



ADAM MICKIEWICZ UNIVERSITY, POZNAŃ  
AMU Office for Students with Disabilities

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# UNIVERSITY ACCESSIBLE FOR ALL

Guidebook for students with disabilities

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ADAM MICKIEWICZ UNIVERSITY, POZNAŃ

AMU Office for Students with Disabilities

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# GUIDEBOOK

## AMU OFFICE FOR STUDENTS WITH DISABILITIES

Learn more about the support offered to students with disabilities at Adam Mickiewicz University in Poznań.

In this Guidebook, you will find useful information for students with disabilities.

The guidebook is also helpful for academic teachers and other University employees.

### Adam Mickiewicz University in Poznań Office for students with disabilities

6 Grunwaldzka St., room. 114  
60-780 Poznań

tel. 61 829 20 55

tel. 61 829 22 43

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### Association of Students with Disabilities "Ad Astra"

6 Grunwaldzka St., room. 114  
60-780 Poznań

e-mail: [ad-astra@amu.edu.pl](mailto:ad-astra@amu.edu.pl)



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## BASIC INFORMATION

**Adam Mickiewicz University in Poznań is one of the first universities in Poland to offer the “A University Open to Everyone” (Uniwersytet Otwarty dla wszystkich) programme, including the disabled. In order to meet the needs of students with disabilities, we offer extensive support including:**

- special grants for students with disabilities
- individual course of study
- support of a learning assistant or sign language interpreter
- rental of equipment supporting students with reduced hearing and/or vision
- English classes in a multimedia room for foreign language teaching for deaf and hard-of-hearing students
- practical Polish classes for deaf and hard-of-hearing students
- language classes for cognitively impaired students
- speech therapy classes
- support of the Consultant Psychologist for the Process of Studying
- the Psychological Counselling Service for AMU Students
- transport of students with reduced mobility to classes
- computer stations with equipment supporting blind and visually impaired students

### Office for Students with Disabilities

6 Grunwaldzka St., room 114  
60-780 Poznań  
bon@amu.edu.pl  
tel. 61 829 20 55  
or 61 829 22 43

- adapted accommodation in dormitories (e.g. rooms with optical communication for deaf and hard-of-hearing students in the “Zbyszko”, “Jagienka” and “Hanka” dormitories)
- sports and training summer camps (e.g. Summer School of English, Induction Meeting for First Year Students)
- Association of Students with Disabilities “Ad Astra”





## SPECIAL GRANTS

### FOR STUDENTS WITH DISABILITIES

**Students with a valid disability degree certificate may apply for special grants. Students who have already graduated from one course of study are ineligible for such grants, unless they continue education to obtain the title of magister or equivalent after graduating from the first-cycle course of study, but no longer than for three years. These are general rules applicable at all universities, faculties and courses.**

A student may receive a special grant for students with disabilities only for one course of study of his or her choice. To apply for a special grant, a student must

complete an application in USOSweb and submit it in the Dean's Office with all attachments. The disability degree certificate issued by a medical examination board must be attached to your application. A special grant is awarded for an academic year, but no longer than the validity date of the disability degree certificate.

**Learn more at:**  
<https://studenci.amu.edu.pl/studia/pomoc-materialna/swiadczenia-pomocy-socjalnej>

## INDIVIDUAL COURSE OF STUDY

### FOR STUDENTS WITH DISABILITIES

**Any AMU student may apply for an Individual Course of Study (ICS) upon the consent of the Dean of a relevant faculty. With ICS, students with disabilities may request:**

- that the place or date of an exam/course completion assessment be changed
- that the duration of an exam/course completion assessment be extended (by 50%)
- that the form of an exam/course completion assessment be changed (written/oral)

- that the form of participation in classes be changed (e.g. by making up for excessive absence caused by the disability) or that a supporting person (such as an assistant, sign language interpreter etc.) be present during classes
- that the organization of the examination session be modified

#### HOW TO GET ICS SUPPORT:

1. Visit the AMU Office for Students with Disabilities.
2. Bring your medical documentation (e.g. disability degree certificate).
3. Fill in the Application for Individual Course of Study for students with disabilities or cognitively impaired. Do not forget to have an opinion of the Office's representative.
4. Submit the application to the Dean or Vice-Dean at your faculty.
5. After receiving the Dean's consent, within 14 days notify all your teachers in a given semester that you have obtained the consent for ICS.

