

**ORDINANCE No. 67/2026**  
**of the Rector of the University of Wrocław**  
**of 29 April 2026**

**on adjusting the admissions process, educating students  
and doctoral students with disabilities and special needs at the University  
of Wrocław**

Pursuant to Article 23(1), in accordance with Article 11(1)(6) of the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2024, item 1571 as amended), Article 1(1), Article 2(3), and Article 3(1) of the Act of 19 July 2019 on Ensuring Accessibility to Persons with Specific Needs (Journal of Laws of 2024, item 1411 as subsequently amended), § 17(1a) of the Resolution No. 134/2019 of the Senate of the University of Wrocław of 25 September 2019 on the Rules and Regulations of the Doctoral School (as subsequently amended) and § 8(2) and § 26 of the Rules and Regulations for Studies at the University of Wrocław constituting the appendix to the Resolution No. 68/2024 of the Senate of the University of Wrocław of 24 April 2024 on the Rules and Regulations for Studies at the University of Wrocław, it is ordered as follows:

**Rules of providing support in the process of adjustment  
and the definition of a person with special needs**

**§ 1**

1. The University of Wrocław (hereinafter UWr) shall accept the below as the leading rules of educational support of students and doctoral students with disabilities and special needs, hereinafter referred to as persons in need of support, established by the Presidium of the Conference of Rectors of Academic Schools in Poland (Act of CRASP Presidium of 2 June 2016), i.e.:
  - 1) individualisation;
  - 2) agency;
  - 3) developing the person with disabilities' potential connected to the education process they are realising;
  - 4) rationality of adjusting;
  - 5) maintaining the academic standard;
  - 6) adaptations that are as close to the standard course of classes as possible;
  - 7) equal rights and duties.
2. A person with special needs is a person who, due to their external or internal features, or due to the circumstances they are in, must take up additional actions or use additional means to overcome obstacles hindering them from participating in different areas of life on an equal basis as other people.

**Purposes of the adjusting, entities involved in the process,  
scope of the adjusting**

**§ 2**

1. The purpose of adjusting the admissions and education process, hereinafter referred to as "adjusting" or "adjustment," is to provide equal opportunities in the full access of education at the UWr while maintaining the academic standards in the scope of effects of education.
2. The following shall be included in the process of adjusting:
  - 1) faculty deans,
  - 2) supervisors of Doctoral Colleges;
  - 3) employees of the Service Team for Support and Accessibility, hereinafter called the Service Team;
  - 4) relevant directors and supervisors of organisational units;
  - 5) people conducting classes at a given field of study;
  - 6) employees of the International Office and faculty Erasmus co-ordinators in the case of students and doctoral students studying under international programmes and exchanges;
  - 7) admissions committees and faculty co-ordinators.
3. People involved in the adjusting process shall be obliged to obey the rules of personal data protection, in particular any data of special categories, including

information about disabilities and health condition of persons in need of support. The documentation attached to the request for adjustment, in particular medical and psychological documentation, constitutes data of special categories within the meaning of Article 9 of the GDPR and it is processed solely in the scope which is necessary for assessing the validity and scope of adjusting, in accordance with the rule of data minimisation.

4. Adjusting involves the admissions process, all forms and fields of study of first-cycle, second-cycle, long-cycle studies, and education at the Doctoral School, conducted at the University of Wrocław. Adjusting does not involve the classes conducted by the Foreign Language Centre and University Centre for Physical Education and Sport, all-university courses, field classes, apprenticeships, and classes conducted by doctoral students. The Catalogue of examples of adjusting the admissions process is provided in **Appendix No. 1** to this ordinance, and the Catalogue of examples of adjusting the education process is provided in **Appendix No. 2** to this ordinance.
5. Rules regarding leaves from studies, individual organisation of studies, and individual study plans are set out by separate regulations.

