

By-laws of undertaking and financing actions under the Support Fund for the Disabled targeted at creating conditions for their full participation in the process of university recruitment to obtain education, education and conduct of scientific activities at the Medical University of Silesia in Katowice

I. General Provisions

§ 1

Terms applied in the hereby Regulations signify:

- 1) University – Medical University of Silesia in Katowice;
- 2) Fund – Support Fund for the Disabled at the Medical University of Silesia in Katowice;
- 3) Grant – subjective grant released from the state budget, designated for the purposes related to ensuring conditions of full participation of the disabled in the process of recruitment for studies, doctoral schools, third-degree education and education in doctoral schools or conduct of scientific activity pursuant to Art. 365 point 6 of the Act - Higher Education Law;
- 4) By-laws – hereby By-laws of undertaking and financing actions under the Support Fund for the Disabled targeted at creating conditions for their full participation in the process of university recruitment to obtain education, education and conduct of scientific activities at the Medical University of Silesia in Katowice;
- 5) Proxy – Proxy of Rector for the Disabled at the University;
- 6) Student – students of higher education studies with the status of University students;
- 7) Doctoral Student – doctoral student of the Doctoral School with the status of a doctoral student at the University;
- 8) Employee – employee of the University conducting scientific activity (that is, research employee, didactic employee, research-didactic employee);
- 9) Support – creating conditions for Students / Doctoral students/ Candidates enabling full participation in the recruitment process at the university for the purpose of obtaining education as well as for Employees in conducting scientific activities;
- 10) Application Form – application form for obtaining Support of individual nature from the resources of the Fund for the tasks related to creating conditions for Students / Doctoral students/ Candidates enabling full participation in the recruitment process at the university for the purpose of obtaining education as well as for Employees in conducting scientific activities;

§2

1. The By-laws shall specify the principles related to:
 - 1) disposing of resources under the Fund for the tasks related to ensuring conditions for Students / Doctoral students/ Candidates of full participation in the recruitment process at the university for the purpose of obtaining education as well as for Employees in conducting scientific activities;
 - 2) Granting Support to Students/Doctoral students/Candidates or employees with disabilities.
2. Disposer of funds, as specified in sec. 1 point 1 is the Rector of the University.
3. Proxy shall be responsible for undertaking actions financed under the Fund on the basis of the Organizational By-laws of the University.
4. Financing obtained under the Fund shall not limit the possibility of obtaining the forms of assistance from other sources.
5. The University Department for Student Affairs constitutes an administrative support for the Proxy and grants information to persons interested in obtaining the Support.
6. The Proxy cooperates with the Vice-Rector for Science and International Cooperation, Vice-Rector for Students and Studies and the Department for Employee and Social Affairs.

II. The principles of disposing of the grant funds

§3

The person authorized to apply for obtaining the Support may be a Student/Doctoral student/Candidate or Employee who is:

- 1) A disabled person in the meaning of the Act of 27 August 1997 on *social and professional rehabilitation and employment of the disabled*, in particular a person who:
 - a) holds a certificate of disability in a substantial, moderate or light degree, issued by authorized entities or
 - b) holds a medical certificate issued by the medical assessor from the Social Insurance Institution concerning complete inability to work, partial inability to work, incapacity of unaided existence or
 - c) is included into one of the groups of the disabled and has the relevant document confirming this group, or
 - d) holds a certificate on permanent or long-term inability to work in an agricultural farm, or
- 2) Has a long-term disabled physical, mental, intellectual or sense-related fitness which may, when exposed to various barriers, hinder their full and effective participation in the social life on the principle of equality with other persons or

- 3) cannot participate in the standard mode in the realization of the educational process or in the conduct of scientific activity due to their health state, or
- 4) is a person requiring temporary assistance on account of a disease or accident.