#### IMPORTANT!

If you have difficulties in communicating with your teachers, provide the Office with the list of teachers conducting classes for your course group. Remember to update the list in the new semester or if any of the teachers are replaced during the semester.



# SUPPORT

## OF A LEARNING ASSISTANT

**Students with disabilities may receive the support of a learning assistant. A student who wishes to obtain this support must indicate a person who would be their assistant.**

An assistant may be a classmate or any other person chosen by the student. A student's family member may serve as an assistant only in justified cases.

Support includes:

- assistance in getting to classes included in the course programme (external transport)
- assistance in moving within the university premises (internal transport)
- assistance in taking or copying notes, etc.
- assistance in using library resources
- other assistance (as agreed with the Office)

### IMPORTANT!

The scope of support offered by a learning assistant covers only the teaching process and classes related to the course of study. No other classes will be taken into account in calculating the assistant's total working hours.

Direct questions concerning this form of support to:

Office for Students with Disabilities  
6 Grunwaldzka St., room 114, 60-780 Poznań  
bon@amu.edu.pl, tel. 61 829 20 55  
or 61 829 22 43

### GET AN ASSISTANT (STEP BY STEP)

1. Visit the AMU Office for Students with Disabilities at 6 Grunwaldzka St., room 114.
2. Bring your medical documentation (e.g. disability degree certificate).
3. Fill in the application for a learning assistant for a student with disabilities. Do not forget to have an opinion of the Office's representative.
4. Submit the application to the Dean or Vice Dean at your faculty.
5. After receiving the Dean's or Vice Dean's consent, visit the Dean's Office to sign a mandate contract for an assistant's support.



# SUPPORT

## FOR VISUALLY IMPAIRED STUDENTS

### Computer stations adapted to the needs of blind and visually impaired students

Visually impaired students can use computer stations equipped with scanners and specialized software, such as screen readers and screen magnifiers, which allow blind and visually impaired students to work independently. A scanner with OCR (optical character recognition) software is available to convert library books into a format that can be read out by a “speaking” computer. There are also magnifiers available in libraries to help students with significantly reduced vision read, enabling them to use library resources on their own.

Such stations are available at:

- Common Library for the Faculty of Social Sciences and Faculty of Educational Studies
- Library of the Faculty of Political Science and Journalism
- Library of the Faculty of Physics
- Library of the Faculty of History
- Library of the Faculty of Polish and Classical Philology
- Library of the Faculty of Modern Languages
- University Library (Ratajczaka St.)
- Laboratory of the Audiobook Library (room 06, level -1, Collegium Novum 4 Niepodległości Av.)

### Academic Digital Library

Together with other Polish universities, we participate in the Academic Digital Library (ADL), which provides access to the collection of books and academic textbooks previously processed and converted to a digital version to be read out by voice synthesis. The ADL is an online platform that allows adapted books to be downloaded anywhere. Under copyright law, only persons with disabilities may process and share copyrighted material (the so-called “fair use” doctrine), which means that in order to use the ADL resources, a student must first register. After registration, the student may take advantage of the ADL resources on any Internet-connected device.