### **People entitled to apply for adjustment**

#### **§ 3**

1. The following may apply for adjustment:
  - 1) people with a valid disability certificate, disability degree certificate, or certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (equivalent document), confirming the condition/problem limiting the ability to learn or participate in the admissions process;
  - 2) chronically ill people with a valid medical or psychological document (not older than 90 days) confirming the condition/problem limiting the ability to learn or participate in the admissions process;
  - 3) people who due to a sudden illness or accident have a limited ability to study with a valid medical or psychological document (not older than 90 days) confirming the condition/problem limiting the ability to learn;
  - 4) people with identified specific difficulties in learning and functioning with a valid medical or psychological document (not older than 90 days) confirming the condition/problem/disorder limiting the ability to learn.
2. Persons in need of support holding a foreign document referred to in section 1 shall deliver documents translated by a sworn translator into Polish.

### **Circumstances considered in the process of adjusting**

#### **§ 4**

The following shall be considered in the process of adjusting:

- 1) degree and type of disability confirmed by a certificate referred to in § 3(1)(1);
- 2) particular needs confirmed by medical/psychological documentation referred to in § 3(1)(2-4);
- 3) grounds and rationality of adjustment in the aspect of economy and providing equal opportunities;
- 4) substantive nature of the field of study/Doctoral College with maintaining effects of education;
- 5) connection between the type of disability or particular need and difficulties in completing tasks related to the admissions or education process.

### **Adjusting the process of admissions to studies and Doctoral School**

#### **§ 5**

1. Candidates for studies or the Doctoral School who are persons in need of support shall report the necessity of adjusting the admissions process in the Online Candidate Registration system (hereinafter: IRK) / International Admissions system (hereinafter: IRC) in sufficient time for the adjustment to be implemented by submitting the request for adjusting the admissions process, the template of which is attached as **Appendix No. 3** to this ordinance. In the event that the applicant is a minor, their statutory representatives must submit a consent and declaration, the templates of which are attached as **Appendix No. 4** to this ordinance.

2. A copy of the disability certificate referred to in § 3(1)(1) or another document referred to in § 3(1)(2-4) and confirming the condition/problem limiting the ability to learn and any other documentation justifying the request for adjustment must be enclosed with the request for adjusting the admissions process.
3. Examining the request for adjusting the admissions process shall involve the following stages:
  - 1) analysis by the admissions committee/faculty co-ordinator of the submitted request and documentation in respect of completeness and validity. In the event that the submitted documentation is incomplete, out of date, or insufficient for examining the request for adjusting the admissions process, the admissions committee/faculty co-ordinator shall ask to complete the documentation through the IRK/IRC system. The person applying for adjustment shall be obliged to complete the documentation immediately after receiving the notice from the admissions committee/faculty co-ordinator;
  - 2) preparing a proposal of adjusting the admissions process by the admissions committee/faculty co-ordinator;
  - 3) sending an immediate notice to the person in need of support by the admissions committee/faculty co-ordinator through the IRK/IRC system about the proposal of adjusting the admissions process and indicating the deadline of accepting the proposal;
  - 4) accepting the proposal of adjusting the admissions process in the form of feedback by the person in need of support through the IRK/IRC system in sufficient time for the adjustment to be implemented. In the absence of accepting the proposal within the given deadline by the person in need of support, the adjustment shall not be implemented.
3. The admissions committee/faculty co-ordinator may summon the person in need of support for clarification.
4. The chair of the admissions committee/faculty co-ordinator may ask the Service Team for consultation in relation to the request or for realisation in the scope of adjusting the admissions process, depending on the form of adjustment, by contacting the Service Team via the e-mail address: [niepelnosprawni@uwr.edu.pl](mailto:niepelnosprawni@uwr.edu.pl)
5. Adjusting the admissions process is accomplished according to the organisational capabilities of the UWr.

### **The documents, deadlines, and competent entity for submitting the request for adjusting the education process**

#### **§ 6**

1. The condition of applying for adjustment of the education process is submitting the request, the template of which is attached as **Appendix No. 5** to this ordinance, to the Service Team, and:
  - 1) the current timetable;
  - 2) a copy of the disability certificate referred to in § 3(1)(1) or another document referred to in § 3(1)(2-4) and confirming the condition/problem limiting the ability to learn;
  - 3) other documentation necessary and commensurate with justification of the necessity for adjustment in the scope adequate to the type of reported difficulties;
  - 4) a declaration of recording lectures for individual needs for adjusting the education process, the template of which is attached as **Appendix No. 6** to this ordinance, if such form of adjustment is the object of the request for adjusting the education process,  
in accordance with the information published on the Service Team's website.
2. The Service Team may summon the person in need of support for clarification.