§4

1. The following expenditure may, in particular, be covered from the resources of the Fund:

- 1) diagnosis of needs and possibilities of Students/Doctoral students and Employees for the purpose of ensuring conditions of full participation in the educational process and conducting scientific activity;
- 2) ensuring parking spaces;
- 3) adjusting areas, schedule and forms of didactic classes, including individual classes in the process of education and in conducting scientific activities;
- 4) ensuring full participation of the disabled in the process of knowledge verification (exams, credits etc.), through applying relevant conditions, mode and didactic means;
- 5) recruiting candidates for studies/ the Doctoral School through adjusting information-recruitment materials and didactic aids (including online services) to the needs of the candidates;
- 6) ensuring and adjusting the relevant didactic materials, including: shifting to the text version or to the version of an enlarged printout, elaborating notes in an electronic format or in Braille's alphabet and graphic documents with a text layer and with alternative descriptions for graphic objects, using interactive boards;
- 7) translations into sign language, services of translators and sign language courses for students/doctoral students and employees, cued speech, alternative records, services of distance translations;
- 8) ensuring notes in an accessible form and services of distance notes creation;
- 9) ensuring specialist and scientific literature for the needs of the disabled persons, including purchase of library items, moving the contents into the form available for the disabled;
- 10) ensuring positions with multimedia service (copy machine, scanning machine, OCR software);
- 11) rental or lease of assistance/specialist devices facilitating accessibility for the disabled;
- 12) organization of foreign language teachers in the form of group classes or individual classes, including Polish as a foreign language for persons with hearing impairments;
- 13) additional consultation-compensatory classes, including individual classes;
- 14) office-administration units related to providing services for Students/Doctoral students/Candidates and Employees;
- 15) employment/remuneration/increasing qualifications and competencies of the personnel employed in offices/units involved with accessibility of conditions for the benefit of Students/Doctoral Students/Candidates and Employees;

- 16) specialist trainings supporting the didactic process for persons with disabilities, enabling Students/Doctoral Students and Employees the right spatial orientation in the premises of the University and obtaining the skills of using assistant technologies, expanding knowledge and social competencies;
- 17) technological solutions and costs of consultations/specialist courses supporting adaptation of the disabled to the academic environment;
- 18) ensuring specialist consultations (i.e. speech therapy, legal, psychological, professional consultations) Students/Doctoral Students for the purpose of supporting their educational process;
- 19) purchase of equipment and specialist devices supporting the didactic process;
- 20) ensuring alternative forms of PE classes to persons with disabilities and/or adjusting the relevant conditions for the realization of PE classes for persons with disabilities;
- 21) conducting specialist classes;
- 22) ensuring e-learning accessibility and other multimedia materials, including forming universally-designed multimedia materials, adjusting the existing multimedia materials, supervision over and ongoing monitoring of availability;
- 23) ensuring access to specialist resources from the library services;
- 24) equipping objects/rooms at the University in the visual/hearing supportive equipment, including induction looks, FM systems;
- 25) ensuring online services on the basis of modern technologies, such as sign language translations;
- 26) ensuring technical and technological solutions supporting navigation, spatial orientation, mobile information and other services for Students/Doctoral Students;
- 27) research and verification of accessibility of the University for persons with disabilities, including audits of information availability (in particular: online services, computer and mobile applications), communication with the disabled, processes: didactic, research;
- 28) online/e-learning availability as part of didactic and scientific assistance and consultations with didactic Employees/scientific employees, online trainings;
- 29) remuneration for Assistants providing services of supportive assistance employed for the needs of Students/Doctoral Students and Employees;
- 30) financing transport expenditure for Students/Doctoral Students and Employees commuting between objects of the University and to and from the University, between the University and the place of residence;
- 31) exploitation and maintenance of equipment for the disabled (elevators/lifts/devices etc.);
- 32) adjusting in the area of the University and in student dormitories places and communication routes, sanitary facilities in order to ensure their use by the disabled;
- 33) adjusting objects/didactic rooms for the needs of the disabled, equipping them in specialist equipment supporting the disabled;

