

RECRUITMENT PROCESS AND SUPPORT THROUGHOUT MOBILITY OF STUDENTS COMING TO WITELON COLLEGIUM STATE UNIVERSITY FROM ABROAD AS PART OF INTERNATIONAL EXCHANGE

SCOPE OF THE PROCEDURE

To define the principles of support for students with special needs, including disabilities, who come to Witelon Collegium State University as part of an international exchange, in terms of recruitment and delivery of classes, as well as taking credits and examinations.

RESPONSIBILITY

staff of the International Relations Office, academic staff

DESCRIPTION OF THE PROCEDURE

1. The principle of equal opportunities and non-discrimination, including accessibility for people with disabilities, is one of the overarching horizontal principles of the EU, the promotion of which aims to prevent all forms of discrimination, not only on grounds of gender, but also on grounds of racial or ethnic origin, religion or belief, disability, age or sexual orientation. Students with special needs including disabilities, hereinafter referred to as "the Students", who wish to come to Witelon Collegium State University, hereinafter referred to as "the University" or "Witelon Collegium State University" within the framework of the Erasmus+ or Free Mover programme, are subject to the same recruitment procedure as all other applicants.
2. This procedure shall be applied in conjunction with the current Rector's Regulation on the Conditions and Procedure for Sending Students of the Witelon Collegium State University Abroad and Admitting Foreign Students to Witelon Collegium State University.
3. The Students who are interested in coming to the University can find out more about what is on offer to international students via the International Relations Office website.
4. The Students who are interested in studying at Witelon Collegium can contact the staff of the International Relations Office by phone or e-mail to find out what Witelon Collegium can offer foreign students in terms of support for people with special needs, including disabilities.
5. The Students who are interested in coming to study under the Erasmus+ programme should send the required application documents to the University by the specified deadline.
6. Application documents: Application form, Learning Agreement - before the mobility and Accommodation form (if the Student wishes to stay in the dormitory) can be downloaded from the International Relations Office website at <http://erasmus.collegiumwitelona.pl>.
7. The Students who wish to benefit from support for people with special needs, including disabilities, during their stay should submit a statement of support needs by email, together with detailed information on the expected level of support. In particularly justified cases, Office staff may check with the University's Disability Support Office whether the support is available.
8. On the basis of information received from the Students, Office staff are required to organise appropriate support throughout their stay.

9. Students who apply to the University under the Erasmus+ or Free Mover programmes can count on the support of the staff of the International Relations Office, which may consist in:

- a. sending the application documents in Word format to the Student's e-mail address,
- b. support and telephone assistance to the Student during the application process,
- c. any other support identified by the Student that is feasible.

10. Upon arrival at the University, the staff of the International Relations Office will organise a meeting for the Students to provide detailed information on the accessibility of the University for people with special needs, including people with disabilities, the forms of support offered and the possibilities of their application.

11. Support at the University will include, but is not limited to:

- a. the use of assistive technology and specialised equipment referred to in para. 13,
- b. in the case of visually impaired students, the provision of course materials in an adapted form.

12. The staff of the International Relations Office will inform the teachers of the classes for incoming students about the participation of the Students and their needs for support in completing the classes and taking examinations and credits.

13. In the course of their studies at Witelon Collegium, the Students may use the following special equipment available at the University:

- a. magnification and sound enhancement software,
- b. keyboards for the visually impaired,
- c. a keyboard with a special frame - a metal cap with holes,
- d. a special Big Track mouse
- e. a Braille printer
- f. a Braille keyboard
- g. desktop magnifier
- h. portable electronic magnifier.

14. The Student is entitled to receive support for credits/examinations within the framework of the support provided, it is possible to:

- a. extend the duration of the credit/examination by up to 50% of the time allowed,
- b. change its form from oral to written or from written to oral
- c. the division of the credit/examination into parts to be taken at specified intervals or the postponement of the credit/examination,
- d. a change in the location of the credit/examination, according to the needs indicated by the student.

15. The International Relations Office ensures the smooth running of the arrival of international students and the support provided at the University for incoming Students. Staff in the Office

welcome any comments or updates on the organisation of support at the University or problems encountered by students and staff. They are available to liaise with the Disability Support Office on an ongoing basis.

16. The International Relations Office room is located on the second floor of Building C, which has the following architectural features:

- a. internal lifts for movement between floors,
- b. toilets on each floor adapted to the needs of the Students,
- c. a stair chair for evacuation of persons with disabilities,
- d. there are handrails on both sides of the stairs
- e. the International Relations Office room and other rooms in the building are marked with Braille signs,
- f. entrance doors to the office are of adequate width,
- g. there are no thresholds at entrances to the premises.

17. Witelon Collegium has teaching and administrative facilities adapted to the needs of people with disabilities by providing external ramps, suitable entrance doors, passenger lifts and stair platforms.

18. The infrastructure of the Dormitory where the Student can apply for a place is adapted to the needs of the Students. Persons with reduced mobility can use the wheelchair ramp in front of the building and the lift in the building. The Student House has rooms adapted for the Students. There are also adapted public kitchens and other rooms for all students.