3. The request should be submitted no later than a month before the semester begins or a month before the date of exam/receiving the credit, if the request applies to an exam or credit.
4. The request is examined individually in accordance with the principle of confidentiality of collected information and rules of educational support referred to in § 1.
5. Submitting the request is equivalent to acknowledging that the information about the granted adjustment, in the extent necessary to achieve it, will be passed to the persons listed in § 2(2), pursuant to Article 6(1)(c) and (e) and Article 9(2)(b) and (g) of the GDPR.
6. In the event that the applicant is a minor, their statutory representatives must submit a consent and declaration, the templates of which are attached as Appendix No. 4 to this ordinance.

### **Procedure of examining the request for adjusting the education process**

#### **§ 7**

Examining the request for adjusting the admissions process shall involve the following stages:

- 1) analysis by the Service Team of the submitted request and documentation in respect of completeness and validity. In the event that the submitted documentation is incomplete, out of date, or insufficient for examining the request for adjusting, the Service Team shall ask to complete it in an e-mail sent to the applicant's address in the uwr.edu.pl domain. The person applying for adjustment shall be obliged to complete the documentation within 14 days since receiving the request from the Service Team. In the case of people in international programmes and exchanges, an employee of the International Office or the faculty Erasmus co-ordinator shall deliver, upon the Service Team employee's request, a list of courses that the person in need of support should complete, with the full names of people conducting the classes included.
- 2) preparing the Plan of adjusting the education process, the template of which is attached as **Appendix No. 7** to this ordinance, by the Service Team;
- 3) sending the request and Plan of adjusting the education process by the Service Team to the relevant dean;
- 4) accepting the Plan of adjusting the education process at the given field of study in whole or in part by the relevant dean. The Plan of adjusting the education process at the Doctoral School shall be consulted about by the dean with the supervisor of the relevant Doctoral College;
- 5) forwarding a copy of the Plan of adjusting by the dean to the relevant director/supervisor of the unit in charge of educating at the given field of study or to the supervisor of the Doctoral College in order to implement it;
- 6) forwarding the information on the granted adjustment to the people conducting the classes in the extent necessary to achieve it without disclosing the medical or diagnostic data unless it is necessary;
- 7) forwarding the original of the Plan of adjusting and the request by the dean to the Service Team;
- 8) notifying the applicant via the e-mail address in the uwr.edu.pl domain about the dean's decision by the Service Team;
- 9) signing the Plan of adjusting the education process by the person in need of support within 14 days since the date of sending the e-mail with the decision. In the absence of a written acceptance of the person in need of support within the above deadline, the adjustment shall not be implemented.

### **Grounds for rejecting a request and for losing the right of adjustment**

#### **§ 8**

1. The request for adjusting the education process may be rejected if:
  - 1) the submitted documentation is out of date;
  - 2) the submitted documentation does not confirm the connection between the difficulties in learning/studying and disabilities or special needs;
  - 3) the person in need of support rejects consultation with the Service Team employee;
  - 4) implementing the adjustment is against the rule of rationality and maintaining

- the academic standard or possibility of achieving effects of learning;
- 5) the person in need of support rejects to achieve the key effects of learning;
  - 6) implementing the demanded adjustment would prevent achieving effects of learning;
  - 7) implementing the adjustment is impossible in terms of organising.
2. A person in need of support's request for adjusting shall remain unexamined if the submitted documentation is incomplete and if the person in need of support does not submit the missing documentation within 14 days pursuant to § 7(1).
  3. A person in need of support shall lose the right of adjustment in case of:
    - 1) removal from the list of students/doctoral students (in the day of receiving an ultimate decision of removal);
    - 2) graduating before expiry of the period for which the support was granted (in the day of graduation);
    - 3) suspension of student/doctoral student status or suspension of the right to use the adjustment on the basis of the Disciplinary Committee's binding decision;
    - 4) violation of the provisions of the accepted Plan of adjustment;
    - 5) expiry of the documentation referred to in § 3(1).
  4. The dean's ruling is subject to a request for reconsideration submitted by the person in need of support. The request must be submitted to the Service Team within 14 days since the day the Service Team sent the dean's ruling.

