

ORDINANCE No. 8/2024

of the Rector of Akademia Wychowania Fizycznego im. Bronisława Czecha in Krakow dated 25 March 2024 on the implementation of the Rules of awarding support and managing funds from the institutional subsidy for tasks relating to ensuring conditions for disabled people to participate fully in the admission process at the University, at Szkoła Doktorska Nauk o Kulturze Fizycznej [the Doctoral School for Physical Culture Sciences], education at the University and at the Doctoral School or conducting research work, effective at Akademia Wychowania Fizycznego im. Bronisława Czecha in Krakow [University of Physical Education in Krakow]

Pursuant to Article 23 (1) and Article 365(6) of the *Higher Education and Science Law* Act of 20 July 2018 (consolidated text in Journal of Laws of 2023, item 742 as amended), I hereby order as follows:

§ 1

I hereby implement the “*Rules of awarding support and managing funds from the institutional subsidy for tasks relating to ensuring conditions for disabled people to participate fully in the admission process at the University, at Szkoła Doktorska Nauk o Kulturze Fizycznej [the Doctoral School for Physical Culture Sciences], education at the University and at the Doctoral School or conducting research work, effective at Akademia Wychowania Fizycznego im. Bronisława Czecha in Krakow [University of Physical Education in Krakow]*”, which are enclosed herewith as Enclosure No. 1.

§ 2

This Ordinance shall enter into force as of the announcement date.

RECTOR

(-) Andrzej KLIMEK, Prof., Dr Hab.

RULES

of awarding support and managing funds from the institutional subsidy for tasks relating to ensuring conditions for disabled people to participate fully in the admission process at the University, at Szkoła Doktorska Nauk o Kulturze Fizycznej [the Doctoral School for Physical Culture Sciences], education at the University and at the Doctoral School or conducting research work, effective at Akademia Wychowania Fizycznego im. Bronisława Czecha in Krakow [University of Physical Education in Krakow]

§ 1

The terms used herein shall have the following meaning:

1. University – Akademia Wychowania Fizycznego im. Bronisława Czecha w Krakowie [University of Physical Education in Krakow].
2. Institutional subsidy – a subsidy from the State Budget for the implementation of tasks relating to ensuring conditions for disabled people to participate fully in the admission process at universities, at doctoral schools, in the education at universities and doctoral schools and for conducting research work, which is awarded pursuant to Article 371 (2) of the *Higher Education and Science Law Act* (consolidated text in Journal of Laws of 2023, item 742 as amended).
3. Representative – the Rector’s Representative for Disabled People.
4. Person with disability – a person with the status of a student or doctoral student (at doctoral studies or doctoral school) at the University; an employee who conducts research work at the University in a research- or research and educational capacity, who holds an up-to-date certificate of disability degree or equivalent documents.
5. Candidate – a person with disability who participates in the recruitment process at the university, at the doctoral school who needs support to create equal educational opportunities.
6. Commission – the Commission for Awarding Support to Disabled People; its meetings shall be convened by the Representative.
7. Assistant – a person supporting the person with disability in any activities relating to the education process or research work, and also in his/her functioning at the University insofar as required to participate in the education process.
8. Support – any assistance provided in the cashless form, to create conditions that enable people with disabilities to participate fully in the admission process at the university, at the doctoral school and in the education of students, doctoral students and in the conduct of research work by the University employees who are

employed in a research- and research and educational capacity.

