



**UNIVERSITI MALAYA'S
INCLUSIVE POLICY FOR
PERSONS WITH
DISABILITIES**



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1. INTRODUCTION

Universiti Malaya (UM) as a renowned public institution acknowledges the needs of Persons With Disabilities (PWD) by providing an inclusive learning, working and social environment that is accessible to all. This means that all students and staff including PWD can participate in activities and programmes organised by the University without any segregation. Accordingly, this Universiti Malaya Inclusive Policy is created to eliminate discrimination and encourage equal opportunities for all on campus.

This is in line with the recommendation from the Ministry of Education Malaysia (MOE) to create an education institution based on noble values and to create an inclusive education culture which does not marginalise any group including PWD. The University Management emphasises disability issues as aspirations on the inclusivity of PWD is one of the main agenda in the development process towards a University of excellence. With reference to the Persons with Disabilities Act 2008 and the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), the importance of relevant access for PWD to environment, health, education as well as information and communication can aid in their complete and effective participation in society. This policy will help to reinforce the achievements, goals and objectives of inclusive education as recommended by MOE.

2. POLICY OBJECTIVES

- (1) To provide, protect and promote PWD students and staff in obtaining the best access to a system of learning, teaching, research and work environment;
- (2) To empower holistic competitiveness among PWD students and staff;
- (3) To coordinate the management of PWD students and staff at all levels of Responsibility Centres (RC); and
- (4) To raise awareness of inclusivity among the campus community.

3. TERMS USED

- (1) **Inclusive** in the context of this policy refers to opportunities for solidarity and equality in aspects of teaching, learning, research, human capital development, administration and work environment in UM.
- (2) **PWD** refer to individuals with long-term physical, sensory, mental and intellectual impairments which when interacting with various barriers, may hinder their full and effective participation in society.
- (3) **PWD students** refer to students who are registered in UM at all levels of studies possessing a PWD Registration Card issued by the Social Welfare Department (JKM) or have been certified by a medical officer in Malaysia as PWD.

- (4) **PWD staff** refer to staff working in UM and possessing a PWD Registration Card issued by JKM or have been certified by a Medical Officer in Malaysia as PWD.
- (5) **Universiti Malaya's Inclusive Committee for Persons With Disabilities** is the committee responsible for the administration and management of PWD affairs in UM.
- (6) **PWD Public Relations Officer** or Disability Liaison Officer (DLO) is a UM staff appointed from each Responsibility Centre (RC) to provide support service to PWD students and staff.
- (7) **Reasonable accomodation** refers to the modifications and adjustments needed and appropriate without causing an imbalance or unnecessary burden, if required in certain circumstances, to ensure that PWD get to live or enjoy a quality and comfortable life on a similar basis as non-disabled persons.
- (8) **Universal design** refers to environmental, programme, service and equipment design which could be used by all parties at the best level possible, without requiring any adaptation or special design.

4. **UNIVERSITI MALAYA'S INCLUSIVE COMMITTEE FOR PERSONS WITH DISABILITIES**

This committee is responsible for formulating a strategic direction in UM's development as an inclusive University and manage all matters related to PWD students and staff. This is in line with the government's aspiration to create a campus culture of concern towards PWD. Membership and the terms of reference for the committee is in **Appendix 1**.

5. CENTRALISED MANAGEMENT OF PWD STUDENTS AND STAFF

This centralised management is aimed at providing a comprehensive focus on the welfare and needs of PWD students and staff in UM, while raising awareness among the University community towards the importance of empowering PWD. The coordination of responsibility and management of PWD is as follows:

- (1) **PWD students** are the responsibility of the PWD Student Management Unit (OPSOKU) under the governance of the Psychology and Counselling Management Section, Student Affairs Department (BHEP), UM; and
- (2) **PWD Staff** is the responsibility of the Service Section, Human Resources Department (BSM), UM.

6. ACCOUNTABILITY TOWARDS PWD POLICIES AND ISSUES

- (1) **General accountability towards Universiti Malaya's Inclusive Policy is as follows:**
 - (a) All parties must always be ready and work together to achieve the objectives and items in this policy or the decision made by Universiti Malaya's Inclusive Committee For Persons With Disabilities;
 - (b) All parties share the responsibility of fulfilling the needs as well as providing support services to PWD students and staff; and
 - (c) All parties must use appropriate methods and channels to put forward issues regarding PWD students and staff or the inclusive University environment.