### **Final provisions**

#### **§ 9**

1. The Service Team shall co-operate with the units of the University of Wrocław and persons in need of support in order to complete the process of adjusting.
2. The person in need of support shall be obliged to respect the rules of co-operation, achieve effects of learning, and to keep the documentation and timetable up-to-date.
3. The Ordinance on introducing the Rules and Regulations of providing non-material support to people with disabilities and special needs at the University of Wrocław shall define additional forms of supporting people with disabilities and special needs at the UWr.

#### **§ 10**

Supervision of the implementation of this ordinance shall be entrusted to the Vice-Rector for Student Affairs.

### **The repealed provisions**

#### **§ 11**

Repealed shall be Ordinance No. 215/2023 of the Rector of the University of Wrocław of 28 September 2023 on adjusting the admissions process, educating students and doctoral students with disabilities and specific needs.

### **Entry into force**

#### **§ 12**

The Ordinance shall come into effect as of the date of signature.

**prof. dr hab. Robert Olkiewicz**  
**R E C T O R**

### **Catalogue of examples of adjusting the admissions process**

Candidates for studies or to the Doctoral School with disability or special needs who are persons in need of support (hereinafter: "candidates") may apply for a form of adjustment due to the character of the disability or health condition. The requests shall be examined individually and implemented in accordance with the rules of educational support and capabilities of the UWr.

A candidate may be granted a specific form of adjustment, in particular:

- 1) transportation within Wrocław to the admissions committee and back with consideration of architectural requirements;
- 2) architectural accessibility of exam rooms, pathways leading to them, and toilets;
- 3) change of the form of admissions from oral to written or the other way, including adjusting it to the candidate's needs;
- 4) change of the in-person form of exam or interview to a form of remote communication via the university channels of communication, including adjusting them to the candidate's needs;
- 5) extending the duration of an exam or interview within admissions;
- 6) introducing rest periods during an exam or interview within admissions, including adjusting them to the candidate's needs;
- 7) allowing the candidate to take an exam or give an interview in a silent room. In such a situation, no other part of an exam or interview, or any other exam/interview, may take place at the same time in the room where the part of the exam/interview is held. That room shall remain available exclusively to the admissions committee and it shall be protected against access by unauthorised persons. The admissions committee may authorise in writing specific persons to access such room in order to hold the exam/interview.  
The adjustment in this extent may also include providing suitable lighting, isolating the room from noise in order to hold the exam/interview, accessing the room, outfitting the room with suitable equipment, enabling easy access to the table in the room where the exam/interview is held, possibility to use a table that is adapted to wheelchair users' needs—depending on the character of their disability;
- 8) consent to use suitable solutions (e.g. screen readers, Braille devices, alternative keyboards, magnifying glasses, sign language translators, etc.) during an exam or interview within admissions;
- 9) allowing to take an exam or give an interview on a computer provided by the UWr or, in justified cases, on the candidate's private computer;
- 10) providing, if possible, sheets of the following types: Braille, high-contrast, in a written or electronic form with an increased font size (for people with impaired eyesight) or with a sans serif font (simple, plain font, minimum size 16 pts, e.g. Arial, Verdana, other depending on the needs);
- 11) other not specified above forms in accordance with the rules of educational support and capabilities of the UWr with consideration of the candidate's needs.

### **Catalogue of examples of adjusting the education process**

Students/doctoral students with disability or special needs may apply for a form of adjustment due to the character of the disability or health condition. The requests shall be examined individually and implemented in accordance with the rules of educational support and capabilities of the UWr.

