

Regulations of the University Support Centre for Persons with Disabilities at Jan Kochanowski University of Kielce

General provisions

§ 1

The Regulations of the University Support Centre for Persons with Disabilities at Jan Kochanowski University of Kielce, hereinafter referred to as the Regulations, define the structure and rules of management of the Support Centre in matters not regulated by the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), the Statute of Jan Kochanowski University of Kielce and the Organisational Regulations of Jan Kochanowski University of Kielce.

§ 2

Whenever these Regulations refer to:

- 1) University – this shall be understood as the Jan Kochanowski University of Kielce;
- 2) Act – this shall be understood as the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended);
- 3) Statute – this shall be understood as the Statute of Jan Kochanowski University of Kielce;
- 4) Organisational Regulations – this shall be understood as the Organisational Regulations of Jan Kochanowski University of Kielce;
- 5) Support Centre – this shall be understood as the University Support Centre for Persons with Disabilities of Jan Kochanowski University of Kielce;
- 6) Rector – this shall be understood as the Rector of the University;
- 7) Senate – this shall be understood as the Senate of the University;
- 8) Act on Ensuring Accessibility – this shall be understood as the Act of 19 July 2019 on ensuring accessibility for persons with special needs (Journal of Laws of 2024, item 1411, as amended);
- 9) Act on Digital Accessibility – this shall be understood as the Act of 4 April 2019 on the digital accessibility of websites and mobile applications of public entities (Journal of Laws of 2023, item 1440, as amended).

Name and place in the University's organisational structure

§ 3

1. The Support Centre is the university-wide organisational unit within the meaning of § 63(1) of the Statute.
2. The Support Centre reports to the Vice-Rector for Education.

Objectives of the Support Centre

§ 4

1. The main objective of the Support Centre is to conduct and coordinate various forms of activities in the field of supporting people with special needs, including those with disabilities studying at the University, as well as to take measures aimed at ensuring architectural, digital and information communication accessibility for persons with special needs, including persons with disabilities, pursuant to the Act on Ensuring Accessibility and the Act on Digital Accessibility.
2. The Support Centre cooperates with academic teachers in the preparation and delivery of teaching activities, taking into account the needs of students with various types of disabilities, as well as persons with specific learning difficulties.
3. The Support Centre advises the University's organisational units, including the authorities of faculties, branches, institutes and departments, on ensuring architectural, digital, information and communication accessibility.
4. The task of the Support Centre is to enable persons with special needs, including those with disabilities studying at the University and student candidates, to have equal access to the University's educational offer, regardless of the type and degree of disability, as well as to counteract all manifestations of overt or covert discrimination.
5. The Support Centre takes measures to ensure the accessibility of academic spaces by diagnosing the difficulties of students resulting from their disabilities or special needs and consulting on the introduction of adjustments so that they are an effective means of individualised support in the process of learning, social participation and scientific research.

§ 5

The tasks of the Support Centre include the following:

- 1) consulting and issuing opinions on individual adjustments and reasonable improvements in studying necessary for the implementation of teaching standards by persons with special needs, including those with disabilities;
- 2) adapting teaching materials to the special requirements of students with special needs, including disabilities;
- 3) organising assistance and specialist support services for people with special needs, including disabilities, in their studies;
- 4) advising organisational units of the University and supporting academic teachers in preparing and conducting teaching activities, taking into account adjustments for persons with special needs, including disabilities and persons with specific learning difficulties;
- 5) supporting persons with chronic illnesses or temporary inability to fully participate in classes due to sudden illness or unforeseen circumstances;
- 6) providing support to persons without a disability certificate, including persons with specific learning difficulties or those undergoing diagnosis;
- 7) organising/co-organising training courses, workshops and conferences for University staff on ensuring accessibility and equal opportunities in studying for people with

- special needs, including those with disabilities;
- 8) implementing measures for the social inclusion and professional activation of people with special needs, including those with disabilities;
 - 9) consulting and monitoring solutions in the field of ensuring architectural, digital, information and communication accessibility of the University for persons with special needs, including persons with disabilities;
 - 10) consulting and monitoring solutions resulting from the University's obligations related to the employment, of persons with disabilities;
 - 11) lending University assets to students with special needs, including those with disabilities.