(2) Accountability towards PWD students are as follows:

(a) Application for a study programme

A PWD who is qualified and fulfils the entry requirements can apply for a study programme offered by the University;

(b) Teaching and learning of PWD students

During the teaching and learning session, cooperation and support must be given to PWD students to enable them to fully participate in all activities during the lecture. Additionally, the location of the lecture and tutorial rooms, teaching techniques and learning materials for example alternative course materials, including on-line learning must be made accessible to PWD students;

(c) Assessment of learning

The University must provide reasonable support and adjustments to aid PWD students undergoing assessments or examinations as long as they achieve the learning outcomes set by the programme of study. For example: on-line assessments, examination papers with special formats, additional time or other forms of suitable support;

(d) Development of PWD students and organisation of activities

A holistic development of PWD students in terms of their academic, social, emotional, and soft skills must be designed and implemented through activities which incorporate and deliver inclusivity;

(e) Provision of facilities for PWD students

The University must make reasonable adjustments to the environment on campus in order to fulfil the needs of all PWD. The development of each infrastructure on campus must be based on the universal design as enshrined in the Persons With Disabilities Act 2008 as well as any standards used in relation to aspects of achievement;

(f) Reasonable adjustments of PWD students on campus

The University must coordinate a support system which encompasses services, physical facilities, aids that are complete and good as well as the organisation of suitable empowering activities to assist PWD students to adapt to life on campus;

(g) Conferment of awards and certificates

A PWD student is entitled to receive an award or certificate as acknowledgement of his achievement during his period of study at the University.

(3) Accountability towards PWD staff are as follows:

(a) Job application

A PWD who is qualified for a certain position or job should be given the opportunity and can be employed if he has the qualifications and expertise as specified by the University;

(b) Provision of facilities for PWD staff

Reasonable adjustments to the work environment according to the needs of the individual PWD must be done by the University. A conducive environment would not only assist the PWD staff to perform his duties but would also motivate him to become more productive. The development of each infrastructure on campus is based on the universal design concept as enshrined in the Persons With Disabilities Act 2008 as well as any standards used in relation to aspects of achievement;

(c) Career development and promotions

A PWD staff has the opportunity for promotions and career development for as long as the individual fulfils the conditions

specified. Additionally, the staff can also gain access to suitable guidance on goals and advice regarding his career to ensure career advancement; and

(d) Conferment of awards and certificates

A PWD staff is eligible to receive an award or certificate as acknowledgement of his achievement during the course of his service.

7. SAFETY OF PWD STUDENTS AND STAFF

The University must always ensure a safe and conducive environment for the campus community including PWD students and staff. An emergency response plan and Standard Operating Procedure (SOP) and simulation exercises in a format accessible to PWD students and staff, must be updated and checked from time to time in facing risky situations such as fires, accidents or natural disasters. In addition, PWD students and staff are also responsible for their own safety.

8. PUBLIC ANNOUNCEMENT AND MEDIA COVERAGE

All messages through various forms of public announcements as well as media coverage cannot contain any form of discrimination or segregation towards PWD students and staff. Furthermore, any message for the campus community must be accessible to PWD students and staff.

9. INTERNATIONAL COLLABORATION

The planning and implementation of direct or indirect international collaboration involving PWD students and/or PWD staff must be made by referring to UPSOKU and/or BSM. The parties involved must provide detailed information to the offices concerned in order to expedite the necessary support service preparation process.

10. RESEARCH ON PWD STUDENTS AND STAFF

Parties keen on doing research involving PWD students and/or PWD staff must obtain advice from OPSOKU and/or BSM. The findings of the research must be submitted to OPSOKU and/or BSM to ensure that the information is beneficial to all.

11. AMENDMENT AND ADDITION OF ITEMS IN THE POLICY

Amendments to any item in the policy and/or additions of items to the policy must be brought to the University Board of Directors. All amendments and/or additions to the policy must be made known to all parties in the University either through print or electronic media.

12. COMPLIANCE TO THE POLICY

Failure to comply with this policy can cause the party involved to be subjected to appropriate action by the University.

***Date endorsed by the University Board of Directors: 11 March 2021**

UNIVERSITI MALAYA'S INCLUSIVE COMMITTEE FOR PERSONS WITH DISABILITIES

University Malaya's Inclusive Committee For Persons With Disabilities (JKIUM) is the highest committee which oversees all matters regarding PWD students and staff in UM with the aim of achieving the goal and objective of inclusive education in order to create a community culture more concerned with the needs of PWD among the campus community.

1. The committee members consists of :

Chairman:

Vice-Chancellor

Members:

Deputy Vice-Chancellor (Student Affairs);

Deputy Vice-Chancellor (Academic & Internationalisation);

Deputy Vice-Chancellor (Research & Innovation);

Deputy Vice-Chancellor (Development);

Registrar;

Bursar;

Director, Property Development & Maintenance Department;

President of UM Special Needs Student Union (PERMIUM);

Permanent representative PWD graduate student; and

Permanent representative PWD staff.

Secretary:

PWD Coordinating Officer

2. The quorum for the committee meeting is reached if one third of JKIU members are present.
3. The committee can from time to time invite an individual or representative from an external institution to provide input or advice on certain matters/issues. The individual or representative does not have the right to vote in the meeting.
4. Meetings must be held at least three (3) times a year as the need arises to discuss matters arising and to obtain feedback as well as progress on issues which were discussed in the previous meeting.

5. The main functions of the committee include:

- (1) To be responsible for drafting the policy and to be the main reference point in all matters regarding PWD students and staff, especially those which involve aspects of facilities, support and learning as well as work environment;
- (2) To be responsible for drafting enablement, development and empowerment programmes for PWD students and staff.
- (3) To consider and endorse any amendments and/or additions to the policy;
- (4) To report expenditures and the financial status of the special fund; and
- (5) To review the effectiveness of the Terms of Reference according to current needs.