

RECRUITMENT PROCESS AND SUPPORT THROUGHOUT THE MOBILITY FOR STAFF COMING FROM ABROAD TO WITELON COLLEGIUM STATE UNIVERSITY AS PART OF INTERNATIONAL EXCHANGES.

SCOPE OF THE PROCEDURE

To define the principles of support for partner university staff with special needs, including disabilities, in terms of recruitment and organisation of their arrival and stay at Witelon Collegium State University within the framework of international exchange.

RESPONSIBILITY

staff of the International Cooperation 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. Employees with special needs including disabilities, hereinafter referred to as "the Employees", 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. The procedure shall be applied in conjunction with the current Rector's Regulation on the Conditions and Procedure to send staff of Witelon Collegium State University abroad within the framework of the Erasmus+ programme and on the admission of foreign staff to Witelon Collegium State University.
3. Employees who are interested in visiting the University can find out more about what are the requirements for giving a lecture or taking part in a training via the International Relations Office website - <http://erasmus.collegiumwitelona.pl/>
4. Employees who are interested in coming to the University can contact the staff of the International Relations Office, hereinafter referred to as the 'Office Staff', by phone or e-mail, in order to find out more about the offer of Witelon Collegium for foreign employees, regarding support for persons with special needs, including people with disabilities.
5. Employees wishing to come to the University for teaching or for the Erasmus+ training programme should send the necessary application documents at least one month before their planned arrival or by the specified deadline.
6. Application documents: Mobility Agreement - staff Mobility for teaching - teaching programme agreement or Mobility Agreement - staff Mobility for training - training programme agreement can be downloaded from the International Relations Office website at:
<http://erasmus.collegiumwitelona.pl/incoming-staff>.

7. Employees who apply to the University under the Erasmus+ 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 Employee's e-mail address,,
- b. support and telephone assistance to the employee during the application process,
- c. any other support identified by the Employee that is feasible.

8. Employees 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.

9. On the basis of information received from the Employee, Office staff are required to organise appropriate support throughout their stay.

10. On the first day of the Employee's stay at the University, the International Relations Office will arrange a meeting to discuss the details and extent of the assistance that the Employee will require, in accordance with the statement made by the Employee prior to arrival at the University, i.e:

- a. in the case of an Employee with a mobility disability, the classroom in which the lecture will take place will be accessible to the public, without architectural barriers, so that the Employee can, for example, get in and out in a wheelchair,
- b. in the case of an Employee with special communication needs, there is a designated person to provide assistance
- c. enabling the use of assistive technology and specialised equipment as referred to in para. 11,
- d. providing an assistant for an employee for the duration of their stay at the University,
- e. preparing documents or materials for teaching in an adapted form
- f. other support as indicated by the employee and as feasible.

11. During their stay at Witelon Collegium, the Employee has the opportunity to use special equipment available at the University, such as

- 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. special Big Track mouse
- e. desktop magnifier
- f. portable electronic magnifier.

12. The employee shall report the need for the specialised device(s) available at the University to the International Relations Office.

13. The International Relations 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 people with disabilities,
- c. a stair chair for evacuation of persons with disabilities,
- d. there are handrails on both sides of the stairs
- e. the 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.

14. 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.