§ 2

1. Support as part of institutional subsidy shall be provided to people with disabilities, as referred to in § 1 (4) and (5).
2. The following activities in particular may be funded from the institutional subsidy:
 - 1) With respect to adjusting the infrastructure of the University/dormitories to the needs of people with disabilities (eliminating architectural barriers, where the amount does not exceed **PLN 10,000 gross**):
 - a) renovating existing infrastructure for people with disabilities,
 - b) the costs of use and maintenance of equipment for people with disabilities (lifts/elevators/machines/etc.),
 - c) ensuring parking spaces,
 - d) adapting places and passageways (marking footpaths), places and sanitary facilities at the University and in dormitories to make them accessible for people with disabilities,
 - e) adapting premises/classrooms to the needs of people with disabilities; equipping them with specialist equipment to compensate for the disability,
 - f) the costs of audit and verification of the University's accessibility to people with disabilities, including the costs of audits of information availability and accessibility (including in particular but not limited to: online service platforms, computer- and mobile applications), communication with people with disabilities, the teaching- and research process,
 - g) the costs of consultations/specialist training courses concerning accessibility (architectural accessibility, availability/accessibility of information, etc.) for the university staff, including persons responsible for investment projects and renovation works, buildings' maintenance, creating online service platforms, (computer and mobile) applications.
 - 2) in the process of admission, in particular:
 - a) a diagnosis of the needs and capabilities of people with disabilities, in order to provide them with conditions that will enable them to participate fully in the education process and in the conduct of research work,
 - b) adapting the places, the time schedule and forms of educational classes, including individual classes in the education process and in the conduct of research work,
 - c) the costs of recruitment of students/doctoral students with disabilities: adapting information- and recruitment materials and teaching aids (including online service platforms) to the candidates' needs, with the reservation that the information materials shall not contain any content promoting the Academy – they shall only aim at transmitting information on the conditions of recruitment and of studying,

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- d) ensuring full participation of people with disabilities in the process of verifying knowledge (exams, credits, etc.) by ensuring adequate conditions, procedure and teaching means,
 - e) providing and adjusting the relevant teaching/learning materials, including: transferring [content] to the text version or a large-print version; preparing notes in the electronic form or in Braille alphabet, as well as graphic documents with a text layer and with alternative descriptions of graphic objects – text documents, large print, Braille print, embossed graphics (tactile graphics), 3D prints, using interactive whiteboards, sign language interpreting; services of sign language interpreters and sign language courses for students/doctors and employees conducting research work, cued speech courses, alternative transcription courses, remote interpreting services, such as video-interpreter services; lip speaking services, etc.),
 - f) providing notes in an accessible form, including the services of an assistant and the remote note-taking services (preparing notes in the electronic form or in a larger hand-written form, Braille notes, etc.),
 - g) providing specialist- and scientific literature for people with disabilities, including the purchase of books for the library, transferring content to a form that is accessible to people with disabilities (text versions, graphic versions with a digital layer and alternative descriptions, large print, Braille print, audio recordings, etc.),
 - h) providing work stations with multimedia service (a Xerox copier, a scanner, OCR software, also for the Representative),
 - i) purchase of electronic books, audiobooks, Braille books for the University's Library,
 - j) the costs of lease/rental of specialist aids/devices that facilitate accessibility for people with disabilities,
 - k) the costs of arranging for foreign language classes in the form of group classes or one-on-one classes, including classes on Polish as a foreign language for deaf- and hard of hearing people,
 - l) the costs of additional consultations and compensatory classes, including one-on-one classes,
 - m) the costs of office- and administration units relating to the service of people with disabilities,
 - n) providing specialist training courses for the University staff to support full participation of people with disabilities in the recruitment, education and conduct of research work,
 - o) specialist training courses that support the educational process of people with disabilities, that enable students/doctors and people

