# Regulations for the support of persons with special needs at Wroclaw Medical University

### Art. 1

### Purpose of the Regulations

1. The aim of these Regulations is to provide conditions for persons with special needs, including persons with disabilities, participate fully in the admission process at Wroclaw Medical University, hereinafter referred to as the "University", receive education, conduct scientific activities, participate in other spheres of activity of the academic community, including cultural and sporting events, and be employed at the University, on an equal basis with other persons.
2. The University declares its willingness to take comprehensive measures to continuously improve its accessibility as far as possible and implement the principles set out in the Convention on the
Rights of Persons with Disabilities of 13 December 2006 (Dz. U. /Journal of Laws/ of 2012, item 1169), hereinafter referred to as the "Convention".

### Art. 2

### Definitions

Terms used herein shall have the following meaning:

* 1. Grant – a subjective grant provided from the State Budget for tasks related to ensuring conditions for disabled persons to fully participate in the process of enrolment in higher education institutions, doctoral schools, education at higher education institutions and doctoral schools or conducting scientific activity pursuant to Art. 365(6) of the Law on Higher Education and Science (i.e. Dz.U. /Journal of Laws/ of 2022, item 574 as amended) hereinafter referred to as the "Grant";
	2. Person with special needs – a person referred to in Art. 2(3) of the Act of 19 July
	2019 on ensuring accessibility for persons with special needs (i.e. Dz. U. /Journal of Laws/ of 2020, item 1062 as amended), i.e. a person who, due to their external or internal characteristics, or due to the circumstances in which they find themselves, needs to take additional measures or apply additional resources to overcome a barrier to participate in various spheres of life on an equal basis with other persons;
	3. Person with a disability – a person as referred to in Art. 1 of the Convention, i.e. a person who has a long-term physical, mental, intellectual, or sensory impairment which may, in interaction with various barriers, hinder their full and effective participation in society on an equal basis with others. The duration of the impairment should be understood as an expected duration of at least one semester for persons in education or six months for others. In particularly justified cases, a shorter period may be adopted.

### Art. 3

### Scope of the Regulations and recipients of support

The Regulations set out the rules for the provision of support to people with special needs, including people with disabilities, who are candidates for studies, students, doctoral students, postgraduate students, participants in courses and other forms of education, employees of the University (irrespective of their employment base).

### Art. 4

### Office for Persons with Disabilities

1. The Office for Persons with Disabilities (hereinafter referred to as "BON"), in cooperation with the Plenipotentiary for Students and Doctoral Students with Disabilities, coordinates the implementation of the task referred to in Art. 1(1) either directly or in cooperation with other organisational units of the University
as far as it results from their respective areas of responsibility. The detailed scope of tasks of the BON is defined in the Organisational Regulations of the University.
2. The BON, in cooperation with the Plenipotentiary for Students and Doctoral Students with Disabilities, supports persons with special needs, in particular by:
	1. reviewing and giving an opinion on the requests of persons with special needs for support submitted to the BON;
	2. identifying, at the request of a person with special needs, their individual needs and determining a possible support plan taking into account the principle of partnership;
	3. coordinating, at the request of a person with special needs, the process of support, in particular to ensure that their specific entitlements and support services are implemented, including respect for them by tutors or other staff of the University;
	4. supporting the activities conducted by the units of the University and the University staff in the implementation of the support granted, including participation in the development of appropriate solutions, etc.;
	5. organising or coordinating support services (e.g.: teaching assistants, typhlo-teaching assistants, transport assistants, specialist transport assistants, sign language interpreting and alternative forms of communication);
	6. consulting on measures to increase the accessibility of the admissions process, education, research, and other activities of the University.

### Art. 5

### General principles of support

Support is provided taking into account the following principles and rights:

* 1. dignity, autonomy, subjectivity;
	2. principles of partnership;
	3. principles of equality, including equal opportunities and equal obligations;
	4. principles of individualisation of support;
	5. privacy principles;
	6. principles of developing the potential of a person with special needs;
	7. principles of reasonableness of adjustment;
	8. principles of maintaining an academic standard;
	9. principles of using the support closest to the standard course of study;
	10. principles of primacy of the use of universal design;
	11. rights to continuity and quality of support during the educational process, academic activities, employment.

