



Guide to studying with special needs at Charles University



CAROLINA CENTRE
Charles University

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Dear students,

whether you are considering applying to study at Charles University or you are already enrolled on a course, you may find it useful to know that since 1996 the university has run its own coordination centre for students with disadvantages of various types, which has been known as the Carolina Centre since 2018. The Carolina Centre is part of the UK Point information centre. Its aim is to ensure that the support provided to students with special needs is comparable at all of the university's 17 faculties and that those students receive appropriate, high quality care. We continually respond to changes and trends in service provision – whether that means acquiring new technologies, setting up new services or reinforcing our existing provision. We draw our inspiration both from other Czech universities and from abroad. We are also very grateful for feedback from students themselves, which helps us to identify weak points in the system and particular areas that might otherwise be overlooked. Please do not hesitate to contact us should you have any comments, suggestions as to how we might improve our services, or indeed positive feedback on the services we provide. We hope that you will find the tips and information in this brochure useful during your studies.

**Wishing you successful studies,
The Carolina Centre staff**

1. What you need to know before you apply

Charles University welcomes anyone interested in studying, including those with disadvantages of various types. 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 special needs contact person at the relevant faculty.

You may, if your particular needs require, request a **modification to the admissions procedure** when you submit your application to study. You can make this request by ticking the appropriate box on the application form. The most common modifications involve additional time for completing entrance exams, large print exam papers, interpretation between Czech and Czech Sign Language, and provision of various assistive aids and technologies.

A detailed guide to submitting an application to study with an admissions procedure modification request is provided on the Carolina Centre website [HERE](#)



2. How to obtain the support you need during your studies

In order for the university to provide you with appropriate support that meets your needs, we first need you to **register** with us as a student with special needs. It is best to register by 31st October in the first year of study, but registration is also possible at any time during your course. The registration process involves the following three steps:

1. Obtain a “functional diagnosis”



A functional diagnosis is the outcome of an **interview with a specialist**, which usually lasts about one hour. The aim of this interview is to identify your needs and potential limitations during your course. The result is a report that includes proposals for supportive measures. This report can be updated when required.

2. Provide proof of your disability



You will need to submit certificates attesting to your special needs to the specialist who makes your functional diagnosis. 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 involves you **signing an informed consent form** confirming that you are happy for Charles University to register you as a student with special needs. By doing so, you agree that data relating to your special needs status will be entered into the university's study information system. This information is only visible to authorised university staff. The specialist who makes your functional diagnosis will give you this form to sign and will then file all the registration paperwork with the Student Registry at your faculty.

You will be registered within one of the following categories based on the nature of your special 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 autistic spectrum disorder,
- F** category F – students with other difficulties (such as mental health problems or chronic diseases).

To find out
more click
[HERE](#)



3. Where to go for support during your studies

Faculty support

Your **main point of contact** will be the designated special needs **contact person** at your faculty. Each faculty has such a contact person, whose role is to address students' individual study issues and arrange for appropriate adjustments to their study conditions.

In addition to the contact person, the teaching staff and the Student Registry at your faculty 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.

For a list
of contact people
at the faculties
click [HERE](#)



To see contact
details for Carolina
Centre staff click
[HERE](#)



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 on supporting medically and socio-economically disadvantaged people, but any student who finds themselves in difficulty while studying at the university is welcome to contact the centre for advice.

If there's anything you need help with, don't hesitate to ask the contact person at your faculty or contact the Carolina Centre. We are here to help you.



4. What student support services are available

The support we are able to provide in your specific case is specified in your functional diagnosis report.

That report will always state what types of support you may make use of (for example, additional time to complete assignments, study skills coaching).

Faculty services

Your faculty **contact person** is aware of what services and support **your faculty can provide directly**, and will help to arrange these services for you. For example, your faculty may provide its students with:



individual study plans



individual consultations with teaching staff



library services



equipment loans

Centralised services

The **Carolina Centre** can help you to access the following services:



study skills coaching



personal assistance



counselling



digitisation services

The following pages provide detailed descriptions of these services.

Study skills coaching



Study skills coaching can provide you with **the skills you need in order to successfully complete your university studies**.

Study skills coaching can focus on one or more of 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,
- developing social skills for oral examinations and communication with teaching staff,
- preparing effectively for examinations and other study assignments.

Students with hearing impairments can also make use of training in:

- 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.

To find out more click [HERE](#)



Personal assistance



Personal assistance is primarily provided through **interstudent aid**, in which 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,
- obtaining study material,
- reading texts,
- accompaniment and general study support,
- direct study support in specific situations.

To find out
how to apply for
this support click
[HERE](#)



Psychological counselling



To find
out more about
counselling click
[HERE](#)



Students often find themselves under substantial stress and you may also be affected by unexpected crises during your studies. Psychological counselling can **help you to 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.**

Study material digitisation and Digitisation Centre services



We digitise new study material both for **students with visual impairments** and for **students with other disabilities**, as recommended by their functional diagnosis specialist. Registered special needs students can download **digitised books** directly from the central Charles University repository dspace.cuni.cz or request them by emailing digitalizace@ruk.cuni.cz.

