



YAYASAN GRIYA WINAYA GARUT

INSTITUT PENDIDIKAN INDONESIA

Jalan Terusan Pahlawan No.32 Sukagalih - Tarogong Kidul, Garut

Telp. (0262) 233556 Fax. (0262) 540469 Kode Pos : 44151

email : info@institutpendidikan.ac.id web : www.institutpendidikan.ac.id

REGULATION
OF THE RECTOR OF INSTITUT PENDIDIKAN INDONESIA GARUT
NUMBER 019/IPI.R/SK.KL/I/2025

CONCERNING
REASONABLE ACCOMMODATION AND DISABILITY INCLUSION POLICY
IN INSTITUT PENDIDIKAN INDONESIA GARUT

RECTOR OF INSTITUT PENDIDIKAN INDONESIA

Considering :

- a. That persons with disabilities have the right to equal access to education, employment, and participation in all academic activities on an equal basis with others;
- b. That the Institute is committed to providing a safe, accessible, and inclusive environment through the provision of reasonable accommodations and the removal of barriers for persons with disabilities;
- c. That such commitment aligns with national legislation and international standards on human rights, inclusive education, and non-discrimination of persons with disabilities;
- d. That based on the considerations referred to in points a, b, and c, it is necessary to establish a Regulation of the Rector of Institut Pendidikan Indonesia Garut concerning Reasonable Accommodation and Disability Inclusion Policy in Institut Pendidikan Indonesia Garut.

In View of :

1. Law No. 12 of 2012 concerning Higher Education
2. Law No. 20 of 2003 concerning the National Education System
3. Government Regulation No. 4 of 2014 concerning the Implementation of Higher Education and Management of Universities
4. Minister of Education, Culture, Research, and Technology Regulation No. 39 of 2025 concerning Quality Assurance in Higher Education
5. Decree of the Ministry of Research, Technology, and Higher Education No. 635 / KPT/I/2017 regarding the change of status of STKIP Garut to Institut Pendidikan Indonesia (IPI)
6. Articles of Association and Bylaws of Yayasan Griya Winaya Garut
7. Statute of Institut Pendidikan Indonesia Garut



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8. Quality Manual ISO 21001: 2018 and ISO 9001:2015
of IPI Garut

HAS DECIDED

To stipulate : REGULATION OF THE RECTOR OF INSTITUT
PENDIDIKAN INDONESIA GARUT CONCERNING
REASONABLE ACCOMMODATION AND
DISABILITY INCLUSION POLICY IN INSTITUT
PENDIDIKAN INDONESIA GARUT

CHAPTER I GENERAL PROVISIONS

Article 1 Definitions

Within this Regulation, the following definitions shall apply:

1. Disability means a long-term physical, mental, intellectual, or sensory impairment which, in interaction with various barriers, may hinder full and effective participation in academic and institutional life on an equal basis with others.
2. Reasonable accommodation means necessary and appropriate adjustments or modifications, not imposing undue hardship on the Institute, to ensure persons with disabilities can access, participate in, and benefit from education and employment on an equal basis with others.
3. Undue hardship means a condition where the accommodation would cause significant difficulty or excessive cost for the Institute, taking into account the nature, cost, and impact of the accommodation and the overall resources of the Institute.
4. Adequate funding means institutional and/or external financial resources allocated specifically to plan, provide, and evaluate accommodations and support services for persons with disabilities.
5. Academic Community refers collectively to lecturers, students, education personnel, and affiliated individuals within the Institute.
6. Disability Support Unit (DSU) means the designated unit within the Institute responsible for coordinating, assessing, documenting, and monitoring the implementation of reasonable accommodations and disability inclusion services.

Article 2 Objectives

The objectives of this Regulation are to:

1. Establish a comprehensive framework for providing reasonable accommodations and support services for students and staff with disabilities.



