

Ordinance No. 88/2021

of the Rector of the Pomeranian Medical University in Szczecin of 26 July 2021 on introducing the "Regulations for the rental of specialised equipment for persons with disabilities" as part of the project titled "Improving the accessibility of the Pomeranian Medical University in Szczecin for persons with disabilities".

Pursuant to Art. 23 sec. 1 and 2 points. 2 of the Act of 20 July 2018 - Law on higher education and science (Journal of Laws of 2021, item 478 as amended), I order the following:

§1

I introduce the "Regulations for the rental of specialised equipment for persons with disabilities" as part of the project titled "Improving the accessibility of the Pomeranian Medical University in Szczecin for persons with disabilities", which constitutes an annex to this Order.

§2

The Ordinance shall enter into force on the day of signing.

prof. dr hab. Bogusław Machaliński
Rector of PUM

U-2 - Z upoważnienia Rektora
Pomorskiego Uniwersytetu Medycznego
w Szczecinie
prof. dr hab. n. med. Jerzy Samochowiec
Prorektor ds. Nauki PUM

REGULATIONS FOR THE RENTAL OF SPECIALISED EQUIPMENT FOR PERSONS WITH DISABILITIES in terms of the project titled "Improving the accessibility of the Pomeranian Medical University in Szczecin for persons with disabilities".

§1

GENERAL PROVISIONS

Whenever the Regulations refer to:

1. PUM - this refers to the Pomeranian Medical University in Szczecin.
2. Recipients for use - it shall be understood as persons who have a disability certificate, a certificate on the degree of disability, or a certificate referred to in Art. 5 and Art. 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and the Employment of Disabled Persons, who are employees or students of the PUM, taking advantage of specialised equipment on a contractual basis.
3. Lender - shall be understood as the Pomeranian Medical University in Szczecin.
4. Lending contract - means a contract regulating the rights and obligations between a Recipient for use and the Lender of specialised equipment.
5. Regulations - means these Regulations.
6. Project - shall be understood as the project entitled "*Improving the accessibility of the Pomeranian Medical University in Szczecin for persons with disabilities*", carried out by PUM on the basis of the grant contract; number POWR.03.05.00-00- A066/20, co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Education Development; Priority axis: III. Higher education for the economy and development; Measure: 3.5 Comprehensive university programmes.

§2

RULES FOR USING EQUIPMENT

1. The Office for Persons with Disabilities (BON) runs a rental of specialised equipment to support the learning process or performing official duties, hereinafter referred to as "Equipment" at the Rector's Office building located at ul. Rybacka 1, intended for persons with disabilities.
2. Supervision over the rental is carried out by the Rector's Plenipotentiary for Persons with Disabilities.
3. The Equipment is owned by the Pomeranian Medical University in Szczecin.
4. The Equipment is rented free of charge.

5. A list of equipment offered by the rental is set out in Annex 1 of the Regulations and on the www.pum.edu.pl website.
6. The rental is open Monday to Thursday from 8:00 to 13:00.
7. The right to rent equipment shall be granted to persons with disabilities who have a disability certificate, a certificate on the degree of disability, or a certificate referred to in Art. 5 and Art. 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities, who are:
 - 1) PUM students or doctoral students,
 - 2) PUM employees
8. The basis for applying for renting equipment consists in completing and submitting a Form to rent equipment at the BON. The Form can be submitted in person or as a scan sent to bon@pum.edu.pl. A template form is attached as Annexes 2 and 3 to the Regulations.
9. Applications are considered on a first-come, first-served basis until equipment is exhausted. After issuing a positive opinion concerning a form referred to in sec. 8, the Recipient for use shall conclude a rental contract with the Lender. At the conclusion of the contract, the Recipient for use is obliged to:
 - 1) present proof of identity for inspection,
 - 2) present the certificate referred to in sec. 7
10. The Equipment can be rented for a maximum of one academic year.
11. The rented Equipment is covered by insurance for the duration of its rental. The cost of insurance shall be borne by PUM.
12. Collecting, transporting, and returning the equipment shall be handled by the Recipient for use.