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- conducting research work to have the right spatial orientation on the University's premises and learn how to use assistive technologies, enhance knowledge and gain social competences,
- p) the costs of technology solutions and the costs of specialist advice/courses to support adaptation of people with disabilities in the academia,
 - q) providing specialist consultations (e.g. psychological-, psychiatric-, legal-, vocational- and speech therapist consultations) to people with disabilities in order to support their education process and the conduct of research work, and to assistants in areas relating to their responsibilities arising from their role as an assistant to a person with disability,
 - r) the purchase of equipment and specialist devices to support the educational process, such as specialist software, projectors to display the lecture content, up to **PLN 10,000 gross**,
 - s) financing the University's own contribution when applying for subsidy as part of the "PFRON ABSOLWENT" programme or in other programmes/courses, unless the legislation or the rules of the project/programme/undertaking exclude financing/ co-financing from "subsidy for the benefit of people with disabilities",
 - t) providing the right conditions/adapting condition to conduct physical education classes for people with disabilities, providing specialist equipment (platforms, high-performance wheelchairs, etc.) up to **PLN 10,000 gross**,
 - u) supporting university sections that organise and prepare people with disabilities for taking part in camps, courses, olympics, and paralympics,
 - v) providing alternative forms of physical education classes to people with disabilities,
 - w) the costs associated with the conduct of specialist classes.
- 3) As regards transport, accommodation and participation in events, notably:
- a) financing the costs of transporting people with disabilities between the university facilities as well as to/from the University, and between the University and place of residence,
 - b) providing support in covering excessive costs of taking part in domestic- and international training courses/conferences, sport classes, research and sports camps/olympics/paralympics, etc.,
 - c) financing of accommodation costs when necessary to implement a specialist project or when necessary due to special needs of the person with disability,
 - d) the costs relating to the preparation of specialist/alternative conditions/devices and materials allowing people with disabilities to take an active part in an undertaking/meeting.

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- 4) As regards providing optimal assistive technologies, including in particular:
- a) ensuring accessibility of the University's websites for people with disabilities, including the creation of universally designed webpages, adapting existing webpages, supervising and monitoring accessibility on a regular basis,
 - b) ensuring accessibility of computer- and mobile applications for people with disabilities,
 - c) ensuring accessibility of e-learning courses and other multimedia materials, including the creation of universally designed multimedia materials, adapting existing multimedia materials, supervising and monitoring accessibility on a regular basis,
 - d) providing access to specialist resources of library service platforms,
 - e) equipping University facilities/rooms in assistive products for people with vision/hearing impairment, including induction loops, FM systems, up to **PLN 10,000 gross**,
 - f) the costs of solutions that compensate for disability, providing remote services based on modern technologies, such as sign language interpreting or remote note taking,
 - g) providing technical- and technological solutions that support navigation, spatial orientation, mobile information and other services for people with disabilities,
 - h) on-line accessibility/e-learning as part of teaching/learning- and educational aids and consultations with teaching/research staff members, online courses,
 - i) purchase of multimedia equipment for lending,
 - j) providing online maintenance service to the unit that serves people with disabilities,
 - k) purchase of equipment and technical devices, including hearing aids and vision aids used during classes (the equipment may only be lent to people with disabilities), with a unit value of no more than **PLN 10,000 gross**.
- 5) As regards employment and remuneration of employees of organisational units that support people with disabilities, notably:
- a) the costs of employing/remunerating/improving qualifications and competences of employees of offices/units that deal with accessibility for people with disabilities,
 - b) remunerating assistants providing assistance services who are employed for the needs of candidates and people with disabilities.

§ 3

1. It is forbidden to spend the funds as part of the institutional subsidy for covering costs relating to:
- 1) the tuition fees paid by the people with disabilities,
 - 2) scholarships, grants or other benefits for people with disabilities,

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- 3) team-building meetings,
 - 4) medical rehabilitation or treatment of people with disabilities, particularly the costs of purchasing equipment for treatment and medical rehabilitation, orthopaedic items and aids, and physiotherapist' fees,
 - 5) promotion of the University (e.g. financing the costs of trips to promote the university, for example, in secondary schools, or printing leaflets for candidates, preparing a promotion video about the University),
 - 6) investment-related expenditure,
 - 7) the publication of articles in journals that are not relating to the university's accessibility for people with disabilities.
2. Participation of people with disabilities in classes as part of support must be documented in the form of an attendance list and an accounting record (bills or invoices) to prove that an expense was incurred on account of conducting such classes.
 3. Specialist equipment and facilities purchased for the needs of people with disabilities (with a unit value of up to **PLN 10,000 gross**) may be lent to people with disabilities or to the University staff members in order for them to conduct classes for people with disabilities. The equipment is not accessible to the public and is found in a separate count area.
 4. Public procurement procedures effective at the University shall apply to ordering deliveries and services funded from the institutional subsidy.