- 34) consultations/specialist trainings concerning availability (architectural, data-related etc.) for the University personnel, including persons responsible for investments and renovation works, building maintenance, forming internet services, applications (computer, mobile);
 - 35) support for the University in covering supra-normative costs of participation in national and foreign trainings/conferences, sport classes, scientific-sport camps/Olympics/para-Olympics;
 - 36) preparing specialist/alternative conditions/devices and materials enabling an active participation of the disabled in the venture/meeting;
 - 37) ensuring online service for the unit/office handling matters of the disabled.
2. The following expenditure cannot be covered from the resources of the Fund:
- 1) tuition fees submitted by the disabled students;
 - 2) scholarships or other benefits for the disabled;
 - 3) meetings of leisure-time nature;
 - 4) medical rehabilitation or treatment of students/doctoral students and employees, in particular, expenditure for the purchase of equipment for treatment-medical rehabilitation, orthopaedic tools and assistance measures as well as remuneration for the work of physiotherapists;
 - 5) promotion of the University (i.e. financing the costs of travel promoting the University, i.e. in high schools or printing leaflets for candidates for studies, preparing a promotional movie about the University);
 - 6) actions of investment nature;
 - 7) Covering the costs of issuing articles not related to the topic of accessibility of the University for the persons with disabilities in journals.

§5

1. Student/Doctoral student or Employee may avail of the Support of individual character under the Fund for the purposes specified in §4.
2. A condition for obtaining individual Support by the Student/Doctoral Student or Employee is the submission of:
 - 1) Application Form the template of which constitutes Appendix no. 1 to the hereby By-laws;
 - 2) in case of persons specified in § 3 point 1 – a valid document confirming disability (in line with letter a, b, c or d) issued by an authorized body;
 - 3) in case of persons specified in § 3 point 2 – a document issued no sooner than 90 days prior to the date of submission of the application form by an authorized organ or person, confirming occurrence of the circumstances specified in the above-specified provision, in particular: appropriate medical opinion, medical certificate on the needs stemming from the health state etc.;
 - 4) in case of persons specified in § 3 point 3 – certificate issued by a physician (specialist in the relevant field of medicine) confirming dependence between the health state and

difficulties in the educational process/conduct of scientific activity, issued no sooner than 90 days prior to submission of the application form;

- 5) in case of persons specified in § 3 point 4 – document confirming a disease or accident and certificate issued by a physician (specialist in the relevant field of medicine) confirming dependence between the health state and difficulties in the educational process/conduct of scientific activity, issued no sooner than 90 days prior to submission of the application form;
 - 6) in cases specified in points 2, 3 and 4 - statement of the Student/Doctoral Student or Employee that the circumstance which is the cause of submission of the application form has not changed or improved from the date of issuance of the document confirming this circumstance.
3. The application form along with documents indicated in sec. 2 points 3, 4, 5 and 6 or attached copy of documents specified in sec. 2 point 2 may be submitted in the hardcopy form at the Office of the University or sent via traditional post to the address: Medical University of Silesia in Katowice, ul. Poniatowskiego 15, 40-055 Katowice or sent in an electronic form (by means of student/doctoral student mailbox in the domain @365.sum.edu.pl or to the university personnel inbox) to the address: rekst@sum.edu.pl.
 4. The Rector, after obtaining opinion from the relevant Dean/Director of the Doctoral School (concerning Students/Doctoral Students), Proxy and Bursar of the University expresses consent or refuses to express consent for the Support allocation. Information on the decision as specified above is passed onto the applicant.
 5. The support is granted for the period justified by the specific need, whilst it is possible to grant Support on a one-off basis or for the period of time not exceeding the current calendar year. To obtain Support for the subsequent calendar year, one must re-apply.
 6. Possibility of realizing specific forms of Support by the University is determined each time by the value of obtained Grant and, furthermore, by the degree of its use by the University at the time of submission of the Application Form for granting the Support by the Student/Doctoral Student or Employee.
 7. Realization of Support consisting, in particular, in organizing by the University of services and purchases specified in § 4 sec. 1 occurs in line with the Resolution of the Rector of the Medical University of Silesia in Katowice concerning: disposing of public funds at the Medical University of Silesia in Katowice whereby the Application for obtaining Support ought to be submitted with appropriate notice, that is, no later than one month prior to the applied for commencement of Support to enable the University the Support in line with the provisions binding at the University.
 8. Psychological support is excluded from the condition for obtaining Support specified in sec. 2, taking into consideration maintaining the principle of confidentiality, as specified in § 4 sec. 1 point 18. Requests for obtaining psychological support for the Student/Doctoral Student must be submitted directly to the psychologist realizing the Support as part of an agreement concluded with

the University. Realization of the Support specified in the preceding sentence is conducted subject to anonymity of persons using the Support.

