

Appendix No. 2 to the Rules and Regulations for Granting Support to Persons with Special Needs at the SGH Warsaw School of Economics

**Forms of support**

1. Access to specialised equipment or software, which is at the disposal of SGH, i.e.:
  - 1) FM system;
  - 2) portable induction loop;
  - 3) noise-cancelling headphones;
  - 4) screen reader;
  - 5) magnification programme;
  - 6) mobile typhlographic plans;
  - 7) electronic magnifier;
  - 8) other, related to individual special needs.
2. Forms of support to ensure the availability of learning activities:
  - 1) the opportunity to retake, at a later date, the classes which the person requiring support was not able to participate in but was obliged to attend (absences due to periodic difficulties), in the form and time agreed with the person in charge of those classes, pursuant to § 22(4) of the Rules and Regulations of First and Second Cycle Study Programmes and Long Cycle Study Programme at the SGH Warsaw School of Economics, attached to Resolution No. 709 of the SGH Senate of 29 April 2020 on the Rules and Regulations of First and Second Cycle Study Programmes and Long Cycle Study Programme at the SGH Warsaw School of Economics, as amended;
  - 2) interpreting classes into Polish sign language;
  - 3) the opportunity to use an alternative form of class recording for personal use, i.e. audio or audio-video recordings<sup>1</sup>;
  - 4) the opportunity to participate in additional, complementary foreign language classes, taking into account the individual educational needs of the person requiring support;

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<sup>1</sup> A student with special needs who has been granted this form of support is obliged to inform the person who conducts the classes (prior to their commencement) about the recording of the classes.

- 5) the opportunity to participate in sports activities adapted to the individual needs of the person requiring support;
  - 6) the opportunity to participate in classes accompanied by an assistant for persons with disabilities or a Polish Sign Language interpreter<sup>2</sup>.
3. Forms of support to ensure the availability of learning materials:
- 1) provision of large-print materials;
  - 2) provision of digitally accessible electronic materials;
  - 3) provision of specially-dedicated versions of the materials, based on the specific needs of the person requiring support;
  - 4) the opportunity for the person with special needs to receive materials before or after a class, e.g. a multimedia presentation (if such a presentation is used during the class) from the lecturer<sup>3</sup>;
  - 5) the opportunity to use the digital resources of the SGH Library in a way which is determined by the individual needs of the person who requires support<sup>4</sup>.
4. Forms of support to ensure adequate conditions for passing examinations and obtaining credits:
- 1) the extension of the examination/credit duration;
  - 2) the opportunity to be assisted by a disabled person's assistant or a Polish Sign Language interpreter during examination/credit<sup>2</sup>;
  - 3) the opportunity to use an additional specialised device or software during the examination/credit;
  - 4) the opportunity to have a written outline of the answers during the oral examination;
  - 5) the provision of large-print examination sheets;
  - 6) the provision of Braille examination sheets;

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<sup>2</sup> In such cases, the School shall not provide a person with a disability or other special needs with the support of an assistant, unless the situation referred to in section 5(2) occurs.

<sup>3</sup> A person with special needs who is granted this form of support is obliged to declare that the materials made available to them will be exclusively for their own personal use and that they will not be disseminated.

<sup>4</sup> A person with special needs who is granted this form of support is obliged to declare that the materials made available to them will be exclusively for their own personal use, and that the materials, or access to them, will not be disseminated.

- 7) the opportunity to change the form of the examination/credit
  - a) from written to oral,
  - b) from oral to written,
  - c) to written with the use of a specialised device or software (e.g. on a computer).
5. An assistant:
  - 1) a social assistant who provides support to a person with ASD, assisting, among other things, in establishing contacts with other members of the SGH academic community, but who shall not attend classes with the said person<sup>5</sup>;
  - 2) designated by SGH, who is responsible for supporting people with special needs<sup>6</sup>.
6. Other individual forms of support that are necessary and not listed in sections 1 to 5.

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<sup>5</sup> A form of support granted in accordance with Regulation No. 18 of the Rector of the SGH Warsaw School of Economics of 30 March 2023 on the introduction of the Regulations for the functioning of Social Assistants and Leader-Assistant at the SGH Warsaw School of Economics.

<sup>6</sup> The form of support to be granted depends on the availability of persons willing to act as such an assistant and the individual needs of the person with special needs.