

Terms and Conditions

Of the Disabled Persons Office at the University of Rzeszów

I. General Information

1. The Disabled Persons Office, hereinafter referred to as BON (abbrev. of Biuro ds. Osób z Niepełnosprawnościami), is a department of the University of Rzeszów, established pursuant to Ordinance #103/2009 of the Rector of the 21st of December 2009, directed by the, appointed by the Rector and directly subordinate to them, UR Rector's Proxy for Disabled Persons.
2. BON reports directly to the UR Vice-Rector for Student Affairs and Teaching, is administratively subordinate to the UR Chancellor

II. Scope of BON's Activities

3. BON is responsible for taking measures aimed at creating conditions that enable students and doctoral students with disabilities to participate fully in the educational process, including:
 - a) Eliminating barriers preventing students and doctoral students with disabilities from participating in the educational process, including logistical and transportational barriers, as well as providing sign language interpreters, and assistants for the blind and otherwise visually impaired;
 - b) Providing students and doctoral students with disabilities with appropriate technical accommodations, including electronic devices, software, and other assistive technologies;
 - c) Providing transport and access to didactic classes for students and doctoral students with mobility impairments;
 - d) Integrating students and doctoral students with and without disabilities into the academic community through organization of integrational & training camps, meetings, and events of integrational and awareness-raising nature;
 - e) Appropriately organizing and arranging scheduled and extracurricular classes, at the student's request, in a manner that enables the student to participate fully in the educational process;
 - f) Organization of extracurricular educational & recreational classes, tailored to the needs of persons with disabilities;
 - g) Organization of educational courses, training courses, and workshops for students and doctoral students with disabilities;
 - h) Organization of conferences and seminars, as well as publishing materials, bulletins, informational leaflets;
 - i) Promoting the possibility and accessibility of participation in the educational process of persons with disabilities in the University of Rzeszów, with the aim of attracting potential candidates;

- j) Organization of specialized training courses for UR students and doctoral students, who wish to work for the benefit of persons with disabilities (volunteer, assistant of person with disability);
- k) Taking actions with the intent of creating an appropriate attitude among the University employees toward persons with disabilities, and, in particular, preparing the faculty for working with students and doctoral students with disabilities.

4. In addition, BON:

- a) Collects and verifies documentation regarding students and doctoral students with disabilities receiving assistance from BON;
- b) At the request of a Director of a given UR Department, subject to the prior approval of the Rector, BON may provide assistance to said Department, which organizes didactic classes, which students or doctoral students with disabilities attend;
- c) Reviews proposals/requests submitted to the Rector, concerning students and doctoral students with disabilities;
- d) Cooperates with other organizations working for the benefit of persons with disabilities (OWiRON, PFRON);
- e) Is able to procure funding for its activities and functions from the European Union or other sources.

III. Rules for Receiving Assistance

5. Respecting the independence, capabilities, and rights of persons with disabilities, BON exclusively provides assistance to the students and doctoral students, who voluntarily request such assistance from the Office and provide appropriate documentation confirming their disability.

6. Assistance to UR departments organizing didactic classes attended by students or doctoral students with disabilities may be provided only upon the written request of the Director of the respective department. The decision on whether to provide such assistance and on its scope and form shall be made by the UR Rector, following consultation with the UR Rector's Proxy for Persons with Disabilities.

IV. Persons Eligible to Receive Assistance from BON

7. Assistance from BON is available to students and doctoral students who:

- a) Have a disability within the meaning of the Ustawa o Rehabilitacji Zawodowej i Społecznej oraz Zatrudnianiu Osób Niepełnosprawnych¹ (Dz. U. z 2002 r. Nr 101, poz. 926);
- b) Have a chronic illness or are unable to fully participate in classes in their standard format, but do not possess an Orzeczenie o Stopniu Niepełnosprawności², as well as

¹ the Act on Vocational and Social Rehabilitation and Employment of Persons with Disabilities

² certificate establishing a degree of disability

persons who have been prevented from fully participating by a sudden illness or loss of ability caused by an accident, but the nature of this dysfunction is temporary.

8. Persons applying for BON's services are responsible for the completion and submission to the Office of BON's registration questionnaire (recruitment questionnaire in the case of training courses) and appropriate medical documentation concerning their illness or disability. Persons with a determined disability severity are required to submit a copy of the *orzeczenie*, which is then verified against the original document by a BON employee.

9. If the submitted documentation is insufficient to fully assess the applicant's request, BON shall notify this person, and request the submission of the missing documents.

10. Documents submitted to BON, confirming the applicant's health status, may not be dated more than 90 days prior to their submission, with the sole exception of the *Orzeczenie o Stopniu Niepełnosprawności*.

11. In the instance where the submitted documentation is not of permanent nature, the person with a disability or chronically ill, applying for access to BON's assistance, is required to update their documentation whenever requested to do so by the Office.

12. The Rector's Proxy for Disabled Persons has the right to refuse or continue BON's services in any given situation. Refusal is issued via a written document, and should include a reasoning for the decision. From the date of the refusal's delivery. The applicant shall have 14 days from the date of delivery of the decision to appeal against it to the Rector.

13. Submitted medical documentation is covered by the Ustawa z dnia 29 sierpnia 1997 r. o ochronie dan osobowych³ (Dz. U. z 2002 r. Nr 101, poz. 926)

14. The UR student or doctoral student requesting assistance is required to:

- a) Submit a written description of their needs/requests;
- b) Provide up-to-date contact details;
- c) Update their medical documentation in the instance:
 - a. Their health status has changed;
 - b. Their submitted documentation has expired;
 - c. Their health status is unstable;
- d) Communicate their needs sufficiently in advance.

15. A student and doctoral student with a disability has the right to:

- a) Access all submitted documents concerning their person;
- b) Be guaranteed the full discretion concerning any information given to BON employees;
- c) Propose solutions for BON to implement on their behalf;
- d) A confidential conversation with a BON employee of their choice in a separate room.

³ the Act of 29th of August 1997 Concerning the Protection of Personal Data