Records of literature that has been digitised can be found via the [UKAŽ central discovery service](#).

Digitised texts are most frequently provided to students in electronic form as PDF, DOCX or TXT documents. They can also be printed in large print or in Braille.

To find out
more click
[HERE](#)



The Digitisation Centre computer room



For contacts,
opening hours and
access information
click [HERE](#)



As a registered special needs student, you can **print, copy and scan study material 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 at Celetná 20, Prague 1.

Equipment loans



Our equipment loans service exists to lend you **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 subsequently be extended.

To find out more click [HERE](#)



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 any study-related activities. These services are arranged by the faculty contact person, following consultation with you and in collaboration with your course teaching staff.

English for students with hearing impairments

B

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 Institute of Deaf Studies at the Faculty of Arts. 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 whether they have obtained a functional diagnosis report or not. Do not hesitate to contact the centre and let them know 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:

- **psychological and psychiatric support,**
- **socio-economic advice,**
- **legal and careers advice and coaching.**

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

For more information and contact details click [HERE](#)



Sports facilities



The Faculty of Physical Education and Sport (FTVS) provides support for students with special 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 **sports theory and practice courses** for students with special needs.

If interested, please contact the contact the faculty contact person for students with special needs at FTVS.

5. Study abroad



For more information click [HERE](#)



During your studies you will have the opportunity to travel to one or more foreign countries and gain valuable experience there. Travel opportunities range from single semester or whole year study visits to practical placements, summer schools, language courses and research trips. Within the Erasmus+ programme you can also obtain a **scholarship** to cover the increased costs related to studying abroad.

6. Physical access to university buildings



Charles University has long been committed to making its buildings as barrier-free as possible. 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 residences offer barrier-free rooms and the Komenský Residence **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 [Centra Carolina](#).

Detailed access plans for individual university buildings are available on the Carolina Centre website [HERE](#)



- přístupný objekt
- objekt částečně přístupný
- objekt nepřístupný
- nezmapovaný objekt

Katolická teologická fakulta UK
1. Thákurova 676/3, Praha 6

Evangelická teologická fakulta UK
2. Černá 646/9, Praha 1

Husitská teologická fakulta UK
3. Pacovská 350/4, Praha 4

Právnická fakulta UK
4. nám. Curieových 901/7, Praha 1

1. lékařská fakulta UK
5. Kateřinská 32, Praha 2 (děkanát, fakulta má pracoviště i v pěti pražských nemocnicích)

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

3. lékařská fakulta UK
13. Ruská 2411/87, Praha 10
14. Ruská 2200/91, Praha 10
15. Šrobárova 48/49, Praha 10
16. Šrobárova 1150/50, Praha 10

Lékařská fakulta v Plzni UK
17. Husova 3, Plzeň
18. Alej Svobody 31, 76, 80, Plzeň
19. Bolevecká 30-32, Plzeň
20. Lidická 4, 6, 8, Plzeň
21. E. Beneše 13, Plzeň
22. Karlovarská 48, Plzeň

Lékařská fakulta v Hradci Králové UK
23. Šimkova 870, Hradec Králové
24. Nezvalova 265, Hradec Králové
25. Dlouhá 91, Hradec Králové
26. Zborovská 2089, Hradec Králové
27. Sokolská 851, Hradec Králové
28. Záměstí 683, Hradec Králové

Farmaceutická fakulta v Hradci Králové UK
29. Akademie Heyrovského 1203, Hradec Králové

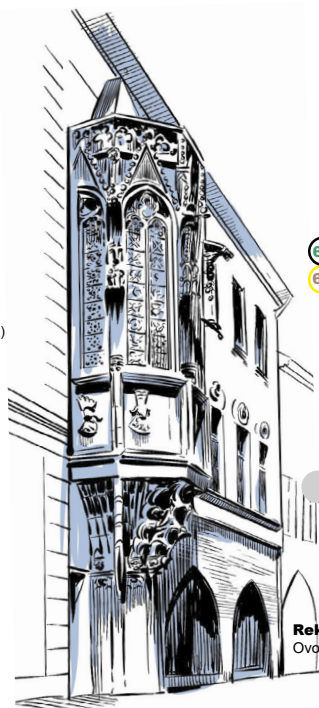
Filozofická fakulta UK
30. Josefská 6, Praha 1
31. nám. Jana Palacha 1/2, Praha 1
32. Celetná 13 a 20, Praha 1
33. Hybernská 3, Praha 1
34. Jindřišská 27, Praha 1
35. Panská 7, Praha 1
36. U Kříže 10, Praha 5

Přírodovědecká fakulta UK
37. Albertov 3, 6, 8, Praha 2
38. Hlavova 8, Praha 2
39. Vinická 5, 7, Praha 2
40. Benátská 2, 4, Praha 2
41. Na Slupi 16, Praha 2
42. Horská 3, Praha 2
43. Legerova 5, Praha 2
44. Bruslařská 10, Praha 15

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

Pedagogická fakulta UK
51. Myslíkova 7, Praha 1
52. Magdalény Rettigové 4, 8, Praha 1
53. Celetná 13, Praha 1
54. Královická 915, Brandýs nad Labem