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2. Ensure that persons with disabilities can access teaching, learning, research, employment, and campus life without experiencing disproportionate disadvantage compared to non-disabled peers, while maintaining academic standards.
3. Regulate procedures, responsibilities, and funding mechanisms for the planning, implementation, and evaluation of disability-related accommodations and services.

CHAPTER II SCOPE AND PRINCIPLES

Article 2 Scope

1. This Regulation applies to all students, lecturers, education personnel, applicants, and visitors with disabilities who participate in or access the programs, services, and facilities of the Institute.
2. This Regulation binds all faculties, departments, study programs, units, and organizational structures within Institut Pendidikan Indonesia Garut.

Article 3 Principles

The implementation of reasonable accommodation and disability inclusion shall be guided by the following principles:

- a. Non-discrimination and equality of opportunity;
- b. Respect for human dignity, privacy, and autonomy of persons with disabilities;
- c. Accessibility through universal design and individualized adjustments;
- d. Participation, consultation, and empowerment of persons with disabilities in decision-making;
- e. Academic integrity and maintenance of essential learning outcomes;
- f. Accountability, transparency, and continual improvement in services and funding.

CHAPTER III RIGHTS AND TYPES OF ACCOMMODATION

Article 5 Rights of Persons with Disabilities

1. Every qualified student and staff member with a disability has the right to request reasonable accommodation to access, participate in, and complete academic or employment activities.
2. No person shall be excluded from admission, assessment, promotion, or participation in any program solely on the basis of disability.
3. No retaliation, intimidation, or harassment shall be tolerated against any individual who requests or receives disability accommodation.



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Article 6

Types of Reasonable Accommodation

Reasonable accommodation under this Regulation may include, but is not limited to:

- a. Physical and environmental adjustments, such as ramps, accessible toilets, adapted classrooms, reserved seating, and safe circulation paths;
- b. Adjusted examination and assessment conditions, including additional time, alternative formats, separate examination rooms, use of assistive technology, or alternative assessment modes that preserve learning outcomes;
- c. Provision of learning materials in accessible formats, such as Braille, large print, audio, captioned video, and accessible digital documents;
- d. Provision or facilitation of assistive technologies, including screen readers, hearing support systems, communication devices, and specialized software or hardware;
- e. Personal assistance services where appropriate, including sign language interpreters, note-takers, readers, or learning support staff;
- f. Adjustments to academic load, flexible scheduling, remote access, or modified attendance requirements consistent with essential academic requirements;
- g. Reasonable modification of work arrangements for staff, including task reallocation, modified work schedules, or changes in workstations, as long as essential job functions are maintained;
- h. Other adjustments deemed reasonable by relevant academic or administrative units, based on documented needs and institutional capacity.

CHAPTER IV

PROCEDURES AND RESPONSIBILITIES

Article 7

Request and Assessment Procedures

1. Requests for accommodation shall be submitted in writing by the student or staff member with a disability, or their authorized representative, to the Disability Support Unit (DSU) through the Institute's designated channels.
2. Each request shall be accompanied, where necessary, by relevant documentation from qualified professionals describing the functional impact of the disability and suggested accommodations.
3. The DSU shall engage in an interactive process with the applicant and relevant units to identify reasonable accommodation options on a case-by-case basis.
4. Decisions on approved accommodations shall be documented in writing, including the type of accommodation, duration, responsible units, and schedule of review.
5. The DSU shall communicate the approved accommodations to relevant faculties or units while maintaining confidentiality of sensitive personal and medical information.

Article 8

Review and Appeal

1. Accommodations shall be reviewed periodically, at least once per academic year, or earlier upon request when there is a significant change in needs or circumstances.



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2. If a requested accommodation is partially or fully denied, the DSU shall provide written reasons and, where possible, propose alternative accommodations.
3. The individual may submit an appeal in writing to the Rector or an appointed Appeals Committee within fourteen (14) working days of receiving the decision.
4. The Rector or Appeals Committee shall issue a final decision within a specified time frame, after reviewing documentation and, if necessary, consulting independent experts.