### Art. 6

### Principles for providing support

1. A person with special needs may apply for support on the basis of a request, which is Appendix 1 hereto.
2. Support may relate in particular to:
	1. ensuring the accessibility of the university admission process for the purpose of studies, including the recruitment process,
	2. ensuring accessibility of the learning process, including available teaching materials, foreign language learning, physical education classes,
	3. ensuring accessibility of the process of learning outcomes verification;
	4. ensuring availability of conducting scientific research,
	5. providing support services, including assistants, specialist transport services,
	6. providing other specialist support, including psychological support,
	7. providing access to assistive technologies (specialist equipment and software), including the lending of assistive technology; the list of assistive technology available to the University is published on the University's website,
	8. ensuring an accessible working environment.
3. Support is provided taking into account the actual capabilities of the University, in particular organisational and financial resources, in compliance with the rules laid down in separate regulations of the University.
4. The person applying for support is obliged to submit a request sufficiently in advance to enable the University to provide support at the desired time. This does not apply to emergency situations.
5. The request referred to in sec. 1 must be delivered to the BON or to the entity competent
to consider the request as specified in Art. 7 hereof, directly or by post, or sent by email from a box in the umw.edu.pl domain, subject to sec. 6. The relevant addresses, including email addresses, are provided on the University's website.
6. If the requester expects the request to be considered without the participation of the BON,they may submit the request directly at the office of the entity competent to consider the request or send it by mail or email from the umw.edu.pl domain. The entities competent to issue a decision on a request for support are specified in Art. 7 hereof. The relevant addresses, including email addresses, are given on the University's website.
7. The grounds for granting support are the special needs of the requester arising in particular from a health condition. The person applying for support should justify special needs by providing relevant documentation, including records:
	1. confirming disability (e.g. disability certificate, medical certificate on the degree of disability);
	2. issued on the basis of educational regulations (such as documents from psychological and educational counselling centres, documents concerning adaptation of conditions or forms of examination taking, documents concerning individual educational and therapeutic programmes;
	3. medical records;
	4. other records confirming special needs.

As far as possible, the university also provides support to those persons with special needs who, for
objective reasons, are unable to document their needs.

1. Verification of a person's special needs shall be based on the documentation submitted,
referred to in sec. 7 and, in addition, on the basis of information gathered in the course of an interview with the requester or indicated by them in the form or questionnaire. The requester for support may be required to supplement the documentation submitted, and provide additional information necessary for the examination of the request.
2. In the case of a request addressed to the BON, verification of special needs shall take place at the BON.
The BON immediately confirms the entitlement to use the requested support and sends the request
back to the entity competent to make a decision in the given area. If it is justified by the content of the request, the BON may recommend proposals of solutions responding to the special needs of the requester and formulate detailed recommendations concerning the appropriate form of support, principles, and conditions of its implementation.
3. Entitlements and support services are granted for a period justified by a particular need (while it is possible to grant support for a one-time period, for a month, a half a year, a semester, an academic year or a period of the whole course of education, a period of employment) with the possibility of their subsequent verification, in particular at the request of a person with special needs.
4. The form and extent of the support provided are determined individually in consultation with the requester, based on an analysis of their specific needs.

