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 <b>TAYLOR'S</b>	<b>STUDENTS WITH SPECIAL NEEDS POLICY</b>	<b>Doc. Ref.</b> : THM-SSPN <b>Effective Date</b> : 31 July 2023 <b>Revision</b> : 1.0 <b>Page</b> : 2 of 6
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## 1.0 Purpose

This policy aims to ensure that Taylor's Hostel Management promotes inclusivity through the provision of equal access for students with special needs. It recognizes that the capacity to accommodate and provide access for students with special needs shall differ and will be incremental and developed over time at Taylor's hostels, UResidence and Ruemz, especially the disabled-friendly access infrastructure in relation to the physical environment, equipment, software, facilities, services and training of support personnel.

## 2.0 Scope

This policy is applicable to all current and prospective students. With particular emphasis on the processing of application from prospective students who may have special needs and enhancing the living experience and support offered to enrolled students with special needs. THM will currently start catering for students with physical disabilities and expand its ambit incrementally, to be developed over time.

## 3.0 Definitions

3.1 **Student** refers to a registered student, other than a student at an institution allied to Taylor's, who is following a course of study, instruction, training or research of any description at preparatory, undergraduate, postgraduate or postdoctoral level on a full-time or part-time basis and is living in our hostel (currently being UResidence and Ruemz ).

3.2 **Special need(s)** refers to the educational needs resulting from clinically diagnosed conditions such as learning difficulties, physical and sensory or multiple disabilities medical conditions, emotional and behavioural difficulties or desired preference.

3.3 **Disability:**

a) A student with disability is a person who:

- i. has long-term physical, mental, intellectual, or sensory impairments which, in interaction with various barriers, may hinder the student's full and effective participation in society and pursuit of education, as currently defined under the Person with Disabilities Act 2008, or
- ii. has been diagnosed and certified by a medical practitioner and/or is registered as "Orang Kurang Upaya (OKU)" i.e. person with disabilities under the Person with Disabilities Act 2008, or
- iii. has short-term physical, mental, intellectual, sensory or multiple impairments

b) Categories of impairment may include:

- i. **Sight:** includes blind persons, those with exceptionally poor eyesight, low vision or loss of both eyes and colour blindness. Those with regular poor eyesight wearing spectacles or contact lenses and those with corrected eyesight are not included in this category.
  - ii. **Hearing:** includes deafness, partial deafness, and loss of hearing (but is able to speak), resulting in difficulty with educational pursuits.
  - iii. **Speech:** includes the inability to speak normally, causing difficulty in educational pursuits.
  - iv. **Physical:** includes disabilities such as amputation of hands/feet, paralysis (including polio), weak backbone or muscles, deformed body structure and dwarfism. Loss of a small body part such as a finger is not considered as "being handicapped".
  - v. **Mental disorders:** Any disorder or disability of the mind however acquired, as currently defined under the Mental Health Act 2007. Examples of clinically recognised mental disorders include mental illness such as schizophrenia, bipolar disorder, anxiety or depression as well as personality disorders, eating disorders, autistic spectrum disorders and learning disabilities. Disorders or disabilities of the brain are not mental disorders unless (and only to the extent that) they give rise to a disability or disorder of the mind as well. Refer to Student Mental Health Policy (THE-STU-POLY-STUMH).
  - vi. **Learning Disabilities:** any of various condition such dyslexia, dysgraphia or dyscalculia that interfere with an individual's ability to learn and so result in impaired functioning in language, reasoning or academic skills (such as reading, writing and mathematics).
  - vii. **Multiple Disabilities:** Combination of disabilities that affect learning such autism spectrum disorders: Asperger's and pervasive developmental disorders, etc.
  - viii. **Medical illnesses:** includes students with diabetes, epilepsy, heart condition etc.
- 3.4 **Other special arrangement for reasonable personal issue:** for students who are going through personal difficulties that will deter them from study progression and would require special arrangements with regards their accommodations, reasonable support can be provided after the assessment with the relevant stakeholders.

