



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

SCHOOL OF COMPUTING
COURSE: UHMT1012
GRADUATE SUCCESS ATTRIBUTE

STUDENT AND DISABLED STUDENT DEVELOPMENT

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INTRODUCTION

Every single day, life is getting easier, more comfortable and also it is getting more competitive. Modern science has made our life digitalized and it is getting updated at every moment. To make our country greater than before, for our brighter future, we must go with this flow. For that, we need to make our future nation great. On the other hand, we are also facing a lot of problems because of this modern technology. Global warming and environment pollution are the biggest problems. If we want to fight back, we must make our future nation great. In other word, we need to develop all students. They are our future. Keeping this in mind, we have planned to make a program to discuss and find out problems and solutions to their development. Our UTM authority are going to be with us in our program, we will highlight the problems students are facing in UTM. In our program, we will try to build awareness for disabled students and will try to find out the problems they are facing and will represent that to our UTM authority including our own thought of solutions. Moreover, in our program, our focus is to make students know about the facilities that UTM already have but students are not aware of those.

PROBLEMS AND OBJECTIVES

Nowadays the biggest problem students are facing is "Self-esteem". They don't have self-confidence. They think they are not capable of doing something exceptionally great. They don't even try to flourish the unique quality that they born with. The disabled student is facing it the most. They feel like they are way behind than others. All of them need to come out of this thought. Everyone is unique. Almighty has created all of us as unique. All of us have a specific Talent. We just need to find it out and then explore. We need to think differently, need to work harder and finally need to deal with success.

Parents decide their son will be an engineer or daughter will be a doctor before their birth. They become disappointed when they think about their child's future as they got to know their child is special. They compare their child with others. They don't think their child is unique, they may do something exceptional. They should support their child. Their child may fail once or twice in the way of success but they would not give up, they will keep trying until they rule over life.

Our university providing a lot of facilities to its students but maximum cases they don't know how to use those. In UTM, we have a rich collection of books in the library. We can borrow from other universities and also from a different country that's also possible. Moreover, maximum students are not doing the best use of e-learning and UTM-Smart app, our goal is to let them know the uses of all facilities like this.

Almost all university have transportation facilities for their students, also our UTM have very good transportation but only for those who are normal. We don't have any facilities like that for our disabled friends. Access to UTM transport is one of the biggest issues for a student with disabilities in our university. Without accessible transportation, students with disabilities are facing difficulties to come to class, also hindering their full participation in different university program and fest. So, we can add a lift or ramp to board a bus that will help the students using wheelchairs or other mobility devices, elderly staff who cannot climb stairs safely and also a sick student. Moreover, if we include accessibility features in UTM transportation it will benefit non-disabled students too.

Our UTM is a research university, also has a very good world ranking. But it's a matter of regret we don't have an accommodation system for a disabled student. Though local students are taking room nearby university, for international disabled students cannot study here because of their special requirements. We think it's a shame for a top-level university like UTM. We

believe our university can manage a hostel for disabled students and extra ramp for our disabled friends that they can visit us.

In all new buildings of UTM have very good toilet service. But in old buildings, the maximum toilets water hose didn't work properly. Though all our faculty building we have separate toilets for disabled students but in the hostel we don't have that, that's why our disabled friend can't visit us. When it is about our hostel toilet, we have to face a lot of troubles like flush don't work, dirty pipe for an alternative using the water hose. University authority needs to think about these topics, these sites really need improvement.

Usually, in class lecturers use slides to teach us. We normal students can get it well but blind students can't see what they are learning. Our university can manage finger readers for blind students. Finger Reader is a wearable tool to help read the text. It has two functions: to help the visually impaired read printed text on a book or on an electronic device, and also to be used as a language-translation tool. A disabled student can wear this device on a finger, then point it on a body of text, one line at a time. The small camera on the Finger Reader will scan the text and give real-time audio feedback of the words it detects. It will also notify them via vibrations when it is at the start of a line, end of a line, moving to a new line or when they are moving too far away from the text baseline. Dot is another alternative for them. It is a wearable that is also the world's first Braille smartwatch. Dot is a practical solution that is more affordable than regular e-Braille devices which may cost thousands, yet still, it will work well for the blind student. Dot helps the blind access messages, tweets, even books anywhere and at any time. Technically, this tool functions with six dots on four cells found on the surface of the smartwatch. These dots will raise or lower to form 4 letters in Braille at any time. It can connect via Bluetooth to any smartphone then retrieve and translate the text (from an email or messaging app) into Braille for its owner.