§6.

1. The Department for Planning and Economic Analyses at the University hands over to the Proxy:
 - 1) prior to commencing the subsequent calendar year - information on the estimated for the subsequent calendar year level of the grant and funds remaining in the Fund from the previous years,
 - 2) immediately after obtaining the decision from the Ministry of Health - information on the factual level of the grant for a given calendar year.
2. The Proxy presents to the Rector, no later than until 15 February of a given calendar year, for approval, the plan of actions for the use of estimated level of the grant and the funds remaining as part of the Fund from previous years, after agreeing them with the University Student Government Council and post consulting them with the Doctoral Student Government Council.

§7

1. Student/Doctoral Student shall lose their right to the Support granted under § 5 sec. 4 in case of:
 - 1) removal from the list of students/doctoral students – on the date of removal;
 - 2) resigning from studies/education at the Doctoral School - on the date of submission of the written resignation;
 - 3) completion of studies/education at the Doctoral School before the expiry of the term for which the Grant was obtained - on the date of graduation;
2. The following Students/Doctoral Students cannot obtain Support:
 - 1) suspended in student/doctoral student rights – on the date of suspension;
 - 2) during leave from classes – on the date of leave commencement;
3. An employee shall lose their right to the Support granted under § 5 sec. 4 in case of:
 - 1) termination of employment at the University,
 - 2) maternity leave, paternity leave, health leave - on the date of commencement of the leave,
 - 3) long-term sick leave exceeding 30 days - from 31 days of leave.
4. Student/Doctoral Student or Employee shall be obliged to notify the Proxy of the circumstances causing the loss of entitlement to the Support within 7 days from the date of their occurrence.
5. In case when during the period of Support entitlement loss of validity of the document confirming such circumstances has occurred which constituted the cause of Support entitlement, in order to continue obtaining the Support for the subsequent period, the Student/Doctoral Student or Employee shall be obliged to provide the Proxy with a document confirming uninterrupted duration of the circumstances within the term of 7 days from the date of obtaining this document.

§8

1. The University shall be entitled to withdraw the granted Support for the Student/Doctoral Student or Employee in case of:
 - 1) obtaining the Support by the Student/Doctoral Student or Employee without the right to use the Support or in case of loss of such a right after the Support has been granted;
 - 2) obtaining Support by the Student/Doctoral Student or Employee on the basis of false or unreliable documents;
 - 3) using the Support in breach of its designation or the provisions of the binding law;
 - 4) failing by the Student/Doctoral Student or Employee to notify on ceasing of the causes justifying allocation of the Support.
2. In justified cases, the decision on granting the Support may be withdrawn or changed.
3. In case specified in sec. 2 the University is entitled to demand reimbursement of costs of the granted Support entirely or partly.
4. Decisions specified in sec. 1-3 shall be issued by the Rector.

III. Rules for applying for Support in the form of Assistant's aid

§9

1. Student/Doctoral Student or Employee may submit a document Application Form for obtaining Assistants Aid as per the template specified in Appendix no. 2 to the hereby By-laws.
2. The nature of the Application Form for granting the Assistant's Aid is subject to the same provisions as those specified in § 5 sec. 2, 3, 4.
3. The Student/Doctoral Student or Employee shall be entitled to indicate in the contents of the Application Form specified in sec. 1 a specific person designated to perform the function of the Assistant, indicating their first name, surname, contact data and competencies.
4. The Assistant must meet all the below conditions:
 - 1) completion of the age of 18 and full ability to perform legal actions and to use public rights;
 - 2) experience enabling correct execution of the tasks entrusted by the Assistant.
5. The Assistant may be the person related to the Student/Doctoral Student or Employee.