## 4.0 Policy Statement

### 4.1 Disclosure of Special Needs

- 4.1.1. Taylor's Hostel Management welcomes and encourages applications from students with special needs in its efforts to foster a socially inclusive higher education community that values diversity.
- 4.1.2. Prospective students are required to disclose their special needs on the application form to ensure that the management of Taylor's Hostel Management can consider their request subject to the assessed suitability of the current accommodation and facilities vis a vis the special needs of the student.

- 4.1.3. All existing and/or progression students are also required to disclose their special needs should they experience any incidental conditions during their course of study, eg, accident which cause disability, medical or mental health condition etc.
- 4.1.4. The disclosure of special needs information applies to both permanent and/or temporal special needs conditions of a student.
- 4.1.5. Should a student with a special need fail to disclose such information during the application for hostel, Taylor's Hostel Management would not be able to assess the student's needs prior to granting admission and may not as a result, provide suitable accommodation and/or support of any resources.

## **4.2 Governance of Special Needs**

- 4.2.1. In addition to Taylor's Hostel Management's Resident Community Department, the CCS ( Centre for Counselling Services ) will oversee student with special needs at Taylor's University and Taylor's College. Prospective students who disclose special needs during application will be referred to CCS. Existing students who develop disabilities shall request support from CCS.
- 4.2.2. General assessment will be conducted by The Resident Community Department of Taylor's Hostel Management under the guidance of CCS to any prospective, existing or progression students who declares his/her special needs condition(s).

## **4.3 Accommodations**

Taylor's College, Taylor's University and Taylor's Hostel Management would always endeavour to provide their best to all our students.

The following areas are indicative of the kind of support or access which is provided for in THM's accommodations and related facilities.

### **4.2.1. Physical Infrastructure**

Taylor's physical environment shall be made disabled-friendly incrementally and developed over time, in terms of access ramps, escape routes, toilets, classrooms, laboratories, social spaces (Ulounge) and accommodation accessibility for students with mobility difficulties.

### **4.2.2. Parking and Designated Car Parks**

Provision of special designated bays for students with physical disabilities.

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#### 4.2.3. Counselling Support

THM's Resident Community Department and CCS shall provide counselling services to support and assist students with a special need as and when required.

#### 4.4 Training for Staff

By providing the necessary training through staff induction and professional development programs, THM shall ensure that the relevant staff will be able to assist and support students with special needs.

#### 4.5 Confidentiality

All information disclosed with regards to special needs shall be kept confidential. All records are maintained and are fully confidential to the service. THM complies with the Personal Data Protection Act 2010. All documents will be safely destroyed six years after the student leaves the institution.

### 5.0 Supporting Documents

<u>Document Reference</u>	<u>Document Title</u>
THM-SSPN	Managing Students with Special Needs Process
THE-STU-POLY-SSPN	Students with Special Needs Policy (THM-SSPN adopts a similar approach of this approved document and is adapted from it.)

### 6.0 Related Documents

- 7.1 Student Mental Health Policy (THE-STU-POLY-STUMH)
- 7.2 Laws of Malaysia Persons with Disabilities Act 2008
- 7.3 Laws of Malaysia Mental Health Act 2001
- 7.4 Personal Data Protection Act 2010
- 7.5 Ministry of Education (MOE) Guideline "Garis Panduan Pemeriksaan Kesihatan dan Insuran Pelajar Antarabangsa di IPT Malaysia (1 June 2019) Kementerian Pendidikan Malaysia"

**7.0 Document Responsibilities**

Policy Owner : Taylor's Hostel Management Sdn Bhd  
Policy Delegate : Vice President, Business Development & Students Accommodation  
Contact Person : Felix Lee Eng Boon

**8.0 Approval Details**

Approving Authority : Educrest Board of Directors  
Approval Date : 31 July 2023