Students with hearing disabilities also facing problems in class, as they don't get what the lecturer talking about. So, for communication varsity can provide UNI to those who have this problem. UNI is a two-way communication tool for the deaf using gesture and speech technology. This tool works by detecting hand and finger gestures with its specialized camera algorithm, then converting it to the text in a very short time to provide the meaning of a given sign language. Also equipped is a voice recognition software that will convert speech into text for two-way communication. UNI also enables you to create your own sign language with its sign builder, so it is easy to add custom language to the dictionaries. It is a subscription-based app with two versions, one that requires a data connection and another that doesn't.

We are in the age of Modern Science. The world is getting more technology dependable every single day. For ruling over life, we must know how to handle these technologies. For our special students, they can make their disability to only a word through using technology. We have discussed some of it but there is more and those can help us all students more. Like how to use technology for studying, some good websites. For making video assignments some valuable software, for improving communication skills some helpful apps and so on.

ORGANISATION STRUCTURE

Member of the executive committee

Program Manager: Maidul Hasan Masum

Secretary: Robby Samudra

Treasurer: Chan Yi Lin

Competition in Charge: Nuriffatish Shima Binti Norazmi

Food and Beverages in Charge: Muhammad Khairul Amirin Bin Khairil

Ordinary Committee Member

OCM Venue: Naveed

Roman

OCM Registration: Imam Daru Rismi

Khelvano Rolanda

OCM Food and Beverages: Nur Nabilah

Nur Arinie

Nur Qalisha

OCM Certificate: Faisal Deli Al-Fawwaz

Reyhan Nasser

OCM Multimedia: Ahmad Hakim

Muhammad Ariff

Irfan

DUTY AND RESPONSIBILITY OF COMMITTEE MEMBER

Program Manager

- ✓ Organizing programs and activities in accordance with the mission and goals of the organization
- ✓ Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- ✓ Manage the risks and issues that might and do arise over the course of the program life cycle, as well as take measures to correct them when they occur
- ✓ fixed the time of group meeting and managed the schedule of program

Secretary

- ✓ Typing, preparing and collating reports
- ✓ Answering calls, taking messages and handling correspondence
- ✓ Organizing and servicing meetings (producing agendas and taking minutes)
- ✓ Maintaining diaries and arranging appointments

Treasurer

- ✓ Managing the expenses and income
- ✓ Collect the participation fee
- ✓ Find sponsor

Competition in-charge

- ✓ Prepare the competition that will be held at the event.
- ✓ Organize the place of the competition, arrange the tables and chairs that will be used during the competition.
- ✓ Manage and control the competition.
- ✓ Ensure the competition runs smoothly as planned.

Food and beverage in-charge

- ✓ Prepare the food and beverages for all the participants and the committees.
- ✓ Ensure the food and beverages are enough for all the participants and the committees.
- ✓ Counting and prepare food and drinks for the attendees and special guest (VIP)

- ✓ Checking the suitable menu for the event
- ✓ Finding a caterer for preparing the food

OCM Venue

- ✓ Find and rent suitable venue that is suitable for the event
- ✓ Make sure all facilities like parking lot enough for all the guest

OCM Registration

- ✓ Register all the participants for 5-minute idea competition
- ✓ Record all the participants information

OCM Certificate

- ✓ Prepare certificate for the sponsor and the participant
- ✓ Prepare some gifts for the VIP guest

OCM Multimedia

- ✓ Making a poster to advertise the event
- ✓ Record the video and take pictures from the event to publish it on UTM social media
- ✓ Making a short clip to be played during the event
- ✓ Helping with the audio systems during the event

BUDGET

ESTIMATED INCOME

	RM	RM
Cash Sponsorship		3000
-MPM UTM	500	
-Jabatan Kebajikan Masyarakat	1000	
-Damai Disabled Person Association Malaysia	1000	
-The Truly Loving Company	500	
Product Sponsorship		900
-Cactus Marketing Sdn Bhd	500	
-Treazpass Advertising Company	250	
-Mak Ngah Catering	150	
Participant (RM10*500)		5000
Total		8900

The extra income will be donated to UTM Disabled Students Fund.