Link to the ADL: <http://henrykl.home.amu.edu.pl/biblioteka-dla-niewidomych>



### Laboratory of the Audiobook Library

- three computer stations adapted to the needs of blind and visually impaired students, with screen readers and magnifiers, and with Windows Narrator
- software recognizing scanned texts
- high-quality scanner up to size A3
- high-quality Braille embosser (printer) (over 100 pages per hour)
- magnifier (up to 72× magnification and many other options)
- high-quality Braille notetaker with a 32-character braille screen display and software



### Lending library at the Laboratory of the Audiobook Library

- six readers for DAISY books, audiobooks and text files







## VOLUNTEER

Do you find our work interesting?  
Would you like to help us adapt  
printed materials for the blind?

Please contact:  
**Bartosz Zakrzewski:**  
[bartosz@amu.edu.pl](mailto:bartosz@amu.edu.pl)  
tel. 61 829 37 89

### **Duty hours of our experts:**

#### **Bartosz Zakrzewski**

*IT Specialist for visually impaired students*

Monday, Tuesday, Thursday, Friday  
10:00 – 13:00

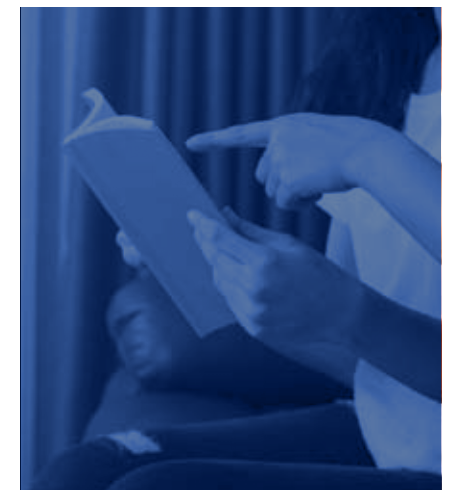
Laboratory of the Audiobook Library, al.  
Niepodległości 4, room 6B (meetings  
available on other days and times upon  
prior arrangement)  
e-mail: [bartosz@amu.edu.pl](mailto:bartosz@amu.edu.pl)  
tel. 61 829 37 89

#### **Henryk Lubawy**

*Specialist for devices and software  
for blind students. Administrator of the  
AMU profile in the Academic Digital Li-  
brary.*

Monday, Wednesday, Friday  
12:00 – 13:00

Common Library for the Faculty of So-  
cial Sciences and Faculty of Education-  
al Studies (meetings available on other  
days and times upon prior arrangement)  
e-mail: [henrykl@amu.edu.pl](mailto:henrykl@amu.edu.pl)



# SUPPORT

## FOR HEARING-IMPAIRED STUDENTS

### English classes in a Multimedia Room for Foreign Language Teaching

AMU School of Languages provides a Multimedia Room for Foreign Language Teaching for deaf and hard-of-hearing students. The room is located on the ground floor in rooms 24 and 24a in Collegium Chemicum at 6 Grunwaldzka St.

We offer:

- small-group classes (no more than 4 students)
- individual approach
- methods adapted to the needs of our students
- assistance of a sign language interpreter
- multimedia room with an induction loop

The Multimedia Room for Foreign Language Teaching offers classes with experienced teachers in small groups or individually. The key advantage of our classes is direct contact with the teacher or contact via a sign language interpreter. We believe that every person with visual or hearing impairment can learn a foreign language if he or she is offered adequate support and assistance.

Direct contact facilitates selection of the best teaching and learning methods and helps to develop correct pronunciation. Our multimedia rooms are equipped with many devices to visualize the contents of the classes, such as interactive boards, a projector, flipcharts, scanners, magnetic boards, and pin boards. During classes, we activate all cognitive and sensual channels, including space and movement.

Learn more from the following teachers:

**mgr Anna Nabiałek**

[annanab@amu.edu.pl](mailto:annanab@amu.edu.pl)

**mgr Izabela Komar-Szulczyńska**

[isabel@amu.edu.pl](mailto:isabel@amu.edu.pl)

Classes for deaf students feature a sign language interpreter:

**mgr Joanna Nehring**

[jnehring@amu.edu.pl](mailto:jnehring@amu.edu.pl)

### Practical Polish classes for deaf and hard-of-hearing students

These classes are aimed at enhancing Polish language skills in reading comprehension, writing, reading and practical usage in everyday life.

