

Detailed rules for adjusting the organization and proper implementation of the teaching process and conducting scientific research for people with special educational needs, including adaptation of the conditions of education at the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (IEDS) to the type of difficulties

§ 1

1. The terms used in this Annex shall mean:
 - 1) SSC – Student Service Centre of the University of Silesia in Katowice;
 - 2) IAS – individual adaptation of studies;
 - 3) Coordinator – the coordinator for accessibility appointed at the Doctoral School.
2. The coordinator referred to in sub-s. 1 para 3 shall be appointed by the Dean of the IEDS.

§ 2

The adaptation process will be carried out on the basis of the following principles:

- 1) Individualization - forms of adaptation are selected individually for each person;
- 2) Subjectivity - taking into account the independence of the doctoral student;
- 3) Developing the potential of a person - forms of adaptation as compensation;
- 4) Rationality of adaptation - adaptation rationally, economically, and effectively levelling the chances;
- 5) Maintaining the academic standard – adaptation of the organization of education must take into account the maintenance of the subject-related standard;
- 6) The adaptation closest to the standard way of conducting classes – it is not a privilege, but the same opportunities for everyone are created;
- 7) Equal rights and obligations - ensuring equal rights in access to education, but also through the implemented adaptation and establishing the same requirements.

§ 3

1. Doctoral students with special educational needs conditioned by health state may apply for the adaptation of the method of organization and proper implementation of the teaching process, including the conditions of education at the IEDS to the type of difficulties and may apply for support in the implementation of scientific research, i.e. for the IAS.
2. Each situation of a person applying for the IAS is considered individually in accordance

with the idea of equal opportunities and rational adaptation to the needs resulting from disability.

3. The aim of the IAS is to equalize the chances of doctoral students with special educational needs in terms of full access to the offer of the University of Silesia in Katowice characterized by a variety of research and education programmes.
4. All solutions related to the IAS are aimed at levelling the chances while considering the current capabilities of the doctoral student and must not result in a reduction of subject-related requirements.
5. The IAS concerns the course of education, the form of examinations and the environment in which classes take place, as well as the conditions for conducting scientific research.
6. SSC is the coordinating body for the organization of the IAS.

§ 4

1. In response to the doctoral student's request for the IAS, it is possible to propose the forms of support in terms of:
 - 1) teaching classes, consisting particularly in:
 - a) the inclusion of third parties (e.g. assistant of a doctoral student with a disability – teaching, typhlo-teaching, deaf teaching and transport assistant, sign language interpreter),
 - b) the use of additional compensating devices (e.g. computer, braille ruler, FM system),
 - c) the possibility of recording all types of lectures and classes (e.g. using a voice recorder, video camera) by the doctoral student,
 - d) the use of teaching means enabling the reception of information through various channels depending on the needs reported by doctoral students (e.g. multimedia presentations, charts, maps, illustrations, photos, recordings),
 - e) the possibility of receiving teaching materials from the lecturer in an accessible form (e.g. electronic form, enlarged font),
 - f) providing the doctoral student with materials for classes in advance before their commencement (e.g. outline in the electronic or paper form, main theses, bibliography, multimedia presentation),
 - g) changing the places where classes are conducted with architecturally accessible ones,
 - h) the possibility of modifying the timetable and/or changing a group,
 - i) increasing the limit of absences with the possibility of catching up on the terms agreed with the persons conducting classes,
 - j) extending the time for preparing final papers, especially extensive written works, as well as dividing them into smaller parts if necessary,
 - k) replacing papers and presentations as well as verbal activity during classes with a written form of credit (e.g. test, essay),

- l) the possibility of crediting the material on an individual basis when the health situation prevents the doctoral student from regular participation in classes,
 - m) modification of the schedule of classes minimizing absences related to the planned treatment,
 - n) the possibility of organizing individual consultations if the disability particularly prevents the doctoral student from participating in classes in the standard mode;
- 2) credits and examinations, consisting particularly in:
- a) extending their duration,
 - b) the participation of a sign language interpreter,
 - c) allowing doctoral students to take written exams using a computer with specialized software,
 - d) receiving examination papers in an enlarged font,
 - e) the possibility of receiving questions in writing during oral examinations,
 - f) changing the form of credit/ exam from oral to written or from written to oral,
 - g) allowing short breaks when writing exams,
 - h) spreading the examination session over time,
 - i) allowing the exam to be taken in parts in the case of examinations including extensive material,
 - j) changing the place and time of taking exams in connection with the health of the doctoral student,
 - k) extending the deadline for crediting the semester, while maintaining the obligation to participate in the classes of the next semester from their beginning;
- 3) educational materials, consisting particularly in:
- a) the use of the electronic form,
 - b) enlarging the font,
 - c) Braille conversion.
- 4) transport from home to and from the place where classes are conducted and between the places where classes are held.
- 5) adaptation of the conditions for conducting scientific research in accordance with best practices in terms of accessibility in response to the special needs of the doctoral student.
2. The doctoral student may apply for other forms of adaptation of the education process and conducting scientific research not included above, but conditioned by the specificity of the doctoral student's special educational needs.