ESTIMATED EXPENDITURE

	RM	RM
Venue		300
PA system		100
Food and Beverage		3550
-VIP (RM10*5)	50	
-Participant (RM7*500)	3500	
Gift and Souvenir		575
-VIP (RM10*5)	50	
-Certificate (RM1*505)	505	
-Winner	20	
Publicity		205
-Backdrop	25	
-Banner (RM20*4)	80	
-Advertisement	100	
Others		270
Total		5000

SPONSORSHIP PACKAGE

1. Pre-Event

a. Marketing Communication

- i. Sponsor's logo and name will be shown and appreciated on any advertisement of event.

2. On-Site

a. Venue Design

- i. Sponsor's logo will be printed on the backdrop and banner.
- ii. Sponsor's are able to place their banner or product at the venue.

b. Giveaway Design

- i. Sponsor's logo will be printed and appreciated on the certificate.
- ii. Sponsor's flyer will be given to every participant.

c. Appreciation

- i. Sponsor's name will be appreciated during closing ceremony.
- ii. Sponsor's advertisement video is allowed to show during the event.

3. Post-Event

a. Sponsor will receive appreciation certificate.

SPONSORSHIP LETTER

Program “Student and Disabled Student Development”

Universiti Teknologi Malaysia

81310, Skudai, Johor.

Dear (recipient name),

I am Maidul Hasan Masum, a student from Universiti Teknologi Malaysia, my group mates and I are planning to conduct a program on “Student and Disabled Student Development” in UTM campus to raise UTM students’ awareness about all student and especially about the disabled student also making them familiar with recent technology. Therefore, we are aiming to raise (amount) to fund this program.

As you are a large organization that could benefit from grabbing attention of public, we would like to invite you as an official sponsor in exchange for your company logo on all gift and souvenir, attendee engagement during the event and we will help your company doing the social media shout out while advertising “Student and Disabled Student Development” program. Alternatively, your team could provide (service or donation amount) in your role as our sponsor.

With (company name) by our side at this upcoming program, we are sure to achieve the fundraising goal and objective of the “Student and Disabled Student Development” program. I will follow up with you by phone within a week to see if you are interested in being an official event sponsor but do feel free to reach out to us in the meantime if you would like to proceed.

Sincerely,

Maidul Hasan Masum

Program Manager

Mail: mhmasum6875@gmail.com

ESTIMATED DATE, TIME, VENUE

Date: 18th December 2019

Time: 9.00 am to 5.00pm

Venue: Dewan Sultan Iskandar UTM

UTM Students Encouraged Participating in “STUDENT AND DISABLED STUDENT DEVELOPMENT”. This program is open to all UTM students, Skudai Johor Bahru and they are strongly encouraged to get involved in this program. This is because the program aims to raise awareness among UTM authority, students and to stuffs about students and disabled student development.

We have decided to make this program in Dewan Sultan Iskandar UTM, as it is in the centre point of our university so it going to be easy for everyone to come and join our program. We have also managed transportation from every hostel and breakfast and lunch will be provided.

PROGRAM SCHEDULE

Wednesday, 18th December 2019

Time	Activity	Venue
8.00 a.m – 8.30 a.m	Registration of participant	Dewan Sultan Iskandar UTM
8.30 a.m	The arrival of guest of honor	
8.45 a.m	Opening ceremony by ministry of Education Malaysia	
9.00 a.m – 1.00 p.m	“5 Minutes Idea” Competition The departure of guest of honor at 10.00 a.m	
1.00 p.m – 2.00 p.m	Lunch and prayer	Dewan Sultan Iskandar UTM & Masjid Sultan Ismail
2.15 p.m – 4.00 p.m	Talk and Exhibition “STUDENT AND DISABLED STUDENT DEVELOPMENT”	Dewan Sultan Iskandar UTM
4.00 p.m – 5.00 p.m	Prize giving and ending ceremony	
5.00 p.m	End	

CONCLUSION

The main purpose of holding this event is to make more people care about themselves and care more about the rights and needs of students with disabilities. Everyone is unique and different, but sometimes we do not confident with our uniqueness. By this event we want to encourage people to accept themselves and be confident of who they are. Especially for students with disabilities, they tend to feel lower from others. This might be because they less fortunate than the other students. It is our job to make them feel welcome by us.

