



**AKADEMICKIE
CENTRUM
WSPARCIA**
Uniwersytet Łódzki

Attachment

to the Regulation No. 85

of the Rector of the University of Lodz

of 25 June 2019

Rules and Regulations

for granting support and spending grants for tasks related to providing people with disabilities with conditions ensuring full participation in the process of admission to the university and doctoral schools, and education at the university and doctoral schools as well

as

conducting scientific activity at the University of Lodz

§ 1

The meaning of the terms used in the Rules and Regulations is as follows:

- 1) University - University of Lodz;
- 2) ACW UL - Academic Support Centre of the University of Lodz;
- 3) grant - grant from the Ministry of Science and Higher Education for tasks related to creating conditions for people with disabilities such as full participation in the process of education and scientific activity;
- 4) Rector - the Rector of the University of Lodz or the Vice-Rector acting on their behalf;
- 5) people applying for support include:
 - a) University of Lodz or the UL doctoral schools candidates with a valid disability certificate,
 - b) University of Lodz or the UL doctoral schools candidates without a relevant certificate,

- c) people studying at the University of Lodz, regardless of the degree and form of studies, with a valid disability certificate,
 - d) people with disabilities studying at the University of Lodz, regardless of the degree and form of studies, without a relevant certificate,
 - e) participants of doctoral studies and doctoral schools of the University of Lodz, with a valid disability certificate,
 - f) participants of doctoral studies and doctoral schools of the University of Lodz - people with disabilities without a relevant certificate,
 - g) employees of the University of Lodz who have a valid certificate confirming their disability,
 - h) employees of the University of Lodz with disabilities without a relevant certificate;
- 6) support - non-cash assistance consisting in creating conditions that ensure full participation in the education process and scientific activity for students, doctoral students and employees of the University of Lodz, who are disabled or have a difficult health situation.

§ 2

1. Financial resources granted to finance the tasks related to ensuring conditions for full participation in the process of admission to the university and doctoral schools, and education at the university and doctoral schools, as well as conducting scientific activity at the University of Lodz are transferred in the form of a specific subsidy.
2. Support for people with disabilities from the subsidy may be granted for the implementation of the tasks referred to in section 1 that mainly consists in:
 - 1) adjusting the places, schedule and form of classes, including individual classes, in the education process and in conducting scientific activities;
 - 2) adjusting entry and periodic exams and other forms of knowledge verification (tests, credits, exams, etc.) to the needs and perceptive abilities of people with disabilities, especially preparing materials in an accessible form;

- 3) providing specialist services during didactic classes (and other services related to the educational process and scientific activity), tests and exams, i.e. sign language interpreters, translators using cued speech or lip speaking, etc .;
 - 4) covering the employment costs of the assistants providing support, engaged for the needs of university and doctoral schools candidates, students, doctoral students and employees conducting research activities;
 - 5) providing notes in an accessible form, including support services and remote note-taking services (preparation of electronic or enlarged handwritten notes, Braille, etc.);
 - 6) providing foreign language courses in the form of group or individual classes, including Polish as a foreign language for people with hearing impairment;
 - 7) providing additional consultation and remedial classes, including individual classes;
 - 8) providing alternative forms of physical education for people with disabilities who cannot participate in regular classes;
 - 9) providing specialist consultations (e.g. psychological, speech therapy, legal, professional) to people with disabilities in order to support them in the education process and in conducting scientific activities;
 - 10) covering the costs of transport (including specialist transport) for persons with disabilities in order to provide them with conditions that ensure their full participation in the process of education and conducting scientific activities;
 - 11) rental of specialist equipment and devices supporting the teaching process, for instance, specialist computer software, voice recorders, laptops, devices supporting eyesight and hearing, spatial orientation, etc., at the specialist equipment rental shop at ACW University of Lodz;
 - 12) covering the costs related to conducting specialised classes.
3. Individual support is provided only to the disabled university and doctoral schools candidates, disabled students and doctoral students of the University of Lodz or disabled employees of the University of Lodz conducting research activities, adequately to the actual needs resulting from the state of health.
4. The unit coordinating the provision of support is ACW UL.

5. Rector is the administrator of funds, referred to in § 1.

§ 3

1. The amount of funds spent on the support referred to in § 2 depends on the funds of the specified-user subsidy provided to the university in a given fiscal year, and the funds at the Rector's disposal.
2. Granting individual support depends on the type and degree of disability or the type of deficit, and it is adjusted to the person's individual needs.
3. Individual support is provided at the written request, with the exception of psychological consultations and other types of consultations listed in the Act of 19 August 1994 on mental health protection, as well as those specified in separate regulations (e.g. in the Regulations of the Specialist Equipment Rental ACW UL). The application template is attached to these Rules and Regulations. The application shall include: name and surname of the person applying for support, index number (in the case of a student / doctoral student), description of the needs, justification with the necessary documents confirming the health situation.
4. The decision on granting support is made by the Committee appointed by the Rector. The chairman of the Committee is the Rector or a person acting on their behalf. Applications are considered individually by the Committee. The meetings of the Committee are recorded. The person applying for support has the right to appeal to the Rector against the decision of the Committee within 14 days from the date of its delivery. If necessary, the Committee may appoint specialist consultants.
5. Only persons who have a written authorisation to process data containing a confidentiality clause, issued by the Personal Data Administrator of the University of Lodz or a person authorised by them, may be allowed to process personal data (including data related to health) of applicants.
6. The University of Lodz processes personal data collected from persons applying for individual support for the period necessary to grant support, as well as for the period necessary to determine rights or claims related to the specific support.