A student/doctoral student may be granted a specific form of adjustment, in particular:

- 1) accessing, if possible, materials before the classes (e.g. syllabus in an electronic or paper form, main theses, bibliography, multimedia presentation) and receiving teaching materials from the lecturer in the form: written, electronic, on a sheet with an increased font size (for people with impaired eyesight) or with a sans serif font (simple, plain font, minimum size 16 pts, e.g. Arial, Verdana, other depending on the student's preferences);
- 2) increasing the limit of absences (under the conditions stated individually with the person conducting the classes) and allowing to make up for missed classes under the conditions stated with the people conducting the classes and provided that the student shall achieve all effects of learning;
- 3) change of the form of an exam from oral to written or the other way, including adjusting it to the needs of the person with disability or special needs;
- 4) allowing to pass smaller portions of the material within the agreed time;
- 5) allowing to take a written exam on a computer provided by the UWr or, in justified cases, on the private computer of the person with disabilities;
- 6) extending the duration of a test, exam, or deadline of the final assignment in accordance with the lecturer's decision;
- 7) allowing the persons in need of support to use solutions enabling full and equal involvement in classes, including in particular:
  - a) recording sound during classes without capturing the lecturer's image,
  - b) using noise-cancelling headphones or other individual means of supporting focus.

Recording sound may be done only for the person in need of support's personal, educational use and after being granted a written consent of the lecturer to capture their voice.

Sound recordings shall not be collected or processed by the UWr and they shall remain outside of the University's computer systems. Further distribution, publishing, or sharing them to third parties is prohibited. The template of a lecturer's declaration of granting consent to record sound for the personal, educational use is attached as Appendix No. 6 to this ordinance.

- 8) drawing up a timetable involving architecturally accessible rooms, if the UWr's organisational capabilities allow for that;
- 9) other not specified above forms in accordance with the rules of educational support and capabilities of the UWr.

**REQUEST FOR ADJUSTING THE ADMISSIONS PROCESS**

Details of the person applying for adjustment of the admissions process

<b>Full name</b>	
<b>Faculty for which the candidate applies</b>	
<b>Field of study/ name of the Doctoral College</b>	
<b>Cycle of studies:</b>	long-cycle/first-cycle/second-cycle/Doctoral College *
<b>Form of studies:</b>	full-time/part-time: evening/extramural*
<b>Phone number</b>	
<b>E-mail</b>	

I request adjustment of the admissions process to the needs stemming from disability during the ...../ ..... academic year admissions;

No.	Name and form of support	Candidate's request	Remarks of the Admissions Committee/Faculty Co-ordinator
1.			
2.			
3.			

Detailed grounds for the request:

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

**I attach to the request:**

- copy of the disability certificate or an equivalent document,
- other.....

*Obligation to provide information required for the request for adjusting the admissions process to the needs of candidates for studies and Doctoral School with disabilities*

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter: "GDPR," I acknowledge that:

- 1) the data administrator required to ensure lawful processing of my personal data is the University of Wrocław, pl. Uniwersytecki 1, 50-137 Wrocław;

- 2) the administrator has appointed a data protection officer, who can be contacted via e-mail: [IOD@uwr.edu.pl](mailto:IOD@uwr.edu.pl)
- 3) my personal data will be processed for the purpose of: examining the request for granting adjustment of the admissions process, adjusting the admissions process, and for archiving and statistical purposes. The processing is based on Article 6(1)(c) and (e), Article 9(2)(g), (h), and (j) of the GDPR in connection with Article 11(1)(6) of the Law on Higher Education and Science, considering the necessity of processing due to the purposes related to the important public interest and due to the fact that the processing is necessary for archival purposes in the public interest, for scientific or historical research purposes, or for statistical purposes;
- 4) my personal data will not be shared with any external entities, except for the cases when the type of support set out in the request for adjusting the admissions process requires sharing my personal data, including special categories of the personal data, to processing entities with which the University of Wrocław has concluded applicable contracts, and in the cases set out in the provisions of law, in particular the Law on Higher Education and Science;
- 5) my personal data will be stored for a period necessary to implement the objectives described above and set out in the office and archive regulations;
- 6) I have the right to access, correct, transfer, delete my personal data, and limit their processing. However, I am aware that my rights may be limited by specific legal regulations;
- 7) decisions in my case will not be taken by automated means and data will not be subject to profiling;
- 8) I have the right to lodge a complaint with the President of the Personal Data Protection Office.