Through this program, we can know a lot about what are needed by students with disabilities because students with disabilities face difficulties to study in life every day. Like blind people who can't read slides. The difficulty of students who cannot walk to go to class. The difficulty of students with hearing impairment to catch the lessons explained by the lecturer and many other things that we don't even pay attention to but that make it very difficult for people with disabilities to study.

We hope that by holding this event students with disabilities can live their lives without any difficulties or obstacles. We hope this event will be supported by the university and all people who know about this event. We also hope that by holding this event we can empathize and care more about them. We also can help them by making the innovation that can useful for the students with disabilities because we have the obligation to make students with disabilities accepted and equal to us. So, we can live in a peaceful and tolerant environment.

SELF REFLECTION

SELF REFLECTION (MAIDUL HASAN MASUM)

This is Maidul Hasan Masum from Avengers group. After a long time of discussion, we have decided the topic of “Student and Disabled Student Development” for our program proposal. We have given importance to the outcome, for choosing our program proposal topic. Students are our future nation, they will take our country further long away. That is why we have tried to find out the hinders of their success and also tried to get the way of solutions for the sake of all students development. And we want to begin our development journey from UTM. So now our main goal is let the UTM authority know the problems we have in UTM, increasing awareness among everyone related to UTM about disable students, also letting students know the facilities UTM giving us, letting them know the best uses of technology and so on related this.

In my group among five members three of us from Malaysia, one of us from Indonesia and I am from Bangladesh. To be honest I am so blessed to get such good partners like them, they are so good and their eyes always looks forward to the best. For making our proposal great we have made couple of meeting and they were very co-operative and helpful, they have given their own opinion and we discussed those among all of us and have chosen the suitable one.

After couple of group meeting we find out some problems and also their solution for the sake of all students development. These are like UTM is an international university and it's a global ranked university. Students want to study such university like this. But there is some lack of facilities we have noticed in our university. Like our hostel service should be better than what we are getting. Bathroom and toilet isn't so good in our hostel, so after the time we came from our home and going with this quite difficult.

Later on, Alhamdulillah our University providing a lot of facilities to us related to study but maximum students really don't know about these facilities. Students don't know the benefits of e-learning, they aren't used to of library, in our library we can borrow books related to study and if the desired book not available to our library university will manage it from another university if needed, they will bring it from another countries another university. And we have lot more facilities given to us for checking plagiarism and so on helpful paid sites for free but students aren't aware of it. Our hope is to let them know these kinds of facilities.

Another main thing is we aren't aware of our disabled friends. Also, our UTM authority aren't caring them well, if we look on to hostel services for them, we really don't have anything. Moreover, Disabled students unable to use our transport. Moreover, in class, those who are blind they can't see slides again deaf students unable to get what lecturer talking about. And all these can easily be fixed by little attention from our UTM authority. Like they can use ramp on the side of stairs for our special friends and same trick can be apply on transport, otherwise, Micro-van is another good alternative transport for our friends. Finger reader can be used for blind students, they can read slides utilizing this trick. Deaf friends can get help from UNI a two-way communication tool for the deaf using gesture and speech technology. This tool works by detecting hand and finger gestures with its specialized camera algorithm, then converting it to the text in very short time to provide meaning of a given sign language. This way they can get what lecturer is talking about.

Now in this science era, we must know the best uses of technology for getting success also for developing our country. So, by our program our focus is to make students know these opportunities they have. We will discuss about how they can be benefited from internet like some important sites, apps that going to help them to their study also we will aware them not to waste their time on social medias. Here they will know what the need to besides curriculum study for their future career.

We have chosen Dewan Sultan Iskandar UTM for our program. As this is near to the centre point. It will be easier for all students come and join. Moreover, we have managed transport from each hostel of our university so anyone interested can join us easily. We will send our schedule to all faculty of UTM. And our program will begin at 9.00 am and will go till 5.00 pm as it suitable for our honourable Guests, UTM authorities, and for our students also.