Management of the Support Centre

§6

1. The Support Centre is headed by a manager appointed by the Rector.
2. The manager of the Support Centre is appointed following a competition and consultation with the Senate. The composition of the competition committee is determined by the Rector.
3. The tasks of the manager of the Support Centre include the following activities:
 - 1) supervising the preparation of the Support Centre's action plans;
 - 2) supervising the implementation of current tasks;
 - 3) making decisions within the scope of his/her competences in administrative and personnel matters;
 - 4) giving opinions on applications from persons with special needs, including disabilities, concerning adjustments to be made in their studies;
 - 5) maintaining constant contact with the Vice-Rector for Education, maintaining constant contact with the authorities of the University's organisational units - monitoring and consulting on solutions in the field of accessibility of education for persons with special needs, including disabilities;
 - 6) cooperating with the relevant units in the implementation of the University's procedures for ensuring accessibility of education, support in the learning process, social participation, scientific development and the granting of benefits;
 - 7) cooperating with the State Fund for Rehabilitation of Disabled People (PFRON) and other entities outside the University in creating conditions for persons with special needs, including disabilities, to study and/or conduct scientific activities;
 - 8) cooperating with the University authorities and relevant organisational units in the implementation of tasks related to ensuring the architectural, digital, information and communication accessibility of the University.
4. In the absence of the manager, the Support Centre is headed by an employee of the Support Centre authorised by the Rector.

Duties of Support Centre Employees

§ 7.

1. The tasks of Support Centre employees include the following activities:
 - 1) providing information on support and assistance available to persons with special needs, including persons with disabilities, in solving reported problems, including information on benefits available from the University and external sources;
 - 2) collecting and analysing the needs reported by persons with special needs, including disabilities, employees of University faculties/branches and other organisational units in the field of equal opportunities in studying for persons with special needs, including disabilities;
 - 3) keeping records, correspondence and cooperating with institutions supporting persons with special needs, including disabilities;
 - 4) cooperating with Dean's Offices and student self-government bodies in supporting persons with special needs, including disabilities;
 - 5) maintaining, to the extent necessary, databases on the needs of persons with special needs, including disabilities;
 - 6) co-organising alternative physical education classes for persons with disabilities;
 - 7) maintaining and documenting scholarships for persons with disabilities;
 - 8) activities resulting from participation in projects for persons with special needs, including disabilities;
 - 9) maintaining and updating the Support Centre's website according to the requirements of the Act on Digital Accessibility;
 - 10) adapting teaching materials to a form accessible to persons with special needs, including disabilities;
 - 11) promoting solutions within the framework of support technologies;
 - 12) planning and co-organising training courses, seminars and workshops for students and staff on equal opportunities in studying and ensuring accessibility for people with special needs, including disabilities;
 - 13) cooperating with other centres in the use of shared digital resources for persons with special needs, including disabilities;
 - 14) maintaining working contacts in the context of learning about good practices with units performing similar tasks at other universities;
 - 15) carrying out all activities related to individual support within the Support Centre according to the provisions of the GDPR.

Finances of the Support Centre

§ 8

1. The source of financing for the activities of the Support Centre is the support fund for persons with disabilities referred to in Article 409(1)(2) of the Act, the resources of which are allocated to the tasks referred to in Article 365(6) of the Act.

2. The financial management of the Support Centre is based on a material and financial plan that is part of the University's material and financial plan.
3. The manager administers the Support Centre's assets and draws up a material and financial plan within the allocated funds and is responsible for its implementation, based on the applicable provisions of law, in particular the provisions of the Act on Public Finance. The manager submits an annual report on these activities to the Vice-Rector for Education.
4. The Vice-Rector for Education is the administrator of the funds for the support of persons with disabilities.

Final provisions

§ 9

1. Amendments to these Regulations shall be made in accordance with the procedure provided for their adoption.
2. The Manager of the Support Centre may initiate amendments to these Regulations.