

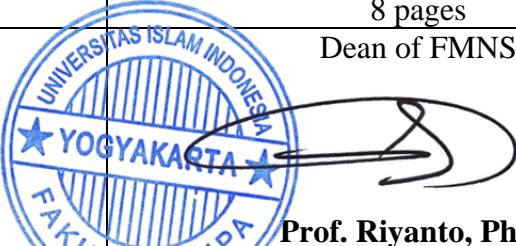


**Service of disabled at the Faculty of Mathematics and
Natural Sciences (FMNS)
Islamic University of Indonesia**



**Faculty of Mathematics and Natural Sciences
Islamic University of Indonesia**

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Service of disabled at the Faculty of Mathematics and Natural Sciences (FMNS), Islamic University of Indonesia



Disabled services regulation at Universitas Islam Indonesia and the FMNS base on Rectoral Regulation of the Universitas Islam Indonesia Number 24 Year 2021 (<https://science.uii.ac.id/wp-content/uploads/Regulations-for-Disabilities.pdf>).

Disability Regulation at University Level

Persons with disabilities are any person who experiences physical, intellectual, mental, and/or sensory limitations in the long term which in interacting with the environment may experience obstacles and difficulties to participate fully and effectively with other citizens based on equal rights. Fulfillment is an effort made to fulfill, implement, and realize the rights of persons with disabilities. Rights of persons with disabilities are basic rights owned by persons with disabilities that are recognized under this regulation.

To realize full and equal respect for, promotion, protection and fulfillment of human rights and basic freedoms for persons with disabilities, ensure services for persons with disabilities normatively, infrastructure, as well as behavior and resources; and ensuring the protection of persons with disabilities from neglect, exploitation, harassment, and all acts of discrimination, as well as violations of human rights.

Rights of persons with disabilities includes:

1. The right to clear and supportive policies and norms.
2. The right to infrastructure, technology, and communication.
3. Rights to behavior and service resources.
4. Rights to policies include.
5. Admission policy.
6. Academic policy.
7. Disciplinary norms enforcement policies.

In the event of a disciplinary violation that results in loss or makes the person as a direct victim, the disciplinary sanction may be aggravated. The disciplinary sanctions include the enforcement of student discipline and employee discipline. The Right to facilities includes but is not limited to (1) Physical access facilities such as ramp, inclined plane, elevator, and other physical facilities (2) Running text that shows the direction or function of space, up to a sign language translator.

The construction of campus buildings must consider the principles of which consider the needs and abilities of persons with disabilities:

1. Equal use of space.
2. Safety and security for all.
3. Easy access without obstacles.
4. Easy access to information.
5. Independent use of space.
6. Efficiency of user efforts.
7. Ergonomics for size and space.

If the building already exists, it will be gradually adjusted so that it can meet the access needs of persons with disabilities. The Right to behavior and service resources, includes but is not limited to (1) Guaranteed fair and equal service and treatment (2) Guaranteed friendly attitude and behavior by the academic community in the campus environment.

To realize the service for the rights of persons with disabilities in the environment campus, a service unit for persons with disabilities is formed at the university level. The head of the service unit for persons with disabilities is responsible to the Chancellor. The service unit for persons with disabilities has the following duties and authorities:

1. Improve the competence of educators and education personnel in higher education in dealing with students with disabilities.
2. Coordinate each work unit in the tertiary institution in meeting the special needs of students with disabilities.
3. Supervise and evaluate the implementation of appropriate accommodation.
4. Provide counseling services to students with disabilities.
5. Conduct early detection for students with indicated disabilities.
6. Refer students with indicated disabilities to doctors, psychologists, or psychiatrists.
7. Provide socialization of understanding disability and inclusive education systems to educators, education staff, and students.

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Disabled services at the faculty level

Services for disabled students at FMNS include courses, programs, services, jobs, activities, or facilities that allow qualified lecturers, students, and employees with disabilities to participate on a par with normal conditions. Services for disabled students, for example, the course location can be changed if the designated space is not accessible to students with mobility challenges. Access to specific accommodations is evaluated on a case-by-case basis. Disability services provide a variety of services for students with disabilities. Services for disabled students include:

Additional time to complete assignments

FMNS provides additional time to complete assignments for disabled students. Students who qualify for additional time to complete assignments are expected to meet with their instructor prior to their assignment to determine appropriate guidelines for late acceptance of work. Each student must receive guidance on a case-by-case basis. Students and faculty/instructors can contact.

