

## **Procedure for signing documents by persons with physical disability in the Jagiellonian University**

### **§ 1**

1. When completing formalities, including signing documents by person with physical disability, an attending officer should provide support as well as explanations related to the undertaken activities.
2. Support and explanations referred to in paragraph 1 hereinabove shall particularly include:
  - a) asking person with physical disability whether they need assistance related to taking place while completing formalities or moving in the building,
  - b) considering the fact that equipment of a person with physical disability, e.g. a wheelchair, belongs to their personal sphere which should not be entered without prior asking for permission,
  - c) keeping adequate body position (seating or standing) towards person using a wheelchair in order to make eye contact and without bending forward or crouching down,
  - d) current informing person with physical disability about undertaken activities.

### **§ 2**

1. Completing formalities, including signing documents by person with physical disability should take place in a building architectonically adjusted to needs of person with physical disability.
2. Should completing formalities be not possible to carry out in a building of attending unit, an attending employee shall propose completing formalities in other building which meets conditions referred to in paragraph 1 hereinabove.

### **§ 3**

1. Completing formalities, including signing documents by person with physical disability, should take place in a room adjusted to their needs.
2. Room adjustment referred to in paragraph 1 hereinabove shall particularly include:
  - a) providing space needed for comfortable signing of documents,
  - b) providing manoeuvring space for a wheelchair for comfortable moving,
  - c) providing good lightning in a room,
  - d) providing space where person with physical disability will be able to leave their individual equipment (e.g. walking stick, crutch).

### **§ 4**

In the case of persons with physical disability who are not able to write on their own, it is allowed for them to make declaration of will electronically, with qualified electronic signature (Article 78<sup>1</sup> of the Civil code).

### **§ 5**

If person with physical disability is not able to come in person to a building of an attending unit or to other building proposed by an attending person, it is allowed to complete formalities, including signing of documents:

- a) with qualified electronic signature,
- b) via courier services in the form of so called 'return document',

- c) by a proxy after presenting to an attending officer a document of power of attorney to make actions on behalf of a person with physical disability.

**§ 6**

Before documents signing, upon their motion, person with physical disability should be provided with electronic version of these documents in order to make it possible to acknowledge their content. Sent documents cannot contain any personal data.