The knowledge and skills acquired during these classes will be helpful for writing any assignment, test, thesis, etc. The topics may be changed if need be.

The classes are held at the Polish Language Institute on 10 Fredry St., room 310. Please

contact **dr Karolina Ruta** to learn more: [karuta@amu.edu.pl](mailto:karuta@amu.edu.pl)

### Sign language interpreter

Deaf or hard-of-hearing students using Polish Sign Language may be offered the assistance of a sign language interpreter for classes and other education-related activities.

How to get support:

1. Visit the AMU Office for Students with Disabilities.
2. Bring your medical documentation (e.g. disability degree certificate, or if you do not have one, a medical certificate).
3. Fill in an application form for a sign language interpreter.
4. A sign language interpreter settles his or her working hours on the basis of a worksheet.



**FM system rental**

An FM system is a device compatible with various types of hearing aids. The device also supports hearing. It can be used during lectures, practical classes or any other studies-related courses. Hearing-impaired students can rent the

device for a semester. The rental may be extended. To rent an FM system, visit:

Office for Students with Disabilities  
6 Grunwaldzka St., room 114,  
tel. 61 829 20 55 or 61 829 22 43  
e-mail: bon@amu.edu.pl.

## AMU ACCESSIBILITY

### FOR STUDENTS WITH MOBILITY IMPAIRMENT

**95% of AMU facilities, including teaching, R&D and sports facilities, and dormitories, are accessible for students with mobility impairment.**

Fully accessible facilities can be found in:

- the Faculty of Biology
- the Faculty of History
- the Faculty of Mathematics and Informatics
- the Faculty of Physics
- the Faculty of Political Science and Journalism
- the Faculty of Chemistry
- the Faculty of Geographical and Geological Sciences
- the Faculty of Law and Administration
- University Swimming Pool and Sports Hall

Easy access for wheelchair or crutch users with the use of stairlifts, elevators, or platforms, is provided at the following facilities:

- the Faculty of Polish and Classical Philology
- the Faculty of Modern Languages
- the Faculty of English
- the Faculty of Social Sciences and Education Studies, where two gyms with bathrooms and toilets are accessible and adapted

AMU units located outside Poznań are fully adapted to the needs of students with mobility impairment:

- the Faculty of Pedagogy and Fine Arts in Kalisz
- AMU Institute of European Culture in Gniezno
- Collegium Polonicum in Słubice
- Branch Campus in Piła







### **Rooms in AMU dormitories adapted to the needs of students with disabilities**

During an academic year, AMU students with disabilities, including PhD students, may reside in the adapted rooms or studio apartments in the dormitories. These include:

- 3 two-bed rooms for a person with disabilities and their assistant in the "Jowita" dormitory
- 5 single rooms in the "Zbyszko" dormitory
- 7 single rooms in the "Jagienka" dormitory
- 3 single rooms with kitchenettes in the "Hanka" dormitory
- 5 studio apartments adapted to the needs of students with mobility impairment, and 5 rooms for students with other disabilities in the AMU dormitory at ul. Nieszawska (a student may live in a room with their assistant)
- 2 rooms in the dormitory of the Institute of European Culture in Gniezno
- 2 rooms in the dormitory of the Faculty of Pedagogy and Fine Arts in Kalisz, Nowy Świat
- 1 room in the dormitory of Collegium Polonicum in Słubice.

Every room is adapted to the needs of students with disabilities, which includes adequate maneuvering space,

adapted bathroom and toilet, adequate furniture, and an intercom with optical communication for deaf and hard-of-hearing students (in dormitories "Zbyszko", "Jagienka", "Hanka").