FMNS Provides Alternative Facilities for Course Materials in Printed Form

A variety of amenities are provided including large print, audio recordings, electronic computer captions and Braille. Careful consideration is given to the needs of each student and the quality and quantity of each printed document to determine the most effective modality. Students requiring alternative formats must document their reading disability, review their request with contact information, disability services, and meet with the document conversion coordinator. Obtaining alternative formats takes a lot of time. To receive an alternative format as early as possible, students are encouraged to submit a request immediately after registering for the upcoming semester. Document conversion can take 4-6 weeks, so it's important to let us know as soon as possible about this need, including the name of the text you need to access, the ISBN number, the medium you need to access it and the instructor's instructions for the course name and number.

FMNS provides Technology Assistance

FMNS offers technology services to every member of the community with disabilities as determined by contact information, disability services. To use technology assistance services, you must register with contact information, disability services and have an active single sign-on (SSO) account.

Audio Description

Audio descriptions are descriptive narratives of the main visual elements of live theatre, television, film, and other media to enhance enjoyment by blind consumers who have low vision. Contact information, disability services insertion of audio explanations and descriptions of settings, characters, and actions that occur in the medium when information about those visual elements is not offered in a typical audio presentation. More information about audio descriptions can be found in the audio description project.

The audio description is an accommodation for blind/low vision consumers. A student with accommodation for audio descriptions will need audio descriptions added for all visual media in

the course. Audio descriptions take time because media must be sent to a company, such as 3 play media and there is approximately 10 days of turnaround time for completion. Therefore, audio descriptions should be prepared in advance of the required subject matter.

Text Service

FMNS provides captioning, namely accommodation for the deaf. It is mandatory for all media that is presented publicly, such as the website science.uui.ac.id. Public media consists of any access that does not require login and ID. It is wise to annotate all media as a universal design method. Many people benefit from texts outside the Deaf community. When a student needs text as accommodation, all media should be closed captioned for classwork, homework, etc. Libraries are a great resource for pre-text media. Media can also be sent for text from vendors, such as 3 Play Media. One cannot rely on text that is not "closed captioning" (like YouTube captions) because it is often wrong and there is no standard of compliance.

Captioning is a form of receptive communication access where Deaf or Deaf consumers read real-time transcriptions of all verbal information presented. Examples include voice captioning, captioning, c-print. Access can be obtained via individual laptops or small screens if there are two or more consumers at an event. Most of the text users tend to be late deaf, unable to utilize amplification devices, do not have strong speech reading skills but have excellent expressive English skills and often speak for themselves. Captioning is word for phrase, just like what you see in television captions.

Class Access Assistant

FMNS provides assistants for classroom access and is available to overcome physical barriers for students with mobility, motor skills and visual disabilities. They assist with laboratory exercises, note-taking, library research, multi-media presentations and other related classroom activities. Students requiring such assistance must notify their consumer manager to request this accommodation. To ensure acceptance of this accommodation at the start of the semester, it is best to submit a request immediately after registration for the upcoming semester.

Class Relocation

When a course is assigned to an inaccessible room and an accessibility need is presented, the disability service will work with the registrar's office to find a new accessible location for the class. We will notify the instructor when this need arises. Usually, the turnaround for this type of accommodation is fast. We will need instructor assistance to inform students in the class about the new location as disability services does not have access to the class directory.

Document Conversion

available to eligible students. Students who need this accommodation work with contact information, disability services to get books in audio format through various places. Students are also encouraged to take advantage of the latest assistive technology on their own computers. Students should request a document conversion service well in advance of their need.

Exam Time Extension

Students may require additional time for exams for various reasons related to their disability. Students are usually given half or two times to complete their exams and this distinction is based on the diagnostic documentation provided. In some rare circumstances, a student is given more than one full day at the monitoring center (8am-5pm).

FMNS helps in administering exams for students with disabilities

Exam Monitoring Center Guidelines

For Students: The Exam Supervision Center (EPC) is where you can take your exam if you have time-consuming exam accommodation or tools that your instructor doesn't have. For example, if you have a long time, need less distraction, use of readers or scribes or need to use a computer with the help of an accessibility tool.

1. Check with each faculty member to verify they received your accommodation notice and discuss how your course needs will be implemented. It is always in the students' best interest to take their exams with their instructor.
2. The instructor may adjust the remote exam deadline to reflect the extended time accommodations for you if you take the exam remotely or at home.
3. Review your syllabus and schedule all the exams you need online at clockwork with at least 5 working days' notice. You can even schedule your final exam. Be sure to book them at the same time as classes or overlapping times, to keep exams safe. If you must take the exam later, you must provide permission (email) from your instructor to the exam coordinator to take the exam scheduling request.
4. Make sure you check your email, Moodle, Blackboard and/or other course communication platforms regularly. You will receive a confirmation email when your exam has been booked which will include your date, time, and location to take the exam.
5. Come on your exam date/time/location and do your best! Our office will confirm your return and acceptance of the exam.