In the very first day of our meeting we have divided each of our part that who going to cover which part later on whenever anyone faced any problem, we have solved that in a group. All the group members of our team are very active that made our progress very soon, I believe we are going to arrange a successful program and our desired output will come from our program.

We strongly believe if we can manage to fix the problems we have find out. it will surely turn our desired wish into reality. From the time when students will be able to utilize our technology properly, then that will help them to walk on the flow of development. And from very beginning of their development, our nation, our country will also be developed. We are beginning our development walk from UTM, and InshaAllah we will go across this

UTM border maybe later on country border. So, we are looking forward to our students for the development they are going to bring for us.

SELF REFLECTION (ROBBY SAMUDRA)

First of all, I would like to thank Dr. Muhammad Abd Hadi Bin Bunyamin for giving us the opportunity to be able to hold this event. We chose the topic of students with disabilities because we and especially I am aware that many students who have disabilities have difficulties in undergoing education. students with disabilities experience many difficulties even those we have never thought of before. So out of the many limitations they have, many of them end up feeling unworthy and finally give up on undergoing education.

As millennials, we must be able to embrace students with disabilities. We must always support them so they can feel accepted and equal with other students. We can also support them by creating innovations that can help them achieve education. We must always support them because basically students with disabilities are the same as other students. However, they are only slightly disadvantaged compared to us.

By holding this event we can also know that concern for people with disabilities is quite high. We can take examples like those in UTM. Quite a lot of facilities that support students with disabilities to move such as straight stairs for wheelchairs and others. this illustrates that the concern for persons with disabilities already exists, but has not been deeply studied so that people with disabilities can study comfortably like other students.

Hopefully this event can create significant positive changes for students with disabilities. I hope that students with disabilities can feel more confident and can achieve the same education as students in general. So that when it all materializes, we can create a sporting, comfortable and peaceful educational environment.

SELF REFLECTION (CHAN YI LIN)

After this event, I hope that there are more people concern about the needs and right of disabled student. They are just a little unlucky compared to us, most of them still able to feel, able to learn and even more sensitive and clever compared to us as a normal student. 'Disabled student' should not be a bad tag for them to stop them for learning and enjoy the right same with us. This is also our belief to have equality among disabled student with us to learn together and give an opportunity for them to contribute to the society. This is also the most important reason which motivate us for organizing this event.

In this event, I found that there are really many aspects that are maybe normal to us and will not be noticed forever to be so unfriendly to disabled student. It is so hard for student who has inconvenience in walking to go to lecture hall from their college, student who are unable to see clearly to see the slide, and many more that I did not notice. I hope that the fund from the income of this event can improve the facilities in our university to become more friendly to disabled students and are able to publicize throughout the world.

After organizing this event, I found that actually there are many people who concern with the disabled people and will immediately give support to any action to help them like this event. This caused our event to be conducted more smoothly. I really appreciate that there are many of this kind of people such as the sponsors, anyone who give us help during the preparation, and also the participant who try to understand the disabled students. This let us understand that the society is care about them but they do not understand what the disabled people actually need. I believe that this will be guideline for them to implement and maintain the equality among the disabled people in the society which is the main concept we wish to promote to the participant or even the society.

Although I know that this event may not be help too much to improve the difficulty of disabled student but I believe that this is a good start to let students, who will be the future host of the world, to concern and understand them. I believe that this will bring more technology and inventions that are friendly and helpful to the disabled people. I hope that in the future, the disabled people are able to play like a normal child, learn like a normal teenager, contribute their ability to the country like normal citizen, explore the world like normal people and most importantly, live happily and worriless.

SELF REFLECTION (NURIFFATISH SHIMA BINTI NORAZMI)

Everyone in these group had suggested several programs to be chosen for the topic of the program proposal assignment. After some discussion, we agreed to choose topic Student and Disabled Student Development that suggested by Masum. As Masum had already joined a program that similar like this, he explained to us the details about this topic. By doing this assignment based on this topic, I got to learn new things.

I faced some challenges when I was doing this assignment. One of the challenges is, I rarely join any program that is heavy like this. I usually join programs that much more fun and exciting. So, it was a little hard for me to do the tasks given by our leader. I tried my best finding many information about this topic through the internet.

