



DISABILITY POLICY

INSTITUT TEKNOLOGI KALIMANTAN

DISABILITY POLICY

1. Introduction

Persons with disabilities are people with disabilities, difficulties, or obstacles in carrying out certain activities/functions. They require special aids, environmental modifications or certain alternative techniques to learn and participate fully and effectively in social life. Based on Law no. 8 of 2016, The Unitary State of the Republic of Indonesia guarantees the survival of every citizen, including persons with disabilities. They have the same legal position and rights to live and develop fairly and dignifiedly and obtain quality education as people. State guarantees and recognition of their rights to obtain educational services are stated in the 1945 Constitution, Law Number 39 of 1999 concerning Human Rights, Law Number 4 of 1997 concerning Persons with Disabilities, and Law Number 3 of 2003 concerning the National Education System. To fulfill the rights of persons with disabilities in obtaining a quality education, the government issued regulation Number 46 of 2014 for special education and special service education in higher education through the Ministry of Education and Culture. The Ministry of Education and Culture also issue ministerial regulation Number 3 of 2020 concerning the National Standards for Higher Education (SN Dikti), which regulates the obligation of universities to provide facilities and infrastructure that persons with disabilities can access. Therefore, the Institut Teknologi Kalimantan as the provider of higher education under the Ministry of Education, Culture, Research, and Technology, is obliged to formulate disability policies/guidelines as a form of commitment to granting equal rights for every student, lecturer and education staff to obtain education and work/organize at ITK.

2. Objective

Guidelines for the Institut Teknologi Kalimantan in providing an ideal environment and service that allows students, lecturers, and education staff with disabilities to participate easily and access various services on campus so that students, lecturers, and education staff with disabilities can learn to achieve optimal academic performance and work according to their duties each.

3. *Scope*

The scope of this policy is:

- a. Everyone within the Institut Teknologi Kalimantan includes students, lecturers, and education staff, including persons with disabilities from outside the Institut Teknologi Kalimantan environment.
- b. Valid for all students, lecturers, and education staff within the Institut Teknologi Kalimantan.
- c. Services for people with disabilities at the Institut Teknologi Kalimantan start from the process of accepting students, lecturers, and education staff until they become an ITK academic community.

4. *Policy Statement*

- a. The Institut Teknologi Kalimantan recognizes the capabilities of persons with disabilities and is committed to involving persons with disabilities in obtaining educational services and organizations.
- b. The Institut Teknologi Kalimantan is committed to creating a friendly and accessible environment for all students, lecturers, and education staff with disabilities.
- c. The Institut Teknologi Kalimantan is committed to providing facilities and infrastructure for persons with disabilities (students, lecturers, and education staff) to facilitate full access to educational and organizational services.
- d. The Institut Teknologi Kalimantan ensures that persons with disabilities (students, lecturers, and education staff) have complete protection and services.
- e. The Institut Teknologi Kalimantan ensures that persons with disabilities receive no different treatment due to their status.

5. *Disability Type*

- a. **Blind** are those who have lost sight or have significant visual impairment. In general, the blind are divided into two groups: low vision and blind. Low vision is those with visual impairment but still have residual vision, which can be used for activities such as reading and writing. Blind people have lost their visual function entirely or have a severe or

severe visual impairment, so they can no longer use their vision for reading and other learning activities.

- b. **Deaf** are those who experience a loss of hearing function, which includes all gradations or levels, either mild, moderate, severe, or very severe, resulting in communication and language disorders. The deaf includes two categories, namely hard of hearing and deaf. Hard of hearing is mild hearing impairment, so they are still possible to hear loud sounds or sounds. Hearing aids are still helpful for them in improving the quality of their hearing. Deafness is severe or very severe hearing loss or impairment, so they can no longer rely on their hearing to understand speech.
- c. **Physically disabled** are those who have physical and/or motor impairments. Several conditions are included in the physically disabled group, namely (1) loss of limbs, (2) disability or abnormality in limbs, (3) limb dysfunction, and (4) disturbances in motor function and movement. An easy-to-recognize indicator is that they cannot (or have difficulty) walking or moving.
- d. **Autism Spectrum Disorder (ASD)** is those who experience a disorder characterized by obstacles in social interaction and communication skills. Barriers to social interaction can be seen from individual difficulties in making eye contact, fostering social relationships, expressing emotions, and understanding social rules and non-verbal language. Communication barriers can be seen in speech delays, speaking in a language that is not understood, or speaking out of context. In addition to social interaction and communication barriers, individuals also have repetitive motions, an unnatural interest in things, and/or excessive rigidity in routine. Individuals with ASD generally also have sensory problems that may be highly sensitive to sound, light, or typical textures.
- e. **Specific learning disabilities** are those with an average level of intelligence or more but have barriers in one or more specific academic fields. They usually experience disturbances or difficulties in basic psychological processes, central nervous system dysfunction, or neurological disorders manifested in failures such as comprehension, impaired listening, speaking, reading, spelling, thinking, writing, arithmetic, or social skills.