§ 4

1. The amount of funds spent for the purposes specified in § 2(2) shall depend on the amount of subsidy granted to the University.
2. The Representative shall be responsible for the implementation of tasks relating to the expenditures.
3. The support, as referred to § 2(1), shall be granted by the Commission, upon the written request of a person with disability, or – in cases that affect the entire community of people with disabilities – the Commission may take decisions on its own initiative, without a request.
4. A person with disability is required to attach to its request, as referred to in item 3, a certified copy of an up-to-date certificate of disability or an equivalent document. The request should contain reasons.
5. The requests should be sent to the Representative via *Dział Nauczania i Spraw Socjalno-Bytowych Studentów* [Teaching and Student Social and Housing Affairs Section].
6. The Commission shall be appointed by the Rector by way of an ordinance.
7. The members of the Commission are as follows:
 - 1) Representative – as the chairperson,
 - 2) Chancellor or an employee designated by the Chancellor;
 - 3) Bursar or an employee designated by the Bursar;

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- 4) Representative of the doctoral students delegated by the Doctoral Students Government Council;
 - 5) Student with disability – designated by the University Student Government Council.
8. The Commission shall remain authorised until a new Commission has been appointed.
 9. The Commission shall deliberate and make decisions during meetings.
 10. Decisions at the Commission meetings shall be adopted by a simple majority of votes in the presence of at least half of the Commission Members. In the event of a tie, the Chairperson shall have the casting vote.
 11. Minutes shall be taken from the Commission meetings and signed by all Commission Members attending the meeting.
 12. While taking its decisions, the Commission shall examine the applications in terms of the purposefulness of the support requested, while taking into consideration the following factors in particular: the period for which the disability certificate was granted, the degree and the type of disability.
 13. The Commission's decisions shall be made in writing on the application form submitted by the person with disability. Where the decision on support is made by the Commission on its own initiative, the decisions shall be documented in the minutes from the meeting.
 14. Persons with disabilities shall acknowledge in writing that they reviewed the Commission's decision to award or refuse the award of support in *Dział Nauczania i Spraw Socjalno-Bytowych* [Teaching and Student Social and Housing Affairs Section] within 7 days from the date of the Commission's meeting.
 15. The Commission's decisions may be appealed to the Rector; the appeal shall be filed via the Representative, within 14 days from the acknowledgment of the Commission's decision review.
 16. The Rector's decision shall be final and not subject to appeal.

§ 5

1. A person who is a student/doctoral student with disability shall lose the right to use a specific form of support in the following situations:
 - 1) he or she has been removed from the list of students/doctoral students,
 - 2) he or she has been suspended in his or her rights as a student/doctoral student,
 - 3) he or she is on a leave/his/her education was suspended pursuant to the Rules of studies/ Rules of Szkoła Doktorska Nauk o Kulturze Fizycznej w Krakowie [Doctoral School of Physical Culture Sciences in Krakow],
 - 4) he or she does not adhere to the rules for awarding specific forms of support or to these Rules,
 - 5) his or her certificate of disability has expired.
2. A person with disability who is a member of the academic staff shall lose the right

to use a specific form of support in the following situations:

- 1) leave for health reasons,
 - 2) holiday leave, special leave,
 - 3) in any other case where the person does not provide work on account of an illness, caring for a sick child or a family member, caring for a healthy child, caring for a child pursuant to Article 188 of the Labour Code, maternity leave, parental leave, or paternity leave.
3. The Commission shall decide on the loss of right to use a specific form of support.