### Art. 7

### Decision

1. A decision on the granting of support is made by an entity which is competent in a given area:
2. with regard to matters related to the course of study concerning the teaching process and verification of learning outcomes in first-cycle degree programmes, second-cycle degree programmes, long-cycle degree programmes – the competent dean,
3. with regard to matters related to the course of study concerning the teaching process and verification of learning outcomes in a doctoral school – the head of the doctoral school,
4. with regard to matters related to the course of study concerning the teaching process and verification of learning outcomes in postgraduate programmes – the respective head of the postgraduate education centre,
5. with regard to research – the head of the doctoral school, or the head of the institute,
6. with regard to the process of enrolling students – the head of the Recruitment and Alumni Outcomes Research Office, and in the case of transferring from another tertiary education institution or a foreign institution – the respective dean,
7. with regard to other forms of support – the Rector's Plenipotentiary for Students and Doctoral Students with Disabilities.
8. In particularly justified cases, the Rector may make a decision on support without the rules and procedure laid down in these Regulations or in separate regulations of the University.
9. The examination of a request for support shall take place as soon as possible but no later than 14 days from the date of submission of a complete request, i.e. from the moment the formal conditions are met. If the complexity of the case does not allow the request to be resolved within the aforementioned time limit, or if there are deficiencies in the documentation, the requester shall be informed of the reasons for the delay and of the time limit within which a decision may be reached, but not longer than 30 days from the submission of a complete request, i.e. from the moment of meeting the formal requirements, or, in the case of the need to supplement the documentation, not longer than 7 days from the submission of the required documentation.
10. The decision referred to in sec. 1 shall be issued for a fixed period (for the duration of education, employment, for a semester, an academic year, etc.) or for an unlimited period – based on the expected duration of needs and participation in the life of the University.
11. The decision referred to in sec. 1 does not constitute an administrative decision within the meaning of the Act of 14 June 1960. Code of Administrative Procedure (Dz. U. /Journal of Laws/ of 2021, item 735, as amended).

### Art. 8

###  Appeals procedure

1. Support may be refused if:
	1. the information obtained, in particular the documentation submitted, does not allow the requester to be considered a person with special needs;
	2. the form and scope of the support applied for are not justified by the circumstances presented by the requester, in particular there is no relation between the health status and the expected form of support;
	3. the documentation necessary for the decision on the request is incomplete and the requester has not supplemented it within the prescribed time limit;
	4. the requested form of support results in a disproportionate and excessive burden on the University and it does not constitute necessary support for the requester.
2. In the event that the requester receives a negative decision or the extent of the support provided is – in their opinion – unsatisfactory, they may submit a request for reconsideration of the case to the Rector. The requester should submit the aforementioned request through the BON or the entity which issued the decision within 14 days of receiving the decision.
3. The Rector shall consider the request referred to in sec. 2 within 30 days. The Rector's decision is final.

### Art. 9

### Implementation of support

* + - 1. Support shall be provided within the scope defined in the decision referred to in Art. 7 sec. 1 by relevant organisational units of the University and/or the staff of the University, immediately upon receipt of information concerning the support awarded.
			2. Information concerning the support awarded, as referred to in sec. 1, shall be provided personally by the entitled person. At the justified request of the entitled person, it is possible to provide this information by an employee of the BON.
			3. In the event of failure to respect the support awarded by organisational units of the University or the staff of the University, an entitled person may complain to the Rector through the BON or through the unit which issued the decision.
			4. The Rector shall take a decision on the complaint referred to in sec. 3 within 30 calendar day from the
			date of its receipt. The decision made by the Rector is final.

### Art. 10

### Loss of support

Support may be suspended pending appropriate clarification or withdrawn in the following situations:

1. the reason for granting support ceases;
2. a decision on deletion from the list of students, doctoral students, postgraduate students becomes final;
3. another form of termination of education at the University;
4. successful consideration of an application for dean's leave;
5. termination of employment.

### Art. 11

### Lending of assistive technology (specialist equipment and software)

1. The object of lending may be specialist equipment or specialist software. Handing over the object of lending takes place after signing a contract for use by the lender and the borrower (Appendix 2).

2. The object of lending is returned on the basis of a delivery and acceptance protocol (Appendix 3)
at the headquarters of the BON. The object of lending should be returned in an undamaged condition, taking into account normal wear and tear, not later than on the day the contract for use ends.

3. The borrower shall bear full material responsibility for the lent object:

1) the object of lending shall be used in accordance with its intended purpose;

2) the borrower may not transfer the lent object for further use by third parties;

3) the costs of the day-to-day operation of the lent object shall be borne by the borrower (e.g. the cost of additional equipment or electricity consumption).