PRAHA

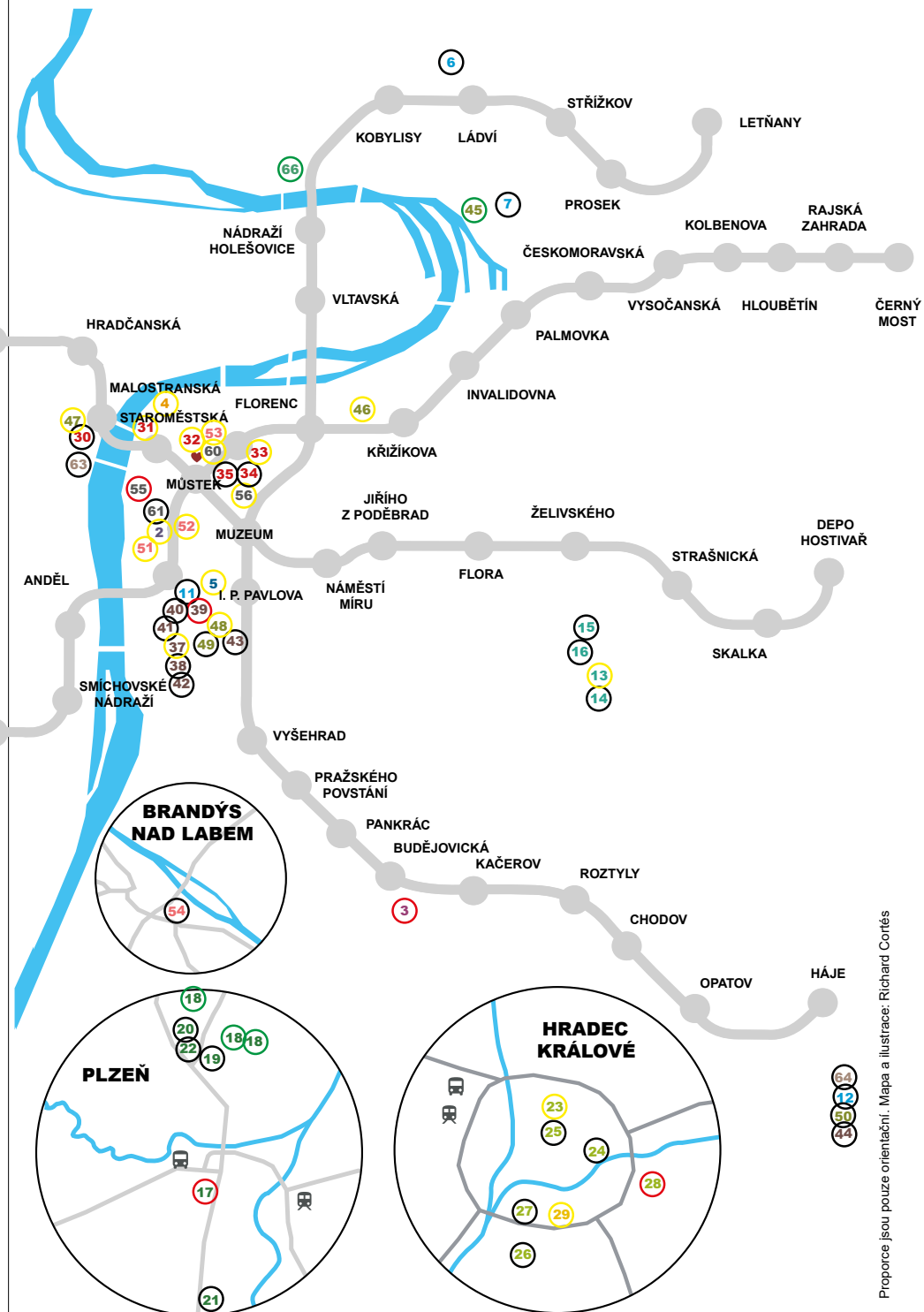


Rektorát Univerzity Karlovy
Ovocný trh 560/5, Praha 1

Fakulta sociálních věd UK
55. Smetanovo nábřeží 6, Praha 1
56. Opletova 26, Praha 1
57. U Kříže 3, Praha 5
58. Pekařská 16, Praha 5
59. Pekařská 10, Praha 5
60. Celetná 20, Praha 1
61. Voršilská 1, Praha 1

Fakulta tělesné výchovy a sportu UK
62. Jos. Martího 31, Praha 6
63. Újezd 450, Praha 1
64. Bruslařská 1132/10, Praha 15

Fakulta humanitních studií UK
65. Jos. Martího 31, Praha 6
66. Pátkova 2137/5, Praha 8



7. Key legislation

Charles University **Rector's Measure no. 23/2017** is the key internal regulation that sets out the conditions under which Charles University provides support to students with special 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, information, accommodation and catering services by students with special needs.

We provide and finance our services in accordance with the Czech Ministry of Education's **Rules for the provision of contributions and subsidies to public schools**. That document specifies, among other things, the standards at which measures are provided to students in each disability category.

To view these documents in full click [HERE](#)




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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