Reasonable Accommodations for People of Determination Policy

Reasonable Accommodation and Disability Inclusion Policy

Item	Details
Proposed Document Code	IMC-THE-POL-07
Version	1.1
Policy Owner	,Student Affairs and Human Resources, in coordination with Finance Facilities and IT
Approving Authority	College Board of Directors
Issue Date	December 2025 15
Review Cycle	Every three years or as needed, including when relevant legislation or regulations are amended or introduced
Indicator	THE 10.6.10

Revision History

Date and Status	Revision	Rationale
December 2024 16 Version 1.0	First version of the Reasonable Accommodations for People of .Determination Policy	Documented the basis for accessible participation. Historical approval is verified .against the document register
December 2025 15 Version 1.1	Clarified the accommodation request .and needs assessment process Proposed description for comparison .with the archived version	Standardised request handling and assigned responsibility for coordination and .implementation
	Clarified funding and escalation arrangements, defined implementation and expenditure evidence, and specified publication .and review arrangements	Linked accommodations to individual needs and adequate funding, and supported access .to evidence under THE 10.6.10

Purpose and Scope .1

Imam Malik College for Sharia and Law is committed to removing barriers to participation for People of Determination and providing reasonable accommodations and the funding to implement them. The policy applies to admission and job applicants, students, employees, faculty and visitors, according to the .service, in person and on digital platforms

Legal and Institutional Framework .2

The policy is based on Law No. (10) of 2011 Establishing the College, its Internal Regulations, and Dubai Law No. (3) of 2022 on the rights of persons with disabilities. Due regard is given to Article (4) on education of the implementing bylaw issued by Executive Council Resolution No. (1) of 2022, and Article .on employment and job opportunities as amended by Executive Council Resolution No. (80) of 2022 (6)

The policy complements the Learner Admission and Lifelong Learning Access Policy (01), Fair Admissions and Anti-Discrimination Policy (02B), Anti-Harassment and Protection from Retaliation Policy (05), Underrepresented Groups Recruitment Policy (06) and approved information governance .framework

Reasonable Accommodations and Accessibility .3

A reasonable accommodation is an individual adjustment necessary and appropriate to remove a barrier to equal participation. It is determined by need and the nature of the activity without imposing a disproportionate burden. Employment and educational needs are assessed individually while preserving .the essential requirements of the programme or role

Arrangements may include extra time or an alternative assessment format, accessible digital materials and assistive technology, accessible rooms, platforms and interviews, adjustments to schedules or workstations, guidance or an individual evacuation plan as needed. Reasonable accommodations in .education are provided at no additional charge

Relevant units incorporate accessibility requirements into facilities, procurement, technology, training and emergency planning. They review the suitability of an arrangement with the beneficiary when needs .or participation circumstances change

Requests, Assessment and Decisions .4

Student Affairs handles educational requests with Admissions and Registration and academic departments. Human Resources handles employment requests. Visitor requests are referred through the approved service channel. Requests are assessed in consultation with the beneficiary, using only the supporting information needed. Implementers receive the information needed to put the arrangement in .place

The College aims to acknowledge requests within two working days and notify applicants of a decision within ten working days of completing the assessment, subject to statutory deadlines. Interim arrangements are offered where possible in urgent cases, including examinations and interviews. The .implementation plan identifies the accommodation, owner, cost, funding source, date and review method

If a requested arrangement is unavailable, effective alternatives are assessed with the beneficiary and technical or financial barriers escalated to the authorised decision-maker before a decision is made. The beneficiary is informed of the decision, reasons, available alternative, grievance procedure and deadline under the regulations. The grievance is referred to a competent body independent of the original .decision

Funding and Monitoring .5

Finance estimates needs and costs annually with the relevant units and includes the necessary funding in the draft budget under approval procedures. It tracks appropriations and expenditure against estimated needs and approved requests and escalates any shortfall or urgent need for additional .funding or a suitable alternative

Appropriations, expenditure and implementation are documented. The Office of Institutional Effectiveness and responsible units review funding adequacy, the proportion of requests implemented on time, processing times, barriers addressed and beneficiary satisfaction. Results are presented in .aggregate to protect identities

Publication and Review .6

The approved version is published in the Knowledge Management System (KMS) archive accessible to employees and on the College website through a direct public link. The accommodation request process and an authorised summary of accommodations and funding are made available with personal data removed. Assessment, implementation and grievance records are kept under the approved information .governance framework and retention schedule

The policy is reviewed every three years or earlier as needed, including when relevant laws, legislation or .regulations are amended or introduced

Responsibilities .7

Responsible Unit	Responsibility
Student Affairs and Admissions and Registration	Receive educational requests and coordinate needs assessment and .implementation with academic departments
Human Resources Department	Receive employment requests from applicants, employees and faculty .and monitor implementation
Finance	Estimate needs, include funding in the draft budget, monitor .appropriations and expenditure, and escalate shortfalls
,Academic Departments Facilities and IT	Implement approved accommodations within their remit and review .accessibility in assessment, facilities and platforms
Office of Institutional Effectiveness and Strategic Planning	Monitor aggregate results, funding adequacy, indicator evidence and .corrective actions