§3

RULES OF THE LENDER'S LIABILITY FOR RENTED EQUIPMENT

1. The Recipient of the equipment shall bear full financial responsibility for the rented equipment throughout the entire renting period.
2. The Recipient for use will not be charged for the natural wear and tear of the rented equipment resulting from its proper use.
3. The Recipient for use undertakes to use the equipment in accordance with its intended use and at the same time assumes full responsibility for any incidents arising from its improper use. Damages resulting from the fault of the Recipient for use will be repaired at that person's expense.
4. Any damage to the equipment must be immediately reported to the BON.
5. In the event of loss or theft of the equipment, the Recipient for use is obliged to immediately report this to the police and inform the BON and provide the BON with a copy of the report made to the police.
 6. In the event that the activities carried out by the police do not lead to the recovery of stolen equipment, the Receiver for use is obliged to provide the BON with a decision on the discontinuance of the investigation and entering the case in the missing equipment crime register. In the event of not providing it, the Recipient for use is obliged to return the value of the equipment in accordance with the valuation on the date of renting the equipment.
7. In the case of persons avoiding material liability for equipment lost or damaged through their fault, PUM reserves the right to take legal action.
8. The BON is not responsible for the electronic data stored on the rented equipment.
9. It is forbidden to individually install any software on the rented equipment and to uninstall or remove any software present on the equipment at the time of renting, without the permission of the BON.
10. The Recipient for use is obliged to return the rented equipment at the latest on the last day of the contract.
11. If the equipment is not returned, PUM reserves the right to take legal action.
12. At the end of the rental period, the Recipient for use is obliged to return the equipment to the BON in an undamaged condition.

§4

PRINCIPLES OF EQUIPMENT RECORDING

1. For each piece of equipment at the BON, an "Equipment Record Card" is established including its inventory number and a description of its technical condition, hereinafter referred to as the "Card". The card constitutes Annex 5 to the Regulations.
2. In addition to the documentation listed in sec. 1, a record of the equipment owned by the Rental, known as a Borrower's Card and attached as Annex 6 to these Regulations, shall be kept, containing in particular the following data: name and inventory number of the equipment, contract number, date of rental, date of return, name and PESEL, comments concerning the return of the equipment.

§5

FINAL PROVISIONS

1. The BON shall have the right to verify the data presented by the Recipient for use and to inspect the manner of using the equipment.
2. If the equipment is used contrary to its intended use, the characteristics of the equipment, or the operating instructions, in such a way that the equipment is at risk of being lost, destroyed or damaged, or the equipment is entrusted to a third party without the university's consent, the PUM BON may terminate the contract with immediate effect and demand the return of the equipment.

prof. dr hab. Bogusław Machaliński
Rector of PUM

The project "*Improving the accessibility of the Pomeranian Medical University in Szczecin for persons with disabilities*" POWR.03.05.00-00-A066/20 is co-financed by the European Social Fund under the Operational Programme Knowledge Education Development 2014-2020.

LIST OF SPECIALISED EQUIPMENT

No.	Name of the equipment	Number of pieces
1	Digital voice recorders	10
2	Braille lines with a keyboard	3
3	Electronic magnifiers	3
4	Talking calculators	10
5	Braille printers	1
6	Braille machines	1

**APPLICATION FORM FOR RENTING SPECIALISED EQUIPMENT
for PUM students**

Applicant

name and surname:

PESEL:

Correspondence address:

Contact telephone or e-mail:

Study course:

Year of studies:

I request the renting out (type and name of the equipment)

.....
.....

for the period from..... to.....

I declare that I am a person with a disability who has a disability certificate, a certificate on the degree of disability, or a certificate referred to in Art. 5 and Art. 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and the Employment of Disabled Persons (document for verification).

Justification

(please describe in detail the purpose of the equipment and how it will be used; e.g.: for writing a thesis - will be used mainly at home or: I am collecting material for my thesis - I need the equipment in the library):

.....
.....
.....
.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

I hereby declare that the information contained in the application is correct.

