ground of his/her disability.

6.6 Public and Media Announcements

All information for the benefit of students and staff shall be made accessible in various formats to accommodate the needs of students and staff with disabilities.

7. POLICY IMPLEMENTATION FOR STUDENTS WITH DISABILITIES

The implementation of the IIUM Disability Inclusion Policy towards a person with disability who wants to become a student of IIUM starts at the stage of application until the end of his/her study. The stages involved in the implementation of the Policy are as follows:

7.1 Application, Admission and Registration of students with disabilities

The right of a student with disabilities to enrol in the academic programme that he/she applied for cannot be denied on the ground of his/her disability. A disabled student has a right to study the programme that he/she has applied for, as long as he/she has fulfilled the merit requirement and/or equivalent requirement in accordance to his/her disability as provided by the University authority. The University may consider allowing flexibilities in terms of admission requirements, if deemed necessary.

7.2 Registration of Students with Disabilities with the DSU

All students with disabilities are required to register themselves with the DSU to ensure that their rights and needs can be managed and supervised properly and effectively. If necessary, the student must produce his/her health report, evaluation and types of disabilities so that the University may be able to cater for his/her needs accordingly.

7.3 Support System for Students with Disabilities

The DSU shall be responsible to coordinate the support system including services and facilities, together with the activities to facilitate students with disabilities to adapt with campus life.

7.4 Teaching and Learning for Students with Disabilities

All academic staff and other staff shall give their best cooperation and support to students with disabilities during the teaching and learning sessions, to ensure full participation of students with disabilities. This includes preparing accessible alternative means for example:

- 7.4.1 Soft copy format;
- 7.4.2 Permission to audio record lectures/tutorials;
- 7.4.3 Accessible venues; or
- 7.4.4 Other reasonable accommodations deemed necessary according to the type and extent of disability

The Kulliyah/Division/Centre/Institute may discuss with the DSU and the affected student to obtain information and opinion on the provision of the necessary support system.

7.5 Facilities/Needs During Examination

The relevant Kulliyyah/Division/Centre/Institute shall provide the necessary facilities and services to students with disabilities to ensure a conducive examination environment for them. The examination format and questions, including diagrams, quotations, tables and others must be prepared in suitable forms so that they are accessible to students with disabilities in accordance with their respective needs and requests. Students with disabilities may be given additional time to answer examination questions based on the policies and procedures of the University.

7.6 Assessment Method

Lecturers shall provide proper assessment method suitable to the level of disability of the student (e.g. questions in graphic forms instead of sentence forms are prepared for students with learning disability).

7.7 Development and Organization of Activities of Students with Disabilities

The DSU, together with the relevant offices which provide counselling and clinical psychology services will observe the general development of disabled students. It may consider any approach or method that is considered best for this purpose. All planning and organization of campus activities shall have universal content and delivery, and shall be made accessible to students with disabilities. In addition, the necessary support system shall also be provided. Activities held specifically for students with disabilities shall be based on the suggestions of the DSU to ensure the objectives of such programs are achieved and suitable to the target groups.

7.8 Technology and Assistive Equipment/Devices

Any application for University funding to purchase technology and assistive equipment/devices for the use of students with disabilities may be requested by the student him/herself through the DSU. The benefit of the technology and support aid shall be shared among all students with disabilities.

8. POLICY IMPLEMENTATION FOR STAFF WITH DISABILITIES

A person with a disability has a right to the same employment opportunities as a person without a disability. The Persons with Disabilities Act 2008 makes it unlawful for an employer to discriminate against someone on the grounds of disability. The following provisions allow staff with disabilities to fully contribute to the University and enjoy equal employment rights with other staff members.

8.1 Recruitment of Staff with Disabilities

The right of a person with disabilities to be employed cannot be denied on the ground of his/her disability. A disabled person has a right to be employed in the post that he/she has applied for, as long as he/she has the required qualifications.

8.2 Orientation Programme for Staff with Disabilities

The DSU shall be responsible to coordinate the support system including services and facilities, together with the activities to facilitate staff with disabilities to adapt with the work environment.

8.3 Facilities/Needs at the Workplace

The relevant Kulliyah/Division/Centre/Institute shall provide the necessary facilities and services to staff with disabilities to ensure a conducive work environment for them.

8.4 Special Assistants for Staff with Disabilities

In the event where the disability presents difficulties for the staff to undertake specific duties, arrangements for special assistants can be made to accommodate the needs.

9. AMENDMENTS TO MATTERS IN THE POLICY

The University may, from time to time amend, alter or revise this Policy.

APPENDIX I

FUNCTIONS OF A DISABILITY LIAISON OFFICER (DLO)

1. Act as both a contact and referral point for staff and students with disabilities within the K/C/D/I and a link to the Disability Services Unit (DSU).
2. Keep copies of relevant documents in each student's file (e.g. medical letter, educational psychologist's report), for respective K/C/D/I.
3. Liaise with academic advisors and examination unit about mitigating circumstances if necessary.
4. Ensure all confidential information about a student's disability is stored in accordance with the Data Protection Act.
5. Assist the DSU in advising other staff on inclusive teaching practices.
6. Participate in relevant programs and staff development courses in relation to disabilities to update knowledge.
7. Attend coordination meetings with the DSU and work together to develop an effective service for staff and students with disabilities.
8. Assist with the provision of physical accessibility of facilities at K/C/D//I.
9. Keep the DSU informed of new disability related developments in their areas of work, for example new equipment, new access and success stories.
10. Provide feedback on the needs of colleagues, for example in terms of training and information.
11. Provide advice to students with disabilities about K/C/D/I's contacts and procedures.
12. Refer students with disabilities to the DSU, where appropriate.
13. Assist the DSU to generate and develop disability awareness in the respective K/C/D/I.
14. Be aware of University policies and how they relate to persons with disabilities.
15. Advise the DSU of any relevant changes to processes or policies within your K/C/D/I that relate to persons with disabilities.
16. Assist the DSU with any other matter related to the implementation of the IIUM Disability Policy.



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِيْ اِسْلَامْ اِنْتَارَا بَحْسَا مِلْدَسِيَا

INTERNATIONAL ISLAMIC UNIVERSITY
MALAYSIA

الجامعة الإسلامية العالمية ماليزيا