§ 4

1. A person applying for support loses the right to receive or continue using a given form of support in the event of:

- 1) a university or a doctoral school candidate - failing to study at the University of Lodz or the doctoral school of the University of Lodz;
 - 2) a student or doctoral student:
 - a) removal from the list of students or doctoral students,
 - b) passing the diploma examination with a positive result,
 - c) completing studies or training at a doctoral school before the end of the period for which the student or doctoral student was granted support,
 - d) receiving a dean's leave,
 - e) transferring to another university;
 - 3) an employee - termination of employment or violation of the rules for using the support.
2. At the moment of losing the right to receive individual support, the person is obliged to complete all formalities in order to settle accounts with the University for the services and other support resources.
3. There are two deadlines for submitting applications for individual support:
- 1) for the entire academic year or the winter semester - by 20 October of each year;
 - 2) for the summer semester - by 28 February of each year.
4. In justified cases, resulting mainly from unexpected circumstances or a change in health condition of the person applying for support, it is allowed to submit the application at a different date. Such request should contain a justification.
5. Positive consideration of applications submitted after the deadline depends on the amount of funds from the specified-user subsidy and other circumstances relevant to the funding of the activities listed in § 2 section 2.
6. Individual support is provided for a semester or academic year.

§ 5

It is not allowed to spend funds from the subsidy to cover the costs related to:

- 1) tuition fees paid by disabled students and doctoral students;

- 2) scholarships or other benefits for people with disabilities;
- 3) medical or therapeutic rehabilitation of students / doctoral students, employees with disabilities conducting research activities, including expenses for the purchase of medical and medical rehabilitation equipment, orthopaedic items and aids;
- 4) participation of students / doctoral students with disabilities in conferences and sports competitions.

§ 6

1. In matters related to the award of individual support under the specified-user subsidy, not regulated in these Rules and Regulations, the decision is made by the Rector.
2. The decision, referred to in paragraph 1, is made based on the application sent to the Rector to reconsider the case. The application is submitted through the ACW UŁ (at the premises of the ACW UŁ).

§ 7

The Rules and Regulations enter into force on 1 June 2019.

Attachment to the Rules and Regulations. Application for individual support.

Lodz, on

.....

(Name and surname)

Album number:

Study programme:

Year / mode:

Contact details:

APPLICATION for individual support *

I kindly ask for individual support in the form of:

.....
.....

adapted to the needs arising from my health difficulties

in: winter semester / summer semester ** of the academic year /

Attached please find the documents confirming the need for the above-mentioned individual support:

1.....
.....

2.....
.....

3.....
.....

* excluding psychological consultations and other consultations listed in the Act of 19 August 1994 on the protection of mental health (Polish Journal of Laws of 2018, item 1878), as well as specified in separate regulations (e.g. in the Rules of the Specialist Equipment Rental of the Academic Support Centre of the University of Lodz)

** circle as appropriate

Kind regards,

Information on the processing of personal data

1. The controller of your personal data is the University of Łódź, with its registered office at ul. Narutowicza 68, 90-136 Łódź.

2. In any case, you may contact the Data Protection Officer:

to the above-mentioned correspondence address with the note: Data Protection Inspector, room 203; by e-mail at the following e-mail address: iod@uni.lodz.pl;

3. Personal data will be processed in order to carry out the procedure related to the consideration application for individual support;

4. Personal data will be processed on the basis of legal provisions, including the Law on higher education and science as well as internal regulations in force at universities;

5. The recipients of personal data will be entities authorized under the provisions laws;

6. Personal data will be stored in accordance with the provisions on the national resource archives and state archives, other laws and regulations internal of the University;

7. You have the right to:

1) to access your personal data;

2) to rectify them when they are inconsistent with the actual state,

3) to remove them, limit processing, and transfer data – in cases provided for by law,

4) to object to the processing of data,

5) to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office with its registered office in Warsaw, ul. Stawki 2.

8. Your provision of personal data is voluntary, but necessary for the purpose referred to in point 3.

The processing of personal data is carried out on the basis of art. 6 (1) (a) c of the regulation

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(EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on protection of natural persons in connection with the processing of personal data and on the free flow of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation).