

Ordinance No. 136/2021

of the Rector of the Pomeranian Medical University in Szczecin of 2 November 2021 on introducing the Policy of ensuring accessibility and support for persons with disabilities of the Pomeranian Medical University in Szczecin

Pursuant to Art. 23 sec. 1 and 2 point 2 of the Act of 20 July 2018 the Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), I order the following:

§1

I introduce the Policy of ensuring accessibility and support for persons with disabilities of the Pomeranian Medical University in Szczecin, which constitutes an annex to this ordinance.

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The ordinance enters into force on the day of signing.

prof dr hab. Bogusław Michaliński

Rector of PUM

**POLICY OF ENSURING ACCESSIBILITY AND SUPPORT
FOR PERSONS WITH DISABILITIES
OF THE POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN**

§1

Law sources

Legal basis:

- 1) Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2020, item 478 [as amended](#))
- 2) Resolution of the Sejm of the Republic of Poland of August 1, 1997, Charter of the Rights of Persons with Disabilities (M. P. from 1997, No. 50, item 475).
- 3) Convention on the Rights of Persons with Disabilities, drawn up in New York on 13 December 2006 (Journal of Laws 2012, item 1169 [as amended](#)).
- 4) Act of 19 July 2019 on ensuring accessibility for persons with special needs (i.e. Journal of Laws of 2020, item 1062).
- 5) Act of 26 June 1974, the Labor Code (Journal of Laws of 2020, item 1320 [as amended](#)).
- 6) Act of 27 August 1997 on vocational and social rehabilitation and employment persons with disabilities (i.e. Journal of Laws of 2021, item 573).

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Related documents

Legal basis:

- 1) Statute of the Pomeranian Medical University in Szczecin constituting an annex to Resolution No. 37/2019 of the Senate of the Pomeranian Medical University in Szczecin of 29 May 2019.
- 2) The development strategy of the Pomeranian Medical University in Szczecin for the years 2015-2024 constituting an annex to Resolution No. 60/2015 of the Senate of the Pomeranian Medical University in Szczecin of April 15, 2015.
- 3) Organizational regulations of the Pomeranian Medical University in Szczecin constituting an annex to Ordinance No. 103/2019 of the Rector of the Pomeranian Medical University in Szczecin of 13 September 2019.
- 4) Work Regulations of the Pomeranian Medical University in Szczecin constituting an annex to Ordinance No. 102/2019 of the Rector of the Pomeranian Medical University in Szczecin of 13 September 2019.
- 5) Remuneration regulations of the Pomeranian Medical University in Szczecin constituting an annex to Ordinance No. 67/2020 of the Rector of the Pomeranian Medical University in Szczecin of 9 June 2020
- 6) Study Regulations of the Pomeranian Medical University in Szczecin constituting an annex to Resolution No. 34/2019 of the Senate of the Pomeranian Medical University in Szczecin of 28 April 2019.

- 7) Regulations of benefits for students of the Pomeranian Medical University in Szczecin constituting an attachment to Ordinance No. 143/2020 of the Rector of the Pomeranian Medical University in Szczecin of 30 September 2020.
- 8) as well as other external and internal legal documents having an impact on the provisions contained in this Policy.

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Definitions

The definitions used in this Policy have the following meaning:

- 1) **Barriers** - any architectural, digital, or information and communication obstacles or limitations that hinder or make it impossible for persons with disabilities to function independently and participate fully in all spheres of life.
- 2) **Accessibility** - the architectural, digital, as well as information-communication availability, at least to the extent specified by the minimum requirements referred to in art. 6 of the Act of 19 July 2019 on ensuring accessibility for persons with special needs (Journal of Laws of 2020, item 1062), constituting a result of taking into account the universal design or the application of rational improvement.
- 3) **Communication** - includes languages, displaying text, Braille alphabet, communication by touch, large fonts, available multimedia, as well as manners, means, and forms of communicating via writing, using hearing, simplified language, voiceover as well as extended (augmentative) and alternative forms, including available information and communication technologies. "Language" includes spoken language and sign language as well as other forms of non-verbal communication.
- 4) **Accessibility policy** — this document expressing the attitude of the Pomeranian Medical University in Szczecin concerning persons with disabilities.
- 5) **Persons with special needs** - persons who, due to their external or internal characteristics, or due to the circumstances in which they find themselves, must take additional actions or apply additional measures to overcome a barrier in order to participate in various spheres of life on an equal basis with other people.
- 6) **Persons with disabilities** - people who have long-term physical, mental, intellectual or sensory impairments, which may, when interacting with various barriers, hinder their full and effective participation in social life, on an equal basis with other people.
- 7) **Discrimination due to disability** - means any discrimination, exclusion, or limitation due to disability, the purpose or effect of which is violating nullifying the recognition, use, or exercise of all human rights and fundamental freedoms in the field of politics, economy, social, cultural, civic or any other, on an equal basis with other persons. This includes any manifestation of discrimination, including the refusal of reasonable improvement.
- 8) **Universal design** - means designing products, program environment, and services in such a way that they are useful for everyone, as much as possible, without the need for adaptation or specialized design.

Universal design does not exclude technical aids for specific groups of persons with disabilities, if necessary.

- 9) Reasonable improvement** - means necessary and proper changes and adjustments, not imposing a disproportionate or excessive burden, if necessary, in a particular case, in order to ensure that persons with disabilities can exercise all human rights and basic freedoms and exercise them on an equal basis with other persons. It consists in carrying out the changes necessary in a specific situation or adapting to the specific needs resulting from the disability of a given person, reported to the university. Rational improvements may consist in adapting a room (removing architectural barriers), proper equipment (e.g. voice-controlled office equipment — amenities for the blind, enabling the use of alternative forms of communication — employing a sign language interpreter), as well as determining working time, task division or educational or integration offer depending on the type of disability and reported needs.
- 10) Inclusive education** - a manner of organizing education taking into account the diversity of students/doctoral students resulting from disability.
- 11) PUM/University** - Pomeranian Medical University in Szczecin.

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Purpose of the document and determining the direction of the accessibility and support policy of PUM

1. The purpose of this document is to promote, protect, and ensure fully and equally exercising all human rights as well as basic freedoms by all persons with disabilities and promoting respect for their inherent dignity, in particular in the area related to education or employment at PUM.
2. PUM undertakes to actively undertake activities in this area aimed at:
 - 1) creating conditions for persons with disabilities to fully participate in the process of education and scientific research and to work at the University,
 - 2) equalizing opportunities for people with disabilities in access to education and work,
 - 3) combating stereotypes, prejudices, and harmful practices against persons with disabilities,
 - 4) raising awareness in the academic community on matters concerning persons with disabilities, as well as activities in favour of strengthening respect for the rights and dignity of persons with disabilities,
 - 5) eliminating or mitigating barriers hindering full and effective participation in the life of the university in terms of equality with other persons by providing support in the following areas of accessibility:
 - a) organizational structure,
 - b) architecture.
 - c) supporting technologies,
 - d) procedures,
 - e) educational support,

- f) training improving awareness concerning disability.
- 6) implementing inclusive education,
- 7) constant striving to improve the level of accessibility and developing the scope of support offered by PUM,
- 8) informing about the adopted solutions in an easily accessible manner for persons with disabilities.

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Procedures for granting support

1. The support granted by the PUM can be tangible and intangible, i.e. organizational, procedural, and training solutions.
2. Every person with disabilities can submit a request to the Office for Persons with Disabilities to carry out a rational improvement — adapted to their individual situation.
3. The request referred to in section 2, is subject to consideration on the terms set out in the separate regulations.
4. Support for persons with disabilities in all areas of accessibility is provided in terms of funds available in the material and financial plan of the PUM for a given year or through the use of financial funds available in dedicated projects.
5. In the event that a reasonable improvement is related to financial expenses that were not provided for in the PUM financial and legal plan, the Office for Persons with Disabilities submits an application to the Office for Controlling and Settlement of Didactics in order to reduce the expenditure in the material and financial plan of the university.
6. Support that does not require financial expenditure, i.e. organizational and procedural changes as well as education, is implemented as soon as possible.

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Recipients of support

1. The recipients of support in six areas of accessibility are the following groups of persons with disabilities:
 - 1) students and participants of postgraduate studies or courses,
 - 2) doctoral students,
 - 3) employees,
 - 4) candidates for students and doctoral students,
 - 5) candidates for employees,
 - 6) the academic community, retired employees, and guests of the University.
2. Support may also be provided to people with special needs who do not have formal certificates, but are chronically ill, with sudden injuries, dyslexia, and suffering mental crises. The scope of support will be implemented in relation to the available resources and after the assessment of the individual situation of an applicant by the Office for Persons with Disabilities

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Types of support in areas of accessibility

PUM will provide support in the following areas:

- 1) availability of organizational structure through:
 - a) ensuring the functioning of:
 - a Plenipotentiary for Persons with Disabilities,
 - Office for Persons with Disabilities,
 - Accessibility Team,whose scope of tasks is determined by different ordinances.
 - b) ensuring access to information in forms suitable for persons with disabilities,
 - c) ensuring contact with the Plenipotentiary for Persons with Disabilities and the Office for Persons with Disabilities,
 - d) collecting and storing information on the number of students, doctoral students, and employees with disabilities,
 - e) conducting an analysis of the needs of students, doctoral students, and employees with disabilities,
 - f) preparing information on the available forms of support in a manner full, legible, and accessible for persons with disabilities,
 - g) running a rental of equipment facilitating the functioning, work, and learning of persons with disabilities,
 - h) engaging representatives of the entire academic community or external specialists in order to specify the needs and rational improvements for persons with disabilities,
 - i) guaranteeing access for persons with disabilities to activities in student, doctoral and employee organizations, university commissions and science clubs on an equal basis as other persons,
 - j) enabling the possibility of creating associations and organizations bringing together persons with disabilities and representing the interests of these persons,
 - k) ensuring the possibility of taking advantage of the University's premises in order to conduct meetings,
 - l) enabling undertaking actions aimed at formulating and popularizing the legal aspects of supporting persons with disabilities and legislative actions,
 - m) providing support for the process of professional activation by disseminating job offers, providing support in obtaining internship or employment,
 - n) organizing transport or establishing cooperation with specialized service recipients in this area to the extent of the University's capabilities,
 - o) organizing various forms of assistance and mediation from other people (including: teachers and professional sign language interpreters) and full acceptance of the possibility of taking advantage of the support of assistants and guides with disabilities, including animals;
- 2) accessibility of architecture through:

- a) architectural adaptation ensuring accessibility of buildings used by persons with disabilities, including the seat of the Plenipotentiary for Persons with Disabilities and the seat of the Office for Persons with Disabilities,
 - b) architectural adaptations ensuring the accessibility to scientific and didactic rooms as well as sports and recreation rooms with social facilities,
 - c) equipping buildings with solutions and equipment facilitating communication and mobility and marking places in a manner legible for persons with disabilities (in a visual, tactile or voice manner),
 - d) equipping buildings with solutions and equipment increasing safety of persons with disabilities in the event of threats and the need for evacuation,
 - e) adapting buildings and rooms in student dormitories design standards to universal for persons with disabilities,
 - f) ensuring, to the extent possible, the possibility of entry and parking in all areas belonging to the university,
 - g) preparing a workstation facilitating the functioning of an employee with disabilities (ensuring the free performance of work activities in a comfortable position, by placing the subject of work in an optimal range of limbs; enabling the adjustment of some dimensions of the workstation to the dimensions of the user's body, ensuring good visibility and audibility in the field of work, as well as good visibility and audibility of signalling devices);
- 3) availability of supporting technologies through:
- a) using new offered and successively appearing solutions to facilitate the functioning of persons with disabilities,
 - b) equipping rooms with such technical solutions that allow for using other multimedia resources (adapted equipment),
 - c) ensuring, to the possible extent, the possibility of adapting the language, form, and font as well as the content of messages, documents, letters, signs, websites (WCAG standard) or providing tools for the possibility of adapting to an alternative form consistent with the needs of persons with disabilities (enabling reception with the sense of sight, hearing, or touch),
 - d) improving communication with students through the use of IT systems and mobile applications (posting didactic materials, handling correspondence, exam results, payments),
- 4) accessibility of procedures through:
- a) guaranteeing the implementation of forms of support in the form of applicable procedures or regulations,
 - b) providing psychological support and preventive measures,
 - c) ensuring that security procedures are adapted to the requirements necessary for persons with disabilities and their implementation in the event of evacuation during an emergency,
 - d) adjusting the organization of the University's work and creating the possibility of taking advantage of remote work,
 - e) guaranteeing the participation of the Accessibility Team in the process of creating regulations regarding the rights of persons with disabilities,
- 5) availability of educational support through:

- a) adapting the organisation of classes (individual class schedule, changing groups),
 - b) adapting didactic materials (consent to record classes),
 - c) modifying conditions for taking classes by changing or adapting:
 - forms of participation in classes,
 - forms of recording didactic materials,
 - the manner of obtaining credit and exams (extension of time, additional didactic aids, alternative form of recording, change of form, participation of a third person, change of place),
 - d) introducing an educational assistant service for students and candidates during the recruitment process,
 - e) equipping the library with proper publications and teaching aids,
 - f) equipping the reading room with computer stations adapted for people with disabilities,
 - g) ensuring the assistance of academic teachers in the form of additional duties and consultations, as well as ensuring the care of teachers prepared to work with persons with disabilities over such students,
 - h) concluding contracts and agreements with institutions in which students with disabilities can take part in internships,
 - i) enabling participation in international exchange programmes,
 - j) ensuring proper conditions for the education and development of people with disabilities in places adapted for persons with disabilities — adapting the class schedule to adapted rooms (auditoriums, theoretical and practical classes, laboratories, workshops, language rooms, computer labs, sports and recreation rooms with social facilities),
 - k) conducting physical education classes in an alternative form so that a student with disabilities can participate in them,
 - l) conducting foreign language classes in a form adapted for students with other disabilities (mainly hearing and vision and communication problems),
 - m) preparing and maintaining specialized learning stations for persons with disabilities (software, peripheral devices) in the library or computer rooms,
 - n) guaranteeing a high level of education for persons with disabilities in accordance with academic standards,
 - o) conducting a dialogue with persons with disabilities in order to adjust the educational support — conducting a more continuous update of the offer.
- 6) the availability of training increasing the awareness of disabilities through:
- a) improving the competences of the University's staff by ensuring the possibility of participating in training concerning issues related to disability as well as support and accessibility for persons with disabilities in six areas: organizational structure, architecture, supporting technologies, procedures, educational support, and training,
 - b) developing and implementing training for newly hired employees as well as newly admitted students and doctoral students in the field of support and the level of accessibility for persons with disabilities.

§8

Support at the recruitment stage for persons with disabilities

PUM will ensure the adaptation of recruitment processes and procedures for persons with disabilities who are candidates for studies, postgraduate studies, doctoral school, or candidates for employees in the following manner:

- 1) for candidates for studies/doctoral school by:
 - a) creating the possibility for candidates to choose any field of study in accordance with their interests, by eliminating any restrictions in the choice of studies resulting from a candidate's health - the decision on the possibility of taking studies in a given field depends on the decision of the occupational medicine doctor,
 - b) adapting the form and content of recruitment announcements, messages, brochures and catalogues with information concerning the support and solutions adapted to persons with disabilities,
 - c) providing the candidate, in a situation where the recruitment procedure provides for an exam or interview, with the possibility of applying for adapting the form of the exam to their needs resulting from disability, while the adapted form does not mean exemption from the exam — it is only aimed at equalizing the chances of the candidate with disabilities,
 - d) ensuring that the candidate intending to apply for admission to studies/doctoral school can take advantage of advice and consultation at the Office for Persons with Disabilities, as well as the assistance of an assistant/employee of the Office for Persons with Disabilities during recruitment:
- 2) for candidates for employees by:
 - a) creating opportunities for candidates to work in all organizational structures of the university,
 - b) adapting the form and content of recruitment announcements and messages, and including, in the content of announcements, information addressed to employees with disabilities in terms of accessibility and working conditions,
 - c) providing a candidate with the opportunity to conduct an interview in a form adapted to the needs resulting from the candidate's disability,
 - d) providing the candidate intending to apply for a job with the possibility of taking advantage of advice and consultations at the Office for Persons with Disabilities, as well as the assistance of an employee of the Office for Persons with Disabilities during recruitment.

§9

Information and promotional activities in the field of accessibility policy

PUM undertakes information and promotional activities aimed at building awareness of the academic community, combating stereotypes, prejudices, and harmful practices towards persons with disabilities and promoting knowledge concerning the abilities and contribution of persons with disabilities by:

- 1) initiating and conducting information campaigns, programs increasing awareness in matters concerning persons and rights of persons with disabilities,
- 2) developing the sensitivity towards the rights of persons with disabilities,
- 3) supporting a positive perception and a greater social awareness concerning persons with disabilities,
- 4) supporting the recognition of skills, merits, and abilities of persons with disabilities and their contribution in the place of study and work and on the labour market,
- 5) promoting and developing an attitude of respect for the rights of persons with disabilities, in all academic aspects,
- 6) emphasizing an attitude of complete openness of the PUM as well as support in the area of conducting the University's accessibility policy for persons with disabilities, especially during the recruitment process for studies and work,
- 7) using, for the above-mentioned purposes, all social media and mass media centres available to the university.

§ 10

Constant monitoring of needs in terms of accessibility and increasing the level of accessibility

1. The Accessibility Team prepares and coordinates the implementation of an action plan to improve accessibility for people with special needs.
2. The Accessibility Team conducts ongoing and continuous monitoring of the level of accessibility of the university, as well as the needs of currently educated and working persons with disabilities.
3. The Accessibility Team, on its own initiative, undertakes activities aimed at introducing solutions, facilitations, and adaptations aimed at raising the level of PUM accessibility.
4. In order to verify the condition of accessibility in relation to possible solutions and to design future solutions, the University may take advantage of services offered by external experts.
5. The Accessibility Team cooperates with other universities in Poland and abroad as well as institutions in order to exchange knowledge and experience in the field of working to improve university accessibility.

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Responsibility for implementing the accessibility policy

1. Implementing the policy of accessibility and support for persons with disabilities is supervised by the Accessibility Team.
2. The Office for Persons with Disabilities is responsible for updating the accessibility and support policy for persons with disabilities.
3. The Office for Persons with Disabilities, in cooperation with the Plenipotentiary for Persons with Disabilities, presents information on the current state of PUM accessibility and possible types of support in a manner clear and accessible for persons with disabilities.
4. The Office for Persons with Disabilities in cooperation with the Plenipotentiary for Persons with Disabilities provides information in a manner consistent with the Act of 4 April 2019 on the digital accessibility of websites and mobile apps of public entities concerning the current status of PUM accessibility in the form of the so-called accessibility declaration.

5. The accessibility declaration is posted on the university's website and in functioning mobile apps.
6. Any person with disabilities who encounters difficulties in solving problems resulting from a situation related to disability, may address the Rector of the PUM in Szczecin for accelerating the conducted activities.



*prof dr hab. Bogusław Machaliński Rector
of PUM*