Do you require training before renting the equipment? YES / NO If YES, to what extent?

Additional information:

(Please enter any additional information that may affect renting you the equipment).....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

date and signature of the student

Place and Date

APPLICATION FORM FOR RENTING SPECIALISED EQUIPMENT
for PUM employees and doctoral students

Applicant

name and surname:

PESEL:

Correspondence address:

Contact telephone or e-mail:

Position (if applicable)

I request the renting out (type and name of the equipment)

.....
.....

for the period from to.....

I declare that I am a person with a disability who has a disability certificate, a certificate on the degree of disability, or a certificate referred to in Art. 5 and Art. 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and the Employment of Disabled Persons (document for verification).

Justification

(please describe in detail the purpose of the equipment and how it will be used; e.g.: for writing a thesis - will be used mainly at home or: I am collecting material for my thesis - I need the equipment in the library):

.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

I hereby declare that the information contained in the application is correct.

Do you require training before renting the equipment? YES / NO If YES, to what extent?

Additional information:

(Please enter any additional information that may affect renting you the equipment).....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

date and signature of the/doctoral student/staff member

RENTAL CONTRACT No.....

concluded onin Szczecin between:

The Pomeranian Medical University of Szczecin, with its registered office in Szczecin, ul. Rybacka 1 represented by:

- Krzysztof Góralski - Chancellor of PUM in Szczecin,

hereinafter referred to as the Lender, and

Ms/Mr:

.....

residing at:

.....

PESEL

hereinafter referred to as the Recipient of use.

§1

The specialist equipment listed below is the subject of rental:

- 1 Inventory number
- 2 Inventory number
- 3 Inventory number

§2

The Recipient for use declares that he/she:

1. Has read the Regulations for the use of specialised equipment for persons with disabilities and undertakes to comply with them.
2. Became familiar with the item's principles of use, properties, and purpose.

§3

1. The Lender provides the Recipient for use with free use of the equipment listed in §1, hereinafter referred to as the equipment, for the period from: to:.....
2. After the expiry of the time limit referred to in sec. 1, the Recipient for use undertakes to return the object in an undamaged condition no later than on the last day of the contract.
3. The Recipient for use shall not be liable for wear and tear arising from proper use.
4. Exceeding the time limit for renting an item by 7 days beyond the time limit specified in this contract entitles the Lender to collect the equipment.

§4

1. The Recipient for use is materially liable for any damage caused by improperly using the item.
2. The value of the rented equipment is determined on the basis of accounting data.

§5

1. The Lender is entitled to verify the data provided by the Recipient for use and to control the use of the item throughout the duration of the contract.
2. The Lender will notify the Recipient for use about the date of the inspection and the Recipient is obliged to undergo the procedure.
3. If an item is found to have been misused or damaged, the Lender has the right to terminate the contract with immediate effect and demand the immediate return of the equipment.
4. If the equipment is lost, damaged, or intentionally destroyed during the lending period, the Recipient for use is obliged to pay the cost of repair or the equivalent of the equipment within 14 days of the date of service of the demand for payment, under penalty of legal action.
5. If the equipment is lost, damaged, or destroyed during the rental period, the Recipient for use is obliged to notify the Lender immediately but no later than 7 days after the event.

§6

Any possible amendment to this contract may only be made in writing under the pain of nullity.

§7

In matters not covered by the contract, the provisions of the Civil Code shall apply.

§8

The Contract is drawn up in two identical copies, one for each of the Parties.

Lender

Recipient for use

Pomeranian Medical University in Szczecin,
Office for Persons with Disabilities

Individual equipment record card

Name of the equipment	
Inventory number	

No.	Date of rental	Rental contract no.	Signature of the person renting the equipment	Date of return	Description of the technical condition at the time of return	Signature of the person making the entry	Signature of the person returning the equipment

Pomeranian Medical University in Szczecin,
Office for Persons with Disabilities

Borrower's Card

Surname and name					PESEL	
No.	Rental contract no.	Name of equipment	Registry no.	Date of rental	Return date	Description of the technical condition at the time of return