.....  
(date and the applicant's signature)

\* please mark as appropriate

### *Catalogue of examples of adjusting the admissions process\*\**

A candidate may be granted a specific form of adjustment, in particular:

- 1) transportation within Wrocław to the admissions committee and back with consideration of architectural requirements;
- 2) architectural accessibility of exam rooms, pathways leading to them, and toilets;
- 3) change of the form of admissions from oral to written or the other way, including adjusting it to the candidate's needs;
- 4) change of the in-person form of exam or interview to a form of remote communication via the university channels of communication, including adjusting them to the candidate's needs;
- 5) extending the duration of an exam or interview within admissions;
- 6) introducing rest periods during an exam or interview within admissions, including adjusting them to the candidate's needs;
- 7) allowing the candidate to take an exam or give an interview in a silent room. In such a situation, no other part of an exam or interview, or any other exam/interview, may take place at the same time in the room where the part of the exam/interview is held. That room shall remain available exclusively to the admissions committee and it shall be protected against access by unauthorised persons. The admissions committee may authorise in writing specific persons to access such room in order to hold the exam/interview.  
The adjustment in this extent may also include providing suitable lighting, isolating the room from noise in order to hold the exam/interview, accessing the room, outfitting the room with suitable equipment, enabling easy access to the table in the room where the exam/interview is held, possibility to use a table that is adapted to wheelchair users' needs—depending on the character of their disability;
- 8) consent to use suitable solutions (e.g. screen readers, Braille devices, alternative keyboards, magnifying glasses, sign language translators, etc.) during an exam or interview within admissions;
- 9) allowing to take an exam or give an interview on a computer provided by the UWr or,

- in justified cases, on the candidate's private computer;
- 10) providing, if possible, sheets of the following types: Braille, high-contrast, in a written or electronic form with an increased font size (for people with impaired eyesight) or with a sans serif font (simple, plain font, minimum size 16 pts, e.g. Arial, Verdana, other depending on the needs);
  - 11) other not specified above forms in accordance with the rules of educational support and capabilities of the UWr with consideration of the candidate's needs.

*\*\*Candidates for studies or to the Doctoral School with disability or special needs who are persons in need of support may apply for a form of adjustment due to the character of the disability or health condition.*

*The requests shall be examined individually and implemented in accordance with the rules of educational support and capabilities of the UWr.*

**DECLARATION AND CONSENT OF STATUTORY REPRESENTATIVES TO ADJUST THE  
ADMISSIONS OR EDUCATION PROCESS FOR A MINOR**

(Must be completed legibly with CAPITAL LETTERS)

*In the case of parental responsibility being exercised by one parent or legal guardian, only Declaration II (below) must be submitted. In the case of parental authority being exercised by both parents, Declaration II is not required.*

.....  
City, date

**I. DECLARATION  
consent of the statutory representative**

We the undersigned consent to the adjustment of the admissions/education process for our minor child under our legal guardianship\* The minor's details:

Full name ..... Date  
and place of birth.....  
Holding the identity card/passport .....

We declare that we are acquainted with ORDINANCE No. 67/2026 of the Rector of the University of Wrocław of 29 April 2026 on adjusting the admissions process, educating students and doctoral students with disabilities and specific needs at the University of Wrocław.