# SUPPORT FOR STUDENTS

## WITH MOBILITY IMPAIRMENT

**Students with mobility impairment who are not able to use public transport because of their condition may apply for transport services offered by AMU.**

The service includes driving students from their place of residence (this applies only to students residing within Poznań city limits, or – in justified cases – within 10km of the city boundaries) to the place of course classes.

The transport service may be granted to a student:

- for the whole academic year,
- for the winter season, i.e. from 01 December to 01 March.

### How to apply for the AMU transport service?

- Read the Regulations of using transport services offered by Adam Mickiewicz University in Poznań to students (including PhD students) with disabilities.
- Fill in an online questionnaire available on the website.
- Submit hard copies of all required attachments (i.e. consent for personal data processing, signed regulations of using transport services) to the AMU Office for Students with Disabilities.
- After receiving information from our consultant, visit the transport committee.

The transport committee is composed of:

- a representative of AMU Office for Students with Disabilities
- a physiotherapy specialist from the School of Sports and Physical Education
- a representative of the AMU Teaching Department
- a representative of AMU Students' Self-government Parliament
- a representative of Association of Students with Disabilities "Ad Astra"





# PSYCHOLOGICAL SUPPORT

## Consultant Psychologist for the Process of Studying

We are here to help our students who face any problems with learning and who seek support in:

- effective learning and studying
- catching-up
- overcoming barriers in education arising from cognitive, emotional or motivational difficulties
- effective time management
- stress management, including stress during exams
- facing and rising to challenges in life
- satisfactory interactions with people

If you wish to receive psychological advice, visit our Consultant Psychologist for the Process of Studying of AMU Students during his monthly duty hours, or contact him by phone or e-mail. You will find our duty hours on our website. Feel free to contact us and to schedule an appointment.

Consultant Psychologist for the Process  
of Studying of AMU Students  
**Szymon Hejmanowski**  
e-mail: [szymon.hejmanowski@amu.edu.pl](mailto:szymon.hejmanowski@amu.edu.pl)



## Psychological Counselling Service for AMU Students

Schedule a 45-minute appointment with:

### Elżbieta Żurkiewicz

Wednesday 14:00 – 15:00  
room 213, dormitory “Jowita”,  
7 Zwierzyniecka St.  
e-mail: [elazur@amu.edu.pl](mailto:elazur@amu.edu.pl),  
tel. 61 829 24 88

### Magdalena Cieślik

Wednesday 13:00 – 14:00  
room 214, 7 Zwierzyniecka St.  
e-mail: [mcieslik@amu.edu.pl](mailto:mcieslik@amu.edu.pl),  
tel. 61 829 24 94



## Speech therapy classes

Students with speech difficulties related to their disability may schedule an appointment for an individual speech therapy class. The classes are conducted by Agata Kwias, a specialist in speech defects therapy (lispings, rhotacism, stammering) for adults and in art speech therapy.

### Agata Kwias

tel: 605 592 697  
e-mail: [agata.kwias@amu.edu.pl](mailto:agata.kwias@amu.edu.pl)







## LANGUAGE CLASSES

### FOR COGNITIVELY IMPAIRED STUDENTS

**First-year students with cognitive impairment who seek additional support may attend foreign language classes starting from the winter semester (after taking a placement test).**

**Szymon Hejmanowski**  
*Consultant Psychologist for the Process of Studying*

tel. 730 591 791

e-mail: [szymon.hejmanowski@amu.edu.pl](mailto:szymon.hejmanowski@amu.edu.pl)