In most cases for remote exams, your instructor should be able to arrange the necessary exam accommodations listed in your notice. Moodle and Blackboard have features that allow the instructor to program your additional time for administered exams and quizzes, and the instructor can work with you to implement other necessary actions. If an exception is required and you require a remotely supervised examination through the exam coordinator, you and your instructor must contact him or her at least 5 days before the exam date.

Information for Instructors

It is always in the students' best interest to take their exams with their instructor.

1. It is every student's responsibility to have their accommodation notice sent to you.
2. To view accommodations relevant to students in your course, log in to Clockwork for Instructors from the Disability Services homepage. You will be asked to login using your Net ID and password.
3. Faculty may adjust the remote deadline on your LMS platform to reflect extended accommodations.
 - a. For inquiries and support with specific technologies on your preferred Moodle or Blackboard platform, contact: fmipa@uui.ac.id.

- b. For questions and support in adapting your teaching and pedagogy, contact FMNS academics.
- c. Students enrolled in Disability Services may not have higher safety standards than non-DS students.
- d. Please note that PSI (Moodle) and Honor Lock (Blackboard) surveillance tools may not be accessible to some DS students using assistive technology. In that scenario, zoom surveillance may be required instead.
- e. If you need assistance from an exam control center, please read the following process:
- f. Examination Supervision: supervision assistance will only be provided for disability related needs

Facility Modification

When a facility is inaccessible and reassignment is not a reasonable option, the disability service will convene a meeting with members of the facility management (general department), and other parties as necessary to discuss and plan any necessary modifications to the facility. All university members are responsible for bringing facility modification needs to the attention of the disability service.

Lab Assistant

When a student with a disability that affects their mobility or use of their arms/hands needs assistance in the laboratory, the disability service will employ a lab assistant to accompany the student in class. Lab assistants will work at the direction of students with disabilities, lifting, pouring, measuring, picking up, etc. important materials in the laboratory. Lab assistants are required to attend lab safety seminars for the safety of all parties.

Learning Specialist

are graduate students trained to provide the most up-to-date learning skills, tools, and tactics available and to provide individualized instruction for students with information processing disabilities. Learning Specialists use specific teaching modalities that incorporate the needs of students with disabilities and consider the specific strengths and weaknesses of various students.

Note-taking Service

The note-taking service is available to eligible students. After students meet with contact information, disability services to determine which classes may require additional notes, disability services make a note of the student's need for note-taking services. Instructors are notified of their students' accommodation needs electronically. Many notes are provided directly by the instructor and can be accessed on the course website or Moodle. If notes are not provided by the instructor, the disability service works with the faculty to obtain a voluntary student registrar from the class. Student registrars are contracted to upload their notes. For his efforts, note takers can get 45 hours of community service per class each semester. Students who need notes will be notified once a note taker has been selected and the notes are available for download.

Materials Prepared Before Class

Some students require accommodation materials to be prepared before class begins. In this case, the prepared power point slides or their equivalent provided earlier will help students follow along and identify the main themes and concepts. It is helpful to provide written instructions or assignment expectations with the material.

Use of Recording Devices

When in-class notes or notes prepared are unsatisfactory or impossible/timely, a student may be eligible to record lectures for personal use. Usually, the recording is done electronically either with a digital recorder, smart phone, or smart pen. At your request, the disability service may ask students to sign a contract acknowledging that you hold the intellectual property rights to any content, and that they will not distribute, post, or reproduce the recordings without your permission. Contracts usually require students to delete or destroy records at the end of the semester. Questions or concerns should be raised to disability services as soon as possible.

FMNS provides Sign Language Translator and Spoken Transliterater

This communication access service is only effective if the consumer is experienced in the methodology provided. A sign interpreter listens to spoken language and interprets messages into visual language. Sign language translators are certified by a national organization that tests practitioners' qualifications, maintains records of professional development and continuing education and monitors practice in the profession. Deaf consumers must be fluent in receiving and understanding sign language to receive spoken messages as interpreted. The oral transliterater takes the message and makes it visible on the lips and by supporting gestures or gestures, conveys the speaker's message. It is very important that deaf consumers can read speech, understand the subtle nuances of facial expressions and body movements/positions to fully understand the spoken message. Deaf consumers who late tend to be unskilled prefer to use text services. However, this is not to say that deaf individuals who are late deaf cannot learn to read speech.

Contact Information

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Comment

For general inquiries, please contact us at fmipa@uii.ac.id. We value your opinion and invite you to share your comments, suggestions, or website problems with us so that we can provide the best service. If you need information on a specific issue, please see our website (<https://science.uui.ac.id>) and send an email directly to a staff member (achmadrossy@uui.ac.id).