6. Procedure

6.1. Disability statement

1. Students, lecturers, and education staff with disabilities who wish to make adjustments to processes, policies, and procedures can submit a letter of application to the Institut Teknologi Kalimantan.
2. Students, lecturers, and education staff who need assistance with disability aids must provide a disability statement letter and a letter of request for assistance to the Institut Teknologi Kalimantan.
3. Students, lecturers, and education staff who submit a letter of application for adjustment and assistance with aids from the Institut Teknologi Kalimantan must include specific documents that contain the following:
 - a. Statements from disability professionals regarding the health conditions of students, lecturers, and education staff.
 - b. Type of disability (temporary, permanent)
 - c. Recommended needs/tools
 - d. Identity of disability professionals
 - e. Legal signed and validated
4. The Institut Teknologi Kalimantan will evaluate the documents submitted by students, lecturers, and education staff. Disability professionals will validate the documents submitted.
5. The Institut Teknologi Kalimantan will submit a list of approved disability needs that has been adjusted.
6. The Institut Teknologi Kalimantan will adjust and provide the approved facilities and infrastructure needs, including personnel who will assist while students, lecturers, and education staff are active within the Institut Teknologi Kalimantan.
7. All information submitted to the Institut Teknologi Kalimantan will be kept confidential. No information will be published without the approval of students, lecturers, and education staff.

6.2 Adjustment

a. Administration Service

Adjustment of administrative services facilitates and documents all activities, including academic activities during lectures at the Institut Teknologi Kalimantan, starting from registration information, selection, admission, teaching and learning processes, evaluations, graduations, and even post-graduation, for example, related to diplomas and transcripts. Here are some things to adjust to the needs related to administrative services for students, lecturers, and education staff with disabilities:

- 1) The Institut Teknologi Kalimantan needs to provide an online system of administrative services so that it is easily accessible to students with disabilities, including the visually impaired
- 2) If the administration system is not online yet, then the Institut Teknologi Kalimantan needs to provide special officers to guard it so that all information can be conveyed properly
- 3) The Institut Teknologi Kalimantan needs to have data on the number and types of students with disabilities in their institutions and notify all administrative service units so that they can be anticipated by administrative officers who will serve disabled students
- 4) Administrative officers need to have positive knowledge and attitude towards students with disabilities and understand their unique needs
- 5) The need for admission services for new students, lecturers, and education staff with disabilities.

b. Acceptance of students, lecturers, and education staff

- 1) Admission of new students with disabilities can be made through a general pattern: the admission of new students with disabilities through the SNMPTN (National Selection for State University Admission) and SBMPTN (Joint Selection to Enter State Universities), and independent. Adjustments in terms of the Computer-Based Written Examination (UTBK) are regulated in Ministry of Education and Culture regulations Number 6 of 2020 article 22, namely in the case that the UTBK cannot be carried out due to disability, nature, and

infrastructure disturbances, the test can be carried out in writing in printed form and assistance.

- 2) The acceptance of lecturers and education staff can be done through public channels, such as the Acceptance of Civil Servants with disability formations as regulated in the PAN-RB Ministerial Regulation No. 36 of 2018.

c. Learning process activities

The learning process for students with disabilities is the same as for students in general. However, the limitations and/or obstacles experienced by students as a result of impairment cause the need for modification of specific methods and/or tools that may be able to help overcome these limitations and/or obstacles. Therefore, lecturers adjust materials, materials, methods, media, tools, and/or learning methods for students with disabilities.

For courses in the form of practical work, such as field practice, KKN, laboratories, internships, et cetera, students with disabilities have provisions:

- 1) Students with disabilities have the right to take practical courses. However, lecturers or colleges must give them the same opportunity to do it.
- 2) Lecturers or Institutes must identify the presence of students with disabilities as participants and understand the needs that must be accommodated.
- 3) Lecturers need to socialize with other students or the community/environment about the presence of students with disabilities and the importance of accepting and respecting them.
- 4) Do not place students with disabilities in the disability community; this will reduce their learning experiences and challenges.
- 5) Not placing students with disabilities in the same group but distributing them randomly, so they have experience interacting with other students.
- 6) Not directing students with disabilities to do stereotypical practical activities
- 7) Modify the facilities/environment so that it is accessible for students with disabilities
- 8) Can provide disability assistance if needed

d. Facilities and infrastructure accessibility needs

Other forms of facilities and infrastructure that the Institut Teknologi Kalimantan must provide as a minimum standard regulated in the Ministry of Education's Regulation Number 3 of 2020 article 39 paragraph 2 are:

- 1) labeling in Braille and voice information
- 2) ramp for wheelchair users
- 3) guiding blocks on roads or corridors on campus
- 4) a map/plan of the campus or building in the form of an embossed map/plan; and
- 5) toilet or bathroom for wheelchair users.

e. Learning Evaluation

- 1) Institut Teknologi Kalimantan will adjust the examination for students with disabilities.
- 2) Institut Teknologi Kalimantan provides facilities for students so that they can complete exams
- 3) The Institute will recommend an adjustment to the examination after considering the standard of adjustment for disabilities. Some of the adjustments that will be made include:
 - Extra time
 - Use of assistive devices
 - Use of a separate exam room
 - Use of ergonomic chairs
 - Alternative exam script
 - Negotiation of alternative assessments

f. Student activity services

Student activity services for students with disabilities are intended to develop talents, interests, reasoning, and welfare. Therefore, the Institut Teknologi Kalimantan needs to provide sufficient information and socialization to students with disabilities about the student programs offered and which students can choose to participate in these activities.

g. Institutional

Institut Teknologi Kalimantan needs to establish a **Disability Service Unit (ULD)** or a **disability office** or **disability center** tasked with planning, coordinating, evaluating, and supervising the implementation of special services for students with disabilities. *Disability centers* can also provide tutors and volunteers who can guide the deepening of certain material subjects through methods that suit their particular needs.

h. The needs adjustments that the Institut Teknologi Kalimantan will provide are consulted with students, lecturers, and education staff with disabilities.