§ 6

1. A person with disability who has a disability at a considerable degree may request individual support in the form of an assistant or a sign language interpreter; in special cases, upon a request of the disabled person with reasons, such a request may also be filed by a person who has a disability at a moderate degree.
2. The template request for an assistant is enclosed herewith as **Enclosure No. 1**. A person with disability who applies for an assistant or interpreter shall propose a person who will play that role or shall ask the Representative for assistance in finding an assistant or interpreter.
3. A student, doctoral student or a university employee may act as an assistant.
4. Assistant support to a person with disability shall be granted for a term or for an academic year.
5. The assistant duties shall in particular include the following:
 - 1) social activation of people with disabilities at the University,
 - 2) helping people with disabilities in overcoming architectural barriers when moving around the University, in getting to lectures and classes and in moving around the University buildings,
 - 3) helping the people with disabilities to complete documents relating to the education process,
 - 4) helping the people with disabilities in taking part in classes included in the curriculum for the term for which support was granted, such as taking notes from lectures, classes, etc.
 - 5) completing any formalities relating to the studies at the university's administration offices on behalf of the person with disability,
 - 6) assisting the person in contacts with lecturers to receive learning materials, set dates of credits and exams, etc.
 - 7) providing assistance in the use of library resources and Xerox copying the instructional materials,
 - 8) providing assistance in relation to the participation of a student with disabilities in a study visit, training- or educational trip,
 - 9) providing assistance in relation to the participation of a student with disabilities in traineeship, training courses or conferences,
 - 10) preparing monthly reports on the course of their own work and submitting

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- them to the Representative,
- 11) taking care of the safety of the person with disability,
 - 12) cooperating with the Representative and acting on the Representative's guidelines.
6. A person with disability shall use the assistant's help only during activities relating to the education process or the conduct of research work at the University or relating to his/her functioning at the University that he or she is unable to perform on his/her own in whole or in part. The assistant shall not provide help during personal activities, transport to the university or during the course on spatial orientation. The above referred needs relate to the lives of the disabled people in various areas and arise irrespective of the place in which those people function.
 7. An assistant or interpreter is hired pursuant to a work order agreement and his/her work is supervised by the Representative.
 8. The agreement shall set out the scope of the services provided and the hourly rate for those services, as determined by the Rector, upon accounting for the degree and nature of disability of the support user.
 9. The agreement shall be settled on a monthly basis according to the hourly rate, based on the documents specified in the agreement and the monthly records concerning the services provided by the assistant, where the said records shall be submitted by the assistant by the 5th day of the following month at *Dział Nauczania i Spraw Socjalno-Bytowych Studentów* [Teaching and Student Social and Housing Affairs Section], using a form enclosed herewith as **Enclosure No. 2**.
 10. The Representative shall verify the settlement of the services provided and the hours worked by the assistant, and upon approval by the Rector, the Representative shall submit the monthly settlement of the assistant's work hours to the Payroll Section.

§ 7

1. A person with disability may apply for support in the form of extra and/or individual classes that account for the specific needs arising from the student's/doctoral student's disability, provided the nature of his/her disability justifies the conduct of such classes.
2. The purpose of such extra or individual classes is to help disabled students and doctoral students in learning the material that they were unable to assimilate or master during the classes due to their disability.
3. The template request for individual support in the form of extra or individual classes is enclosed herewith as **Enclosure No. 1**.
4. The extra or individual classes shall be held outside the study plan.
5. The number of disabled students or doctoral students taking part in the extra classes accounting for the specific needs arising from their disability should not be greater than five (5).

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6. The number of members in a group may be lower or the classes may be held on a one-on-one basis with a disabled student or doctoral student, as long as it is necessary due to the type and degree of disability and/or the specific nature of the class subject.
 7. Consent to extra classes for disabled students or doctoral students shall be granted by the Rector, upon the request of a student/doctoral student concerned, upon receiving the advice of the Representative and – in the case of doctoral students – also of the Doctoral School Director.
 8. The Commission shall determine the number of hours of extra classes for disabled students or doctoral students.
 9. The rate of pay for the extra classes for disabled students shall be determined by the Rector in accordance with the rules of remunerating employees and other individuals who conduct classes which are effective at the University. The remuneration shall be paid as part of the existing appointment/contract of employment or as additionally reported hours of instruction completed by the individual employees, from the subsidy of the Ministry of Science and Higher Education for tasks relating to ensuring conditions for disabled people to participate fully in the admission process at universities, at doctoral schools, in the education at universities and doctoral schools and for conducting research work.