§10

1. The Student/Doctoral Student avails of the aid of the Assistant solely in actions related to the process of education or scientific activity as well as functioning at the University, which he or she is unable to perform independently.
2. The support of the Assistant consists, among others, in:
 - 1) assisting during transport from the place of residence to the University and back as well as assisting in moving around the University;
 - 2) assisting during student internships/professional practices of doctoral students or research work of the Employee;

- 3) assisting in obtaining the necessary literature from libraries;
 - 4) assisting in adapting didactic materials i.e. in translating into sign language;
 - 5) familiarizing the Student/Doctoral Student with spatial organization of places in which classes are held;
 - 6) assisting in preparing notes or recording the course of classes in any form.
3. The Assistant is obliged to conclude a civil-law agreement with the University, specifying the scope of provided services, maximum number of hours of provision of services and the principles of paying remuneration.
 4. The Assistant's remuneration for the provision of Support for the Student/Doctoral Student or Employee constitutes the product of the number of hours and the level of the hourly rate. The hourly rate is equal to the minimum hourly rate in place during the provision of assistance.
 5. Payment of remuneration occurs on the basis of the fulfilled schedule specified in § 11 sec. 1 point 2 and the submission of other documents if they result from the concluded civil-law agreement specified in sec. 3 (as per the templates in place at the University).
 6. In case of refusal to conclude the civil-law agreement by the Assistant, the University shall be authorized to refuse to conduct payment of remuneration and/or withdraw support of the Assistant for the Student/Doctoral Student or Employee entirely or partly.

§11

1. The Assistant shall be obliged to:
 - 1) provide reliable assistance to the Student/Doctoral Student or Employee in the scope granted by the University;
 - 2) maintain on an ongoing basis the documentation containing the duration, place and type of assistance provided to the Student/Doctoral Student or Employee as per the template in the schedule constituting Appendix no. 3 to the hereby By-laws;
 - 3) display, upon each request of the University, a set of documents confirming factual provision of assistance to the Student/Doctoral Student or Employee;
 - 4) appear, upon the University's request, in order to submit explanations concerning assistance provided to the Student/Doctoral Student or Employee, if necessary.
2. In case of the University identifying doubts as to the factual fulfilment by the Assistant of the entrusted duties or noting substantive or formal omissions, the Rector shall be entitled to suspend the Aid provided by the Assistant until explaining the doubts or fulfilment of duties by the Assistant.
3. In justified cases, the University shall be entitled to withdraw the support of the Assistant for the Student/Doctoral Student or Employee. The decision in this regard shall be made by the Rector.

IV. Final provisions

§12

1. Candidates who are persons with disabilities and who wish to study at the University shall be subject to the recruitment procedure in place for all Candidates for studies at the University. Detailed principles of recruitment are specified in the relevant Resolution of the Senate of the Medical University of Silesia in *Katowice on conditions, mode and terms of commencement and completion of recruitment for individual courses of studies conducted in Polish at the Medical University of Silesia in Katowice*.
2. In case of participation of persons with disabilities in conferences, congresses, conventions, groupings, symposiums, contests and other events targeted at representing the University, the cost of their participation should be financed according to the principles adopted for all Students/Doctoral Students and Employees with the exception of excessive costs specified in § 4 sec. 1 point 35.
3. Circumstances not considered in the hereby By-laws shall be considered individually by the Rector after obtaining opinion of the Proxy.
4. Funds under the Fund which have not been disposed of in a given calendar year for the tasks related to creating conditions for students and doctoral students for full participation in the process of recruitment for the university with the purpose of obtaining education, education and employment of employees conducting scientific activities which do not exceed 30% of the amount of the grant for a given calendar year, shall remain at the disposal of the University to be used for the purposes for which it was granted.

§13

The hereby By-laws shall come into force on the day of its conclusion.