Pursuant to Article 13 of the General Data Protection Regulation (EU) 2016/679 of 27 April 2016 (GDPR) we inform you that:

1. The administrator of your personal data is the University of Wrocław, pl. Uniwersytecki 1, 50-137 Wrocław.
2. Your personal data will be processed due to the obligation to give your consent to adjust the admissions process for a minor, which is required by law (Art. 6 (1)(c) of the GDPR).
3. Without your declaration, the minor will not be granted adjustment of the admissions process. The declaration will be kept for the time indicated by the law for the retention of student records.
4. In accordance with the provisions of the GDPR, you have the right of access to your data, the possibility to correct and restrict the processing of your data, as well as the right to lodge a complaint with the President of the Personal Data Protection Office.
5. The administrator has appointed a Data Protection Officer (DPO), who can be contacted via e-mail: [IOD@uwr.edu.pl](mailto:IOD@uwr.edu.pl) or by mail to the address: pl. Uniwersytecki 1, 50-137 Wrocław.
6. The DPO can be contacted on all matters relating to the processing of your personal data by the University of Wrocław and your exercise of rights related to the processing of your personal data.
7. Personal data will be processed only by authorised persons and entities supporting the admissions and teaching process.

.....  
Full name of mother /legal guardian

.....  
Full name of father/legal guardian

.....  
ID card series and number  
or passport

.....  
ID card series and number  
or passport

.....  
Signature of mother/legal guardian

.....  
Signature of father/legal guardian

\* a minor is defined as a person **under the age of 18**

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..... City, date

## II. DECLARATION

### **consent of the statutory representative exercising parental authority on their own**

I the undersigned declare that I exercise the parental authority on my own and I consent to adjusting the admissions/education process for my minor child under my legal guardianship\*.

The minor's details:

Full name .....

Date and place of birth.....

Holding the identity card/passport .....

I declare that I am acquainted with ORDINANCE No. 67/2026 of the Rector of the University of Wrocław of 29 April 2026 on adjusting the admissions process, educating students and doctoral students with disabilities and specific needs at the University of Wrocław.

Pursuant to Article 13 of the General Data Protection Regulation (EU) 2016/679 of 27 April 2016 (GDPR) we inform you that:

1. The administrator of your personal data is the University of Wrocław, pl. Uniwersytecki 1, 50-137 Wrocław.
2. Your personal data will be processed due to the obligation to give your consent to adjust the admissions process for a minor, which is required by law (Art. 6 (1)(c) of the GDPR).
3. Without your declaration, the minor will not be granted adjustment of the admissions process. The declaration will be kept for the time indicated by the law for the retention of student records.
4. In accordance with the provisions of the GDPR, you have the right of access to your data, the possibility to correct and restrict the processing of your data, as well as the right to lodge a complaint with the President of the Personal Data Protection Office.
5. The administrator has appointed a Data Protection Officer (DPO), who can be contacted via e-mail: [IOD@uwr.edu.pl](mailto:IOD@uwr.edu.pl) or by mail to the address: pl. Uniwersytecki 1, 50-137 Wrocław.
6. The DPO can be contacted on all matters relating to the processing of your personal data by the University of Wrocław and your exercise of rights related to the processing of your personal data.
7. Personal data will be processed only by authorised persons and entities supporting the admissions and teaching process.

.....  
Full name of mother/father/legal guardian

.....  
ID card or passport series and number

.....  
Signature of mother/father/legal guardian

\* *a minor is defined as a person **under the age of 18***

### REQUEST FOR ADJUSTING THE EDUCATION PROCESS

Details of the person applying for adjustment of the education process:

<b>Full name</b>	
<b>Album number</b>	
<b>Faculty</b>	
<b>Field of study/ Doctoral College</b>	
<b>Specialisation</b>	
<b>Year of studies</b>	
<b>Cycle of studies</b>	long-cycle/first-cycle/second-cycle/Doctoral School *
<b>Form of studies</b>	full-time/part-time: evening/extramural*
<b>Phone number</b>	
<b>E-mail</b>	<b>@uwr.edu.pl</b>

I request adjustment of the education process to the needs stemming from disability or special needs during the ...../.....  
academic year;  
semester - .....; from ..... to .....  
I declare that I have submitted/I have not submitted\* a request for individual organisation of studies/individual study plan to the relevant dean's office in the academic year -...../.....; semester - .....; in the courses:  
.....  
.....

No.	Name and form of the course (lecture/exercises)	The person conducting the classes	Proposed form adjusting the education process

Detailed grounds for the request:

.....  
.....  
.....  
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**I attach to the request:**

- copy of the disability certificate or an equivalent document,
- medical documentation,
- psychological documentation,
- timetable,
- other.....

