



*Appendix to Order no. 4/2022 of the
Rector of Wrocław University of Environmental and Life Sciences
of 5 January 2022*

Regulations for supporting persons with special needs at Wrocław University of Environmental and Life Sciences

Art. 1

1. These Regulations set out the principles for providing support to persons with special needs at Wrocław University of Environmental and Life Sciences.
2. Wrocław University of Environmental and Life Sciences (hereinafter also referred to as the University) provides conditions for persons with special needs, including persons with disabilities, to participate fully in the life of the University, including during enrolment, education, scientific activities, participation in cultural and sporting events and employment.
3. The Support and Accessibility Centre (hereinafter referred to as "the Centre") shall coordinate the performance of the task referred to in sec. 1 either directly or in cooperation with other organisational units of the University in so far as it results from their respective areas of responsibility.
4. Whenever reference is made herein to a person with special needs, it is understood as a person who, because of his/her external or internal characteristics, or due to the circumstances in which he/she finds him/herself, needs to take extra steps or apply extra measures to overcome a barrier in order to participate in various areas of life on an equal basis with others. Persons with special needs also include persons with disabilities, i.e. persons who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.
5. The target group(s) of the support are people with special needs, including people with disabilities, and in particular: applicants, students, doctoral students, students of other forms of education organised at the university, and university employees.
6. The implementation of the task referred to in Art. 1, sec. 1 is based, on rights and principles such as, for example:
 - 1) dignity, autonomy, independence, subjectivity;

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- 2) equality, including equal opportunities and equal responsibilities;
- 3) full participation in the University's community on an equal basis with others;
- 4) self-determination regarding the disclosure of special needs;
- 5) ensuring accessibility through the use of universal design and reasonable accommodations, as well as, in particularly justified cases, alternative access – related to the conditions and forms of education, research and employment;
- 6) restricting access to special categories of personal data;
- 7) the right of access to full and reliable information;
- 8) the right to be the University's partner in developing solutions to enable full participation in the life and community of the University;
- 9) the right to continuity and good quality of support throughout the education process, in research activities and employment.

Art. 2

1. A person with special needs may apply for support by submitting an application available on the Centre's website:

<https://upwr.edu.pl/studia/wsparcie-dla-studenta/centrum-wsparcia-i-dostepnosci/osoby-z-niepelnosprawnoscia>.

2. The application referred to in sec. 1, shall be delivered in person or by post to the address of the Support and Accessibility Centre – pl. Grunwaldzki 24a, 50-366 Wrocław, or send via email to: centrum.wsparcia@upwr.edu.pl.
3. A request for support must be submitted within a time limit that enables the University to provide the support needed, which, depending on the case, may be up to 14 working days counted from the date the request is submitted to the date the support is provided by the teacher or University unit.
4. The applicant should justify his/her special needs by providing appropriate documentation, including:
 - 1) documentation proving that he/she has a disability, such as a certificate on the degree of disability;
 - 2) documentation issued by the evaluation boards of the public psychological and educational counselling centres;
 - 3) medical records that document the course of the disease (state of health) over an extended period of time, if applicable.

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5. A person with special needs can apply for the following types of support:
 - 1) ensuring the accessibility of the didactic process, including e.g. ensuring the availability of the form of classes, individual organisation of learning, available foreign language classes, specialised physical education classes;
 - 2) ensuring the availability of learning materials and assistive technologies;
 - 3) ensuring the accessibility of the process of learning outcomes verification;
 - 4) soft support, including psychological support;
 - 5) ensuring the possibility of conducting research activities;
 - 6) ensuring accessibility in terms of participation in the life of the University's community (e.g. providing transport, services of a teaching assistant, taking into account special needs in the criteria for allocation of rooms in halls of residence);
 - 7) other entitlements or services based on the specific needs of the person and the capacity of the University.
6. The verification of special needs is based on:
 - 1) the documentation referred to in sec. 4,
 - 2) an interview,
 - 3) questionnaires or forms on functioning and needs.
7. The documents mentioned in sec. 4, which have an established validity period, should be up to date and the medical record should contain at least 1 document not older than 3 months.
8. The data contained in the documents referred to in sec. 4 shall be protected in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. The data shall also be protected by the Personal Data Protection Policy of Wrocław University of Environmental and Life Sciences as well as the Procedures.

Art. 3

1. Support is granted on the basis of a decision issued by the Plenipotentiary for Disabled Persons under the authority of the Rector of Wrocław University of Environmental and Life Sciences (hereinafter referred to as the Rector).

This decision is not an administrative decision within the meaning of the Code of Administrative Procedure (Dz. U. /Journal of Laws/ of 2021, item 735 as amended).

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2. The decision referred to in sec. 1 shall be issued immediately, no later than 7 days after the submission of a complete application to the Centre.
3. 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.
4. The applicant may appeal against the decision referred to in sec. 1 within 14 days from the date of the receipt of the decision by submitting an application for reconsideration of the case to the Rector.
5. The Rector may oblige the applicant to submit additional documents necessary for the decision-making process.
6. The Rector shall consider the application referred to in sec. 4 within 30 calendar days from the date of submission of the complete application.
7. The decision made by the Rector is final.
8. Persons applying for or receiving support are required to exercise due diligence, including adherence to required deadlines, notification of entitlements granted or their expiry and notification of the need to receive or terminate the support.
9. Support may be suspended pending appropriate clarification or withdrawn in the following situations:
 - 1) the expiry of the disability certificate,
 - 2) failure to update the medical records based on which the support is granted.

Art. 4

1. Support shall be granted within the scope defined in the decision referred to in Art. 3, sec. 1 by the relevant organisational units of the University and/or the person(s) conducting the class(es), after they received information about the granted support.
2. Information about the support, referred to in sec. 1, shall be delivered personally by the authorised person.
3. In special cases, the information referred to in sec. 2 may be communicated by the Centre with the consent of the authorised person.
4. Information on the support granted should be communicated to the lecturers or relevant units of the University within 3 calendar days from the date of the decision referred to in Art. 3, sec. 1.
5. The Centre coordinates and supports activities carried out by organisational units of the University and by lecturers within the scope of the granted support, including providing consultations, explanations and cooperating to develop specific solutions, etc.

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6. If the granted support is not respected by the organisational units of the University or the lecturers, the Centre may file a complaint to the Rector of Wrocław University of Environmental and Life Sciences.
7. The Rector shall make a decision on the complaint referred to in sec. 6 within 30 calendar days from its receipt. The decision made by the Rector is final.

Art. 5

1. The time limits referred to herein shall be calculated based on the provisions of Book I Title V (Art. 110-115) of the Act of 23 April 1964 – Civil Code (Dz. U. /Journal of Laws/ of 2020, item 1740 as amended), according to which:
 - 1) if the time limit for the performance of an act ends on either a public holiday or a Saturday, the time limit shall end on the next day that is neither a public holiday nor a Saturday;
 - 2) a time limit expressed in weeks, months or years shall end on the day whose name or date corresponds to the beginning of the time limit, and if there was no such day in the last month – on the last day of that month.
2. It is assumed, according to the international standard ISO 8601:2019 (Date and time – Representations for information interchange), that a day is expressed in 24-hour time notation in which 00:00:00 is the beginning and 24:00:00 is the end of the day.

Art. 6

In matters not covered by these Regulations, decisions are made by the Rector of Wrocław University of Environmental and Life Sciences.

Art. 7

The provisions of these Regulations may be amended by order of the Rector of Wrocław University of Environmental and Life Sciences.