§ 5

1. The IAS is given at the written request of the doctoral student. The IAS application can be submitted to the SSC on an ongoing basis throughout the academic year.
2. The doctoral student applying for the IAS submits the following documents to the SSC:

- 1) application for the IAS addressed to the Dean of the IEDS;
 - 2) an information sheet, depending on the difficulties, which was developed by the SSC;
 - 3) a current disability certificate or other equivalent document and a certificate from a SSC psychologist in the case of applicants for the IAS for reasons other than somatic dysfunction who do not have an appropriate medical certificate or indication;
 - 4) a clear declaration of consent to the processing of special categories of data concerning the state of health referred to in para 3 of this sub-s. (Article 9(2)(a) of the GDPR);
 - 5) other documents indicated by the head of the SSC.
3. The SSC with the coordinator
- 1) shall recognise the individual needs of the doctoral student applying for the IAS based on the documents provided and an interview with the doctoral student;
 - 2) shall give an opinion on the application for the IAS addressed to the Dean of the IEDS;
 - 3) shall collect appropriate documentation confirming the specific difficulties of the person applying for the IAS which contains health data as defined in Article 4 para 15 of the GDPR and is subject to special protection due to the processing of special categories of personal data known as sensitive data;
 - 4) may consult academics to propose to the person applying for the IAS the most adequate solutions to their state of health, which consider the specificity of the IEDS as well as the ones adapted to the organizational capabilities of the University of Silesia in Katowice.
4. The SSC with the coordinator shall give an opinion on the doctoral student's application for the IAS and the opinion should include the following:
- 1) special needs and capabilities of the doctoral student related to the state of health;
 - 2) the specificity of the subject-related requirements of the IEDS;
 - 3) justified and rational needs of the doctoral student related to the proper implementation of the teaching process;
 - 4) the relationship between health difficulties and difficulties in fulfilling the obligations related to the implementation of the IEDS curriculum on generally accepted principles.
5. The SSC shall immediately submit the application with the opinion to the Dean of the IEDS.
6. The Dean of the IEDS shall decide on the IAS considering the recommendations suggested by the SSC and the coordinator related to the implementation of the forms of support.
7. The IAS is given to doctoral students for the period of validity of the document confirming the entitlement to the IAS (certificate on the degree of disability or other equivalent document, certificate of an SSC psychologist).

8. The doctoral student is entitled to appeal against the decision of the Dean of the IEDS to the Rector of the University of Silesia in Katowice within 14 days from the date of receipt of the decision.
9. When disability and other difficulties resulting from the state of health are not permanent, the doctoral student using the IAS is obliged to update the relevant documentation on an ongoing basis.
10. The doctoral student is obliged to provide the coordinator with a list of academics conducting classes and carrying out verifications of learning outcomes with a list of classes conducted in a given academic year or the supervisor's opinion on the scope of adaptation of scientific research within 7 days from the decision issued by the Dean of the IEDS and concerning the consent to the IAS.
11. Based on the written statement of the doctoral student concerning the consent (according to the pattern provided by the Rector), the coordinator provides information on the proposed forms of support resulting from the consent to the IAS to all academics conducting teaching classes and verification of learning outcomes in accordance with the list provided by the doctoral student and the supervisor on the scope of adaptation of conducted scientific research.
12. The doctoral student who will not provide a statement of consent within 7 days from the consent of the Dean of the IEDS to the IAS is obliged to independently provide information on the proposed forms of support to all persons conducting classes and exams resulting from the decision of the Dean of the IEDS on the IAS.
13. After the coordinator has sent recommendations regarding the IAS to the relevant lecturers, the doctoral student agrees with them on the detailed manner of implementation of the provided forms of support within 14 days from obtaining information on giving the IAS by the coordinator.
14. In the case of using sound or sound and image recording devices, the doctoral student is obliged to sign in advance the declaration prepared by the SSC on the protection of copyright and the use of recorded and transmitted materials only for private use.

§ 6

1. All persons who participate in the procedure for giving the IAS are obliged to protect personal data, particularly related to the disability or health of doctoral students applying for the IAS in accordance with § 7 and not to disclose them to unauthorized persons.
2. Detailed documentation submitted by doctoral students applying for the IAS is stored at the SSC. When the case is closed, the documents are transferred to the IEDS office to the personal file folder of the doctoral student.
3. Documents submitted by doctoral students, and particularly the opinions on mental health may be reported to the Dean of the IEDS by SSC employees or the coordinator for accessibility if justified.

§ 7

Information on the state of health of the doctoral student is subject to special protection in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, hereinafter referred to as the GDPR and the Information Security Policy at the University of Silesia in Katowice introduced by Regulation 153 of the Rector of the University of Silesia in Katowice of October 15, 2018, as amended.