4. In the event of loss or theft of the object of lending, the borrower is obliged to formally report this to the police and receive written confirmation of this report and inform the lender within 3 working days of the event.

5. The borrower shall be liable for accidental loss of or damage to the object of lending which occurs when they use it in a manner contrary to the agreement, its properties or purpose, and when they entrust the object to another person in a situation where they were not contractually authorised to do so or forced to do so by circumstances. The borrower is then obliged to report the loss or damage to the lender within 3 working days of the incident and:

1) repair the object of lending and cover its costs;

2) purchase new equipment or software with the same parameters as the object of lending if it has been completely destroyed.

6. In the event of avoidance of material liability for a lost or damaged object of lending by the borrower, the University reserves the right to take legal action.

7. The lender may demand the immediate return of the object of lending if it is used contrary to its properties, purpose, and the contract and if it is transferred to a third party without the lender's consent.

8. The Lender is not responsible for software installation and electronic data stored in the equipment by the borrower.

### Art. 12

### Funding of support

1. The support is funded by a subjective grant as well as by other sources of University funding.
2. The university constantly monitors the available external funding sources in order to raise funds to improve its accessibility.
3. Grant funding may only be used to finance tasks related to providing conditions for persons with disabilities to participate fully in the admission process, admission to doctoral schools, undergraduate and postgraduate education, or research activities. Grant funding may be used for purchasing of fixed assets up to an amount not exceeding PLN 10 000.
4. The administrator of grant funds is the Rector's Plenipotentiary for students and doctoral students
with disabilities within the scope of the power of attorney granted, who is in particular responsible for
 the preparation and implementation of the budget for the disbursement of grant funds.
5. Disbursement of grant funds is subject to the prior approval of the Rector's Plenipotentiary
for students and doctoral students with disabilities and the approval of the University Bursar.
6. The disbursement of funds for the support referred to herein from sources of funding other than the grant shall be made at the request of the Rector's Plenipotentiary for students and doctoral students with disabilities and upon approval of the University Bursar.
7. In the event of a lack of resources for the implementation of support, the Rector's Plenipotentiary for students and doctoral students with disabilities applies to the relevant Vice-Rector or to the Rector for such resources.
8. The Planning and Analysis Department provides the Rector's Plenipotentiary for students and doctoral students with disabilities information on:
9. the balance of unused grant from the previous year by 31 January of each calendar year;
10. grant funds allocated for use in a given calendar year immediately
upon receipt of information from the Ministry on its award.

### Art. 13

### Rector's Plenipotentiary for Students and Doctoral Students with Disabilities

The tasks of the Rector's Plenipotentiary for Students and Doctoral Students with Disabilities include:

1. creating conditions for students and doctoral students with disabilities to participate fully
in the educational process and in scientific research,
2. providing assistance in solving problems related to the functioning of persons with
with disabilities,
3. representing the interests of students and doctoral students with disabilities before University authorities and outside the University,
4. working for the integration of persons with disabilities into the University community, in particular newcomers to the University for the purpose of studies and those newly employed,
5. cooperating with other organisational units of the University for full social integration and professional activation of persons with disabilities,
6. cooperation with non-governmental organisations, foundations and other entities working for the benefit of people with disabilities,
7. providing information on support programmes, special scholarships, and other financial aid available to students and doctoral students with disabilities,
8. taking action to eliminate barriers that prevent persons with disabilities to participate in the life of the university community, and to provide technical assistance or specialised services,
9. acting as an intermediary in contacts with research and teaching staff,
10. preparing a budget for the disbursement of funds provided by the Ministry of Health for tasks related to the education and therapeutic rehabilitation of students with disabilities,
11. organising and participating in conferences, workshops, seminars, trainings dedicated to people
with disabilities / persons with special needs,
12. activating students and doctoral students with disabilities in the organisation of meetings,
e.g. with potential employers, career counsellors,
13. managing grant funds,
14. applying for and supervising the use of external funds for the purposes outlined in Art. 1 (1) and (2) hereof,
15. submitting to the Rector an annual report on the acquisition and disbursement of funds and the support provided to persons with special needs by 15 February following the end of the calendar year.