§ 8

1. Specialist equipment and software shall be lent at the request of the person with disability. The template request form is enclosed herewith as **Enclosure No. 3**.
2. A list of specialist equipment is available at the Representative's.
3. The equipment may be lent for one term, one year or for the entire duration of the studies.
4. The specialist equipment and software shall be lent pursuant to an agreement between the person with disability and the University. The template agreement is enclosed herewith as **Enclosure No. 4**.
5. The person with disability shall return the undamaged equipment on loan within the deadline set out in the agreement, and the return shall be acknowledged by way of a hand-over and acceptance report, the template of which is enclosed herewith as **Enclosure No. 5**.
6. The person with disability shall promptly submit a written report of the equipment damage, theft or loss to *Dział Nauczania i Spraw Socjalno-Bytowych Studentów* [Teaching and Student Social and Housing Affairs Section].
7. The person with disability shall be financially liable for the equipment used.
8. The person with disability shall not bear the costs relating to the wear and tear of the equipment on loan resulting from normal use.
9. The University shall not be responsible and liable for data stored by the person with disability on the equipment on loan.
10. All files and computer programmes installed by a person with disability shall be

removed before returning the equipment on loan. Only computer programs/files from legal sources may be installed on the equipment.

§ 9

As for any matters not addressed in these Rules, all decisions shall be made by the Rector.

RECTOR

(-) Andrzej Klimek, Prof., Dr Hab.

Enclosures with:

“The Rules of awarding support and managing funds from the institutional subsidy for tasks relating to ensuring conditions for disabled people to participate fully in the admission process at the University, at Szkoła Doktorska Nauk o Kulturze Fizycznej [the Doctoral School for Physical Culture Sciences], education at the University and at the Doctoral School or conducting research work, effective at Akademia Wychowania Fizycznego im. Bronisława Czecha in Krakow [University of Physical Education in Krakow]”;

Enclosure No. 1 – Template request for support award to a student with disability;

Enclosure No. 2 – Template form “Record of working hours of an educational assistant of a person with disability/sign language interpreter”;

Enclosure No. 3 – Template request for lending specialist equipment;

Enclosure No. 4 – Template terms and conditions for lending specialist equipment are enclosed with the Rules;

Enclosure No. 5 – Template handover and acceptance report regarding the specialist equipment lent.

**REQUEST FOR SUPPORT AWARD
TO A STUDENT WITH DISABILITY**

I. Student's personal data

Name and surname:

PESEL:..... Place of birth:

Mailing address:..... ..

Phone: e-mail address:

Student identification number:

Year of study: I II III IV V

Faculty:.....

Major:

Type of studies:

Full-time/part-time, 1st study cycle, 2nd study cycle, Doctoral School, long cycle programme

II. Degree and type of disability and a brief description of disability:

III. Indicating health-related issues in the education process:

IV. Period for which support is requested:

From.....to

V. The expected scope of support:

VI. The requested number of hours of support:h/month

(date and signature of the requestor)

(date of request receipt and employee's signature)

I represent that:

1. I hereby consent to the processing of special categories of personal data by Akademia Wychowania Fizycznego w Krakowie [University of Physical Education in Krakow] at al. Jana Pawła II 78 to enable the provision of support.
2. I know that I may withdraw my consent at any time by submitting a consent withdrawal form to the AWF Data Protection Officer.
3. The information contained in the questionnaire is true and accurate.

(date/print name)

↓ (To be completed by the Representative for the Disabled People) ↓

OPINION of the Commission for Awarding Support to Disabled Persons:

On, the Commission for Awarding Support to Disabled Persons has decided to award/not to award support to the student/doctoral student:

student identification number:.....

major:

The extent of the support awarded:

for the period: (fromto)

Reasons:

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

.....
(signature of the Representative for the Disabled People)

I represent that I have reviewed the decision of the Commission for Awarding Support to Disabled Persons.

(date and signature of the requestor)

WORK HOURS RECORD

of the educational assistant to the person with disability/sign language interpreter

Name and surname of educational assistant/sign language interpreter:.....