**mgr Agnieszka Kuc**  
*Senior Lecturer - English Language Team*

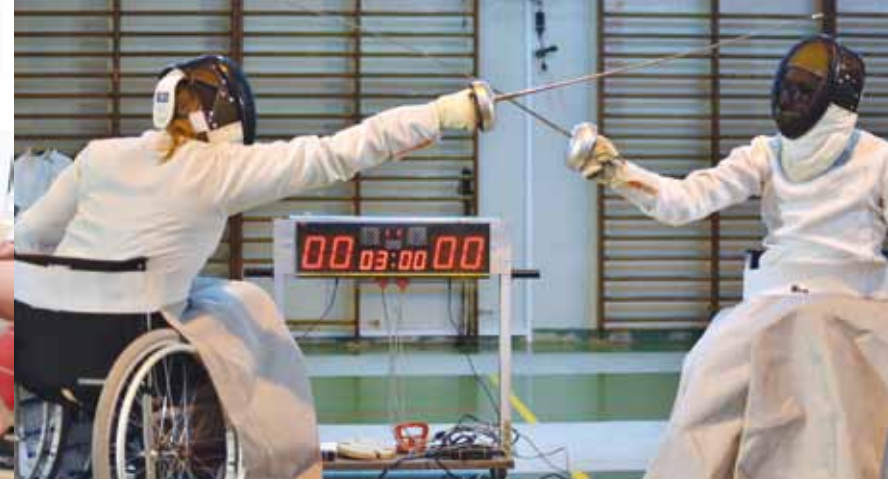
Duty hours: Wednesday 10:15 – 11:15,  
 Collegium Novum, room 529, block B.

e-mail: [akuc@amu.edu.pl](mailto:akuc@amu.edu.pl)

To obtain such support, please contact Szymon Hejmanowski, the Consultant Psychologist for the Process of Studying of AMU Students, for a written assessment. The assessment is made on the basis of the student's account of his or her situation and on the basis of medical and psychological documents provided by the student. Please schedule an appointment in advance.

At the request of the Consultant Psychologist for the Process of Studying of AMU Students, students with cognitive impairment may be allowed to have more language classes and to have them individually or in small groups. The classes are taught by Agnieszka Kuc, room 306 in Collegium Chemicum at Grunwaldzkiej 6 (dates to be arranged individually with students).

Timetable and mode of classes is to be determined individually upon the Consultant Psychologist's assessment. Language classes end with a foreign language exam at B2 level with regard to special needs arising from a student's disability.



# SPORTS FOR STUDENTS

## WITH DISABILITIES

### Alternative physical education classes and sports sections for students with disabilities

Adam Mickiewicz University in Poznań places particular emphasis on health and physical education among both its students and employees. This also applies to students with disabilities who within their obligatory alternative

physical education classes (for 1-year students) may train their fitness and physical condition under the supervision of qualified rehabilitation specialists from the AMU School of Sports and Physical Education in one of the following facilities:

- a gym (89 Szamarzewskiego St.)
- a gym (Młyńska St.)
- a gym (21 Strażewicza St.)

- University Swimming Pool (21 Strażewicza St.)
- a sports hall (9 Zagajnikowa St.)

The classes include various forms of individual exercise, depending on the disability and condition. A key advantage of the classes is an individual approach to a student's needs and physical and psy-

chological abilities. Popular classes for students with disabilities include:

1. swimming lessons
2. swimming section for students with disabilities
3. sports section for students with disabilities (including wheelchair fencing)
4. general fitness classes
5. therapeutic exercise



## Sports and recreation summer camps and training camps

Summer is a time for sports and recreation summer camps and training camps. AMU School of Sports and Physical Education, and the Office for Students with Disabilities, offer a wide range of summer camps, including:

### Sports and recreation camp

Organized by the School of Sports and Physical Education in resorts at the seaside or in the mountains.

### Team-building canoeing

Organized by the School of Sports and Physical Education with particular care to inclusive participation of both students with disabilities and students with no disabilities in order to promote integration and getting to know each other.



## Summer School of English with elements of sailing in Górk Zachodnie-Gdańsk

Organized by the Office for Students with Disabilities. Apart from enjoyable English classes, students are offered basic knowledge and skills in sailing, as well as recreation and time to visit the city of Gdańsk.