Based on what I had found, disabled students are students that have some physical or mental damage that mainly make the students cannot do any life activities easily. As many disabled students have difficulty in remembering information, they usually have low academic achievement. Hence, by doing this program, we may find many ideas to develop technology that can help disabled students to do their daily routines or activities much easier and also to improve in their academic performance.

A lot of facilities have been provided by our university for students but they do not really know on how to use those. There are many collections of books in UTM library. Students can request to borrow any books from any local universities and from universities of other countries. UTM library provide a facility where student can easily find a book that they want in the library by visiting to official UTM library website page and search the book's name. A location of the book will be given so that the student does not take too much time to search for the book. What's more, many students are not using e-learning and UTM-Smart application in a correct way. They usually just use them when the lecturer told them to submit assignment or taking attendance. Actually, e-learning can use anytime and anywhere to read the notes given by lecturers. UTM-Smart application can be used to know the latest events, news, notices, bus shuttles and many more. By doing this program, our goal is to let them know the uses of all facilities like this.

This program will never run perfectly without a teamwork. As we know, a teamwork is the combined action of a group of people when doing a task together. A good teamwork is when a group of people work together to achieve a common goal, making and maintain a

positive working atmosphere and also supporting on each other to improve team performance.

I am thankful that my group members gave a good cooperation. As a result, we got to finish our assignment smoothly and not taking too much time. In this group assignment, I learnt that as a group member we should motivate, inspire and push each other so that we will achieve the group's goal.

SELF REFLECTION (MUHAMMAD KHAIRUL AMIRIN BIN KHAIRIL)

First and foremost, our group, Avengers have chosen Student and Disabled Student Development as our proposal project. The reasons for this action was actually, we want to make this issue in the eyes of people and want to make people know how hard is it for the disabled person to having their day as a student in the university. The objectives that we hope to get after this event is, to help providing the facilities, utilities and other that might be helping the disabled person. Even though, there is a facility for them such as toilet and parking lot for the disabled student, but the questions are it enough for them? If we want to compare with normal people do, we only use, toilet and parking lot only in our life in this university? No right. So, from this event, the objectives not just renewing the facilities but, also providing and finding new facilities that might be useful for the disabled person, so that they will not feel different from others. But, to make this done, we already conducting the with a participation of many people from this university to sit and give their points and ideas on how can we help the disabled student. But, not to forget, there is challenges that our group faced to make this event successfully being held.

The first challenge that we face was, our group consisting with 5 group members, but not all of us have the experience and know how on ow to conducting an event, so from this, the flow of the event planning is a little bit slow from what is supposed to be done. For example, for me this is my first ever experience on conducting an event and I also did not know that conducting an event is this hard. The other challenges that we faced is find a sponsorship for this event. It is a little bit hard because there were not many company or sides wants to sponsor 100% expenses for this event. So, we decided to find many sponsorships so that this event fund is enough.

I think this, that's mark the end for the challenges that our team faced throughout the event. So, in this paragraph I will share the thing that I learned from this event. Firstly, the obvious thing is working as a teamwork. From this event I realise, for an event to be successfully being held, it is important if we can properly and communicate with each of the team members well, so that everyone will be on the same page as and not being left behind. Even though it might require us to meet more, but in order to make this event zero accidents, the best teamwork skill is needed. Secondly, the attributes that I learnt is that we should be patient. From this event, we have to get so many sponsorships in order to support all the expenses throughout this event. So, in order to find sponsorship, we have to ask many company and sides to sponsor some amount of money and obviously been through some

challenge and procedure in order to get the sponsorship. Thus, patient is needed so that we will not give up halfway when asking for a sponsor.

To be concluded there are many this I learnt and it was a great experience to be working with this team. Even though many hardships we all been through but this experience is something for me to be proud of. Lastly, I would like to thanks all of my team and anyone who are involved in this event.

Prepared by,

MAIDUL HASAN MASUM

Program Manager,
Program “Student and Disabled Student Development”,
Universiti Teknologi Malaysia.

Verified by,

DR. MUHAMMAD ABD HADI BUNYAMIN

Advisor of Program “Student and Disabled Student Development”,
Universiti Teknologi Malaysia.

