

Attachment No. 2

Rules of rendering an assistant service to a disabled student

1. The main purpose of rendering an assistant service to a disabled student/PhD student is to make it easier for such students to be independent and actively participate in the academic life of the University.
2. The scope of an assistant service rendered to a disabled student/PhD student includes granting aid to such students in taking actions necessary to participate in the academic life that they are not able to perform independently.
3. The scope of assistance depends on the degree and type of a student's/PhD student's disability.
4. An application submitted to the Rector's Proxy for the Disabled, constituting **Attachment No. 1** to the "Regulations on providing support to the disabled", provides the basis for applying for an assistant service to a disabled student. Applications are accepted throughout the whole year.
5. In the application, a disabled student/PhD student should justify the need for an assistant's service and the expected number of hours of assistance. It is recommended that a disabled student/PhD student should indicate in the application a person who will act as his/her assistant. The following documents must be attached to the application:
 - a) a copy of the certificate of the degree of disability (original document must be available for inspection), or an equivalent document (i.e. a certificate of total or partial incapacity for work or incapacity for independent existence),
 - b) a copy of current student ID,
 - c) a class schedule including all courses covered by the study programme.
6. A person acting as a disabled student's/PhD student's assistant:
 - a) may be a student/PhD student or a graduate of the Wrocław University of Environmental and Life Sciences,
 - b) has experience in working with people with disabilities,
 - c) may be a family member of a disabled student,
 - d) in special cases, upon justified request of a disabled student/PhD student, a person other than the those referred to in point 5 a, b, c above,
7. A decision to entrust a given person with the task of assisting to a disabled student/PhD student is made based on documents submitted by such a student and an interview conducted by the Rector's Proxy for the Disabled.
8. An assistant to a disabled student/PhD students is employed on the basis of a mandate contract with the University for a period of 1 semester, for a specified number of hours. The work of an assistant is supervised by the Rector's Proxy for the Disabled, in cooperation with academic teachers conducting classes. The contract of mandate currently in force is attached as **Attachment No. 3** to the "Regulations on providing support to the disabled".

9. An assistant to a disabled student/PhD student receives remuneration for his/her work, which equals an hourly rate multiplied by the number of hours of the assistant's service. The Vice-Rector for Student Affairs and Education sets an hourly rate for rendering an assistant service for a given academic year.
10. A correctly issued bill, constituting **Attachment No. 4** to the "Regulations on providing support to the disabled", and a time sheet confirmed by a disabled student/PhD student, constituting **Attachment No. 5** to the above-mentioned Regulations, form the basis for payment. The bill must be signed by the Vice-Rector for Student Affairs and Education.
11. The remuneration is paid at least once a month in accordance with the rules applicable at the Wrocław University of Environmental and Life Sciences.