Every year on the second weekend of May, Poland's Integration Championship of Academic Sports Association in Swimming for Students with Disabilities is organized at the University Swimming Pool. The event is gaining more and more interest among athletes from all around the country.



# ERASMUS+ PROGRAMME

**Erasmus+ is a great opportunity for students to spend a semester or an academic year at a foreign university with a grant. Simply follow these steps:**

**1.** Learn who is a coordinator at your Faculty. Ask the coordinator about the recruitment - when it starts and ends, what the criteria are, what documents are required; every Faculty has its own procedures.

**2.** Find out at which foreign universities and in which countries you can take your Erasmus adventure. Think of your perfect place: Spain, France, Italy, or perhaps Cyprus or Bulgaria? Remember - your Faculty needs to have a bilateral agreement signed with the given university in order for you to move there within the Programme.

**3.** Wait for the recruitment results and - should everything go smoothly - congratulations! Now you only need to prepare, with the assistance of your coordinator, your Learning Agreement – choose your subjects from the foreign university's list so that they generally match those in your course of study at AMU, the semester or year will be treated as credited. You do not lose anything during your stay abroad, all your subjects that you will have taken at the foreign university will be credited here.

**4.** As a student with a disability certificate you may apply for additional money, e.g. funds for medicines, for

travel of your assistant, special learning resources, special insurance, etc. You only need to file a relevant application in the Erasmus+ office after the announcement of the recruitment results.

**5.** An estimate amount is paid out as an advance payment, which must be settled afterwards. Any costs incurred due to disability, and which have been listed in the application for funds, must be settled when you return to Poland by filling in a settlement chart (available in the "Documents" link) on the basis of relevant invoices and bills.

**6.** For more information visit:

Programme Office  
University Coordinator

**Tomasz Brańka**

tel. 519 340 495

e-mail: [tomasz.branka@amu.edu.pl](mailto:tomasz.branka@amu.edu.pl)

Erasmus+ for students with disabilities  
- contact person:  
Olga Brzezińska  
tel. 61 829 44 30  
e-mail: [erasmus@amu.edu.pl](mailto:erasmus@amu.edu.pl)



## ASSOCIATION OF STUDENTS WITH DISABILITIES “AD ASTRA”

**The Association of Students with Disabilities “Ad Astra” is a student organization at Adam Mickiewicz University in Poznań. It acts for the benefit of students with disabilities by organizing numerous events, courses, trainings and trips. It cooperates closely with the Office for Students with Disabilities.**

At the beginning of every academic year, “Ad Astra” organizes an induction meeting for first-year students to introduce them to university life. It provides information on the support and adaptation offered by AMU to students with disabilities. Every year “Ad Astra” is involved in many undertakings for students with

disabilities. In November 2018 in Poznań, the association will hold the nationwide Conference of Students with Disabilities, where it will hosts guests from all around Poland. One of the association’s aims is to integrate the AMU community.

“Ad Astra” organizes many workshops and courses for students, but also for school children and employees working with students with disabilities.

e-mail: [ad-astra@amu.edu.pl](mailto:ad-astra@amu.edu.pl)  
Follow us on social media:  
Zrzeszenie Studentów  
Niepełnosprawnych UAM  
“Ad Astra”



## ACTIVE LOCAL GOVERNMENT MODULE 2

**Students with moderate and severe disabilities, or with coupled disabilities, may apply for additional study funding from an “Active Local Government Module 2” programme offered by the State Fund for the Rehabilitation of the Disabled (PFRON).**

The support may include:

- additional funds to pay tuition fees
- additional funds to pay for education-related costs (e.g. dormitory

fees, buying learning aids, transport for classes)

Applications must be submitted to the District Centre for Family Support or Municipal Family Help Centre in the given student’s place of residence.











**Adam Mickiewicz University in Poznań**

AMU Office for Students with Disabilities

6 Grunwaldzka St., room 114

60-780 Poznań

tel. 61 829 20 55

tel. 61 829 22 43