*Obligation to provide information to the request for adjusting the education process to the needs of students and doctoral students with disabilities and special needs*

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter: "GDPR," I acknowledge that:

- 1) the data administrator required to ensure lawful processing of my personal data is the University of Wrocław, pl. Uniwersytecki 1, 50-137 Wrocław;
- 2) the administrator has appointed a data protection officer, who can be contacted via e-mail: [IOD@uwr.edu.pl](mailto:IOD@uwr.edu.pl);
- 3) my personal data will be processed for the purpose of: examining the request for granting adjustment of the education process, adjusting the education process, and for archiving and statistical purposes. The processing is based on Article 6(1)(c) and (e), Article 9(2)(g) and (j) of the GDPR in connection with Article 11(1)(6) of the Law on Higher Education and Science, considering the necessity of processing due to the purposes related to the important public interest and due to the fact that the processing is necessary for archival purposes in the public interest, for scientific or historical research purposes, or for statistical purposes;
- 4) my personal data will not be shared with any external entities, except for the cases when the type of support set out in the request for adjusting the education process requires sharing my personal data, including special categories of the personal data, to processing entities with which the University of Wrocław has concluded applicable contracts, and in the cases set out in the provisions of law, in particular the Law on Higher Education and Science;
- 5) my personal data will be stored for a period necessary to implement the objectives described above and set out in the office and archive regulations;
- 6) I have the right to access, correct, transfer, delete my personal data, and limit their processing. However, I am aware that my rights may be limited by specific legal regulations;
- 7) decisions in my case will not be taken by automated means and data will not be subject to profiling;
- 8) I have the right to lodge a complaint with the President of the Personal Data Protection Office.

.....  
(date and the applicant's signature)

\* please mark as appropriate

Wrocław, .....

Details of the person applying for adjustment of the education process:

**Full name:** .....

**Album number:** .....

**Faculty:** .....

**Field of study:** .....

**Year of studies:** .....

**Form of studies:** .....

**Course:** .....

**Lecturer:** .....

## DECLARATION

### I. Declaration of the person applying for adjustment of the education process:

I the undersigned, acting on my own behalf/we the undersigned, acting as representatives of the minor under our legal guardianship\*, declare that recording sound during the classes will involve **recording exclusively sound**, without capturing the image of the lecturer, **exclusively for my personal, educational use**, in order to adjust the education process to my individual needs stemming from the disability or health condition.

I pledge that the sound recordings:

- will not be distributed, published, or shared to third parties,
- will not be used for purposes other than my personal, educational purpose,
- will be appropriately secured against access by unauthorised persons.

I additionally declare that I am aware that recording sound does not violate copyright laws of the lecturer and does not entitle to further use the recorded contents, pursuant to the Act of 4 February 1994 on Copyright and Related Rights.

### II. Declaration of the lecturer

I the undersigned consent to **record exclusively sound** during the classes in the course indicated above and conducted by me, **exclusively for the personal, educational purpose of the person applying for adjusting the education process**, with the right to distribute, publish, or share the recordings to third parties.

.....  
(eligible signature of the student/doctoral student  
or of the statutory representatives  
of the minor)

.....  
(lecturer's eligible signature)

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\* Delete as appropriate.

**Plan of adjusting the education process**

<b>Full name</b>	
<b>Album number</b>	
<b>Service Team request number</b>	

<b>No.</b>	<b>Name of the course</b>	<b>Full name of the lecturer</b>	<b>Detailed description and form of adjusting the education process</b>	<b>Dean's acceptance or refusal</b>	<b>Dean's remarks</b>

**Grounds for the refusal**

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

date, stamp, Service Team employee's signature	date, signature, dean's stamp	date and signature of the student/doctoral student or of the statutory representatives of the minor

**Notice:**

*The dean's ruling is subject to a request for reconsideration submitted by the person in need of support. The request must be submitted to the Service Team within 14 days since the day the Service Team sent the dean's ruling.*