DATE DAY OF WEEK (Mon, Tue, Wed, Thu, Fri).....

[illegible]

Krakow, on-/

REQUEST FOR LENDING SPECIALIST EQUIPMENT

Name and surname:

National Identification Number (PESEL):

Student identification number:

Phone/e-mail address:

I kindly ask you to lend me (*equipment type*):

1 , for the period

2 , for the period

Reasons for the request:

.....
.....

I represent that:

1. I hereby consent to the processing of special categories of personal data by Akademia Wychowania Fizycznego w Krakowie [University of Physical Education in Krakow] at al. Jana Pawła II 78 for the following purpose:
2. I know that I may withdraw my consent at any time by submitting a consent withdrawal form to the AWF Data Protection Officer.
3. I have read the terms and conditions of lending specialist equipment from Akademia Wychowania Fizycznego w Krakowie [University of Physical Education in Krakow].

(place/date/print name of the student)

(To be completed by the Representative for the Disabled People *delete as appropriate)

↓ (To be completed by the Representative for the Disabled People) ↓

Commission for Awarding Support to Disabled Persons:

* has decided to lend specialist equipment (name and reference number),:

1 , for the period

2 , for the period

* Akademia Wychowania Fizycznego w Krakowie [the University of Physical Education in Krakow] does not lend specialist equipment specified in this request.

Reasons:

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.....
.....

.....

(signature of the Representative for the Disabled People)

Enclosure No. 4 with the Rules

Terms and conditions of lending specialist equipment by a person with disabilities

1. Akademia Wychowania Fizycznego (University of Physical Education, the “University”) hereby lends specialist equipment being part of its assets in order to facilitate learning and improve the educational process.
2. The student/doctoral student borrowing the equipment (the “Borrower”) undertakes to use the equipment in accordance with its intended purpose and features, while adhering to the rules of proper use and maintenance set out in the instructions for use.
3. The Borrower is required to take due precautions while using the equipment; in particular, the Borrower shall not leave the equipment unattended in a public space and shall secure it against unauthorised access.
4. The Borrower undertakes to return the equipment unconditionally on the end date of the borrowing period.
5. The Borrower is required to return the equipment loaned in a not deteriorated condition; however, the Borrower shall not be liable for the wear and tear resulting from proper use of the equipment.
6. In the event that the equipment is used in breach of its purpose, intended use and features, the University shall have the right to demand that the equipment be returned immediately.
7. The Borrower shall bear full financial liability for the equipment borrowed.
8. The Borrower shall have to duty to report promptly any damage to the equipment to the Representative for Disabled People.
9. Any damage caused through the Borrower’s fault shall be removed at his/her expense.
10. In the event of the equipment’s loss or theft, the Borrower shall be required to report that fact to the Police and to notify the Representative for Disabled Persons.
11. In the event of failure to deliver a report on discontinuation of investigation proceedings regarding the equipment lost, the Borrower shall be required to reimburse its value according to the price as on the day the equipment was lent for use.
12. Akademia Wychowania Fizycznego w Krakowie [the University of Physical Education in Krakow] reserves the right to take legal action against persons who avoid financial liability for equipment lost or damaged through their fault or to suspend benefits in the form of financial assistance.
13. In signing this document, the Borrower acknowledges the acceptance of these terms and conditions.

(place and date)

(student’s signature)

Krakow, on.....

**HANDOVER AND ACCEPTANCE REPORT
of the specialist equipment on loan**

Name and surname:

National Identification Number (PESEL):.....

Student identification number:

Phone/e-mail address:.....

In reference to the request datedfor lending specialist equipment
(name and reference number)

1 ,for the period.....

2 , for the period.....

the above-referred equipment was handed over to the Borrower on
in an undamaged condition.

(Comments:

.....
.....)

(place, date and student's signature)

(signature of the Representative for the Disabled People)

(To be completed by the Representative for the Disabled People)

On, the Borrower returned the loaned equipment specified in item

in the following condition:

Comments:.....

.....

(signature of the Representative for the Disabled People)