

Scope of duties of the Rector's Proxy for the Disabled

Detailed responsibilities

1. Coordinating and supervising non-material and material support for disabled students/PhD students/employees/candidates to study at the Wrocław University of Environmental and Life Sciences in the field of:
 - a. assistance in applying for benefits under the Regulations on providing support to the disabled at the Wrocław University of Environmental and Life Sciences,
 - b. assistance in organizing classes, conducting exams and tests adjusted to the needs and capabilities of disabled students,
 - c. assistance in renting and financing the rental of specialized equipment supporting disabled students,
 - d. assistance in arranging for and financing commuting to and from classes covered by the of study programme,
 - e. assistance in arranging for and financing an assistant service.
2. Recognizing the needs, problems, and expectations of disabled students/PhD students/employees of the Wrocław University of Environmental and Life Sciences.
3. Collecting data on disabled students/PhD students/employees of the Wrocław University of Environmental and Life Sciences.
4. Putting forward suggestions as to the allocation of subsidies for supporting the disabled.
5. Initiating and co-drafting internal legal acts in the field of assistance to the disabled.
6. Cooperating with deans in organizing classes, including adaptation to individual needs of students, and granting disabled students a leave from classes.
7. Giving opinions on applications and drafting applications for subsidies to help the disabled and transferring subsidies to the Rector.
8. Preparing and submitting reports on the activity of the Rector's Proxy for the Disabled to the Rector.
9. Giving opinions on projects implemented at the Wrocław University of Environmental and Life Sciences regarding adaptations to make university facilities accessible to the disabled.
10. Taking actions to remove all kinds of barriers (architectural, information, communication and psychological) to access to educational and information resources for disabled students/PhD students/employees/candidates to study at the Wrocław University of Environmental and Life Sciences.
11. Advising disabled students/PhD students/employees within the competence of the Proxy for the Disabled (substantive and material assistance).
12. Verifying documents within the competence of the Proxy for the Disabled.

13. Organizing meetings with students/PhD students regarding the competence of the Proxy.
14. Cooperating with the Students'/PhD Students' Representative Council and with university units regarding the competence of the Proxy for the Disabled.
15. Cooperating with other institutions and people providing support to the disabled.
16. Participating in the work of teams involved in applying for funds from external sources to meet the needs of the disabled.
17. Auditing subsidy expenses incurred on providing the disabled with conditions allowing them to fully participate in (i) university enrolment process, (ii) PhD and university-level education process, and (iii) scientific research activity.
18. Taking measures aimed at increasing the quality of educational services provided to people with disabilities.
19. Taking measures aimed at fully integrating people with disabilities on a social level.

Rights

1. Reporting to an immediate supervisor any ambiguities occurring while performing tasks and asking for assistance in difficult matters.
2. Submitting to an immediate superior conclusions and suggestions on how to improve the Proxy's work or eliminate irregularities.
3. Providing explanations in matters for which the Proxy is responsible.
4. The Proxy for the Disabled reports to the Rector.