Approved by,

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APPENDIX

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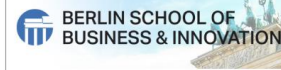
Studying in Germany as a Disabled Student



Studying in Germany as a disabled student is nothing different compared to studying as a student without any disabilities. This is thanks to their high-quality and well-organized education system which aims to be equally accessible to every student regardless of their physical abilities.

In this article

- Deutsches Studentenwerk
- University's office for disabled students
- Scholarships for studying in Germany as a disabled student
- Do I need to prove my disability?



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<https://www.studying-in-germany.org/studying-in-germany-as-a-disabled-student/>

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<https://www.dcu.ie/students/disability-fund-for-students-with-disabilities>

MINUTE OF MEETINGS
LEADERSHIP AND TEAMWORK SKILLS
Group Avengers Meeting Agenda

FIRST MEETING

No.	Name	Signature on Time Arrival	Signature on Time Finish	Group Meeting Agenda			Other Remarks
				Date: 3 December 2019 Time: 10.00-12.00	Notes taker Name: Robby Samudra	Leading in discussion Name: Maidul Hasan Masum	
					No.	Ideas and action to be taken	
1	Maidul Hasan Masum	Masum	Masum	1	Discussing the main objectives for the event	Search all the information form the internet to find possible problem disabled student faced as an idea or point for this event	✓ Trying to not overlap date with important event

2	Robby Samudra	Robby	Robby	2	Discuss about the venue and date	Finding a bigger hall and a suitable date for this event	✓ The rough count might be inaccurate so a next discussion and meeting should be determining when.
3	Chan Yi Lin	Yi Lin	Yi Lin	3	Discuss how many participant, guest and disabled student are going to be attend and participate	Make a rough count so that the amount of expenses can be predicted	
4	Nuriffatish Shima Binti Norazmi	Shima	Shima	4	Discuss on what kind of competition that are going to be held	A 5-minute ideas being determined as the competition	
5	Muhammad Khairul Amirin Bin Khairil	Amirin	Amirin	5	Discuss with the treasurer on how many foods should be prepared	Follow the rough count suggested by the program manager and treasurer	

SECOND MEETING

No.	Name	Signature on Time Arrival	Signature on Time Finish	Group Meeting Agenda			Other Remarks
				Date: 5 December 2019 Time: 12.45-13.30		Notes taker Name: Robby Samudra	
				No.	Agenda and things discussed at the meeting	Ideas and action to be taken	
1	Maidul Hasan Masum	Masum	Masum	1	Discussing about the sponsor	Spread any possibilities sponsor that can get hold of	✓ Hard to find a 100% commitment in sponsoring the event
2	Robby Samudra	Robby	Robby	2	Discussing about the sponsor	Spread any possibilities sponsor that can get hold of	✓

3	Chan Yi Lin	Yi Lin	Yi Lin	3	Continue to discuss about how many participants, guest is attending	Listing out the possibilities and finalise the count	
4	Nuriffatish Shima Binti Norazmi	Shima	Shima	4	An advertisement being discuss to attracts people to join	Making a draft poster for and passing to the OCM multimedia	
5	Muhammad Khairul Amirin Bin Khairil	Amirin	Amirin	5	Helping listing out the people who are going to attend and decide on the menu	Surveying the caterer for the food preparations	

THIRD MEETING

No.	Name	Signature on Time Arrival	Signature on Time Finish	Group Meeting Agenda			Other Remarks a) Potential problems b) Difficulties c) limitations
				Date: 10 December 2019 Time: 11.00-12.00		Notes taker Name: Robby Samudra	Leading in discussion Name: Maidul Hasan Masum
				No.	Agenda and things discussed at the meeting	Ideas and action to be taken	
1	Maidul Hasan Masum	Masum	Masum	1	Finalise everyone works	Adding a transportation for the disabled student to the hall	
2	Robby Samudra	Robby	Robby	2	Helping the program manager in checking the progress from everyone		

3	Chan Yi Lin	Yi Lin	Yi Lin	3	Discuss about fund distribution	Distribute the money for the food, transport, advertisement etc	
4	Nuriffatish Shima Binti Norazmi	Shima	Shima	4	Listing and start to preparing the certificate for every participant	Working with OCM certificate	
5	Muhammad Khairul Amirin Bin Khairil	Amirin	Amirin	5	Present the budget asked from caterer for food preparation	Getting the money from treasurer	