Article 9

Institutional Responsibilities

1. The Rector is responsible for overall leadership, endorsement, and monitoring of the implementation of this Regulation.
2. The DSU is responsible for coordination, assessment, documentation, and evaluation of accommodations and related services.
3. Faculties, departments, and units are responsible for implementing approved accommodations in teaching, assessment, and workplace practices, and for reporting challenges to the unit in charge
4. Lecturers, supervisors, and line managers shall cooperate in good faith with the unit in charge and the individual concerned to ensure effective implementation of accommodations.
5. Students and staff receiving accommodations shall use the facilities and services responsibly and promptly communicate any changes in needs.

CHAPTER V

FUNDING AND RESOURCES

Article 10

Funding Commitments

1. The Institute shall allocate adequate funding in its annual budget to support planning, implementation, and evaluation of disability-related accommodations and services.
2. The Institute may access and manage external funding sources, such as government grants, disability scholarships, corporate social responsibility programs, and partnerships with organizations of persons with disabilities.
3. Where external funding is unavailable or insufficient, the Institute shall bear the cost of reasonable accommodations to the extent that such costs do not constitute undue hardship as defined in Article 1 point 3.
4. Funding for accommodations shall not be charged directly to students or staff with disabilities, except where specifically regulated by law or external funding schemes.

Article 11

Financial Management and Reporting

1. The planning and use of disability-related funds shall follow the Institute's financial management policies and standards of accountability.



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2. Summary reports on the adequacy and utilization of disability-related funding shall be submitted to the Rector and relevant governance bodies to inform policy development and resource allocation.

CHAPTER VI CAPACITY BUILDING, MONITORING, AND EVALUATION

Article 12 Education and Training

1. The Institute shall provide regular training and awareness programs on disability inclusion, reasonable accommodation, and accessible pedagogy for lecturers, education personnel, and students.
2. Disability inclusion principles shall be integrated into academic curricula, student orientation, and leadership development initiatives.

Article 13 Monitoring and Evaluation

1. The DSU shall monitor implementation of accommodations, accessibility of infrastructure and digital systems, and satisfaction of students and staff with disabilities.
2. An annual evaluation report on disability inclusion and reasonable accommodation, including funding aspects, shall be prepared by the DSU and submitted to the Rector and the Equality, Diversity, and Inclusion Committee (EDIC).
3. Recommendations for improvement shall be used to update procedures, planning, and resource allocation in subsequent years.

Article 14 Coordination with EDI Policy

1. This Regulation is a specific policy under the broader Equality, Diversity, and Inclusion (EDI) framework of the Institute.
2. In the event of overlap, this Regulation shall be interpreted in harmony with the EDI Regulation; where necessary, the Rector may issue implementing guidelines to ensure coherence.

CHAPTER VII COMPLAINTS AND PROTECTION

Article 15 Complaints Mechanism

1. Complaints related to denial of reasonable accommodation, discrimination based on disability, or failure to implement this Regulation may be submitted through the Institute's designated complaint channels.



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2. All complaints shall be handled confidentially, impartially, and within a reasonable time frame, in coordination with the unit in charge and EDIC as appropriate.
3. Sanctions or corrective measures for violations of this Regulation shall follow institutional disciplinary procedures and relevant laws, while upholding fairness and restorative principles.

CHAPTER VIII FINAL PROVISIONS

Article 16 Review and Amendment

1. This Regulation shall be reviewed at least every three (3) years or sooner if required by changes in legislation, standards, or institutional needs.
2. Amendments to this Regulation shall be determined through a Rector's Regulation after consultation with relevant stakeholders, including representatives of persons with disabilities.

Article 17 – Enactment

This Regulation shall come into force on the date of issuance and be binding upon all members of the academic community.

*Signed and sealed by the Rector of
Institut Pendidikan Indonesia on January
15th 2025 in Garut*

Prof. Dr. Nizar Alam Hamdani