

**Procedure for signing documents by hard of hearing and deaf persons
in the Jagiellonian University**

§ 1

1. When completing formalities, including signing documents by a hard of hearing or deaf person, an attending officer should provide an adequate support as well as explanations related to the undertaken activities.
2. Support and explanations, referred to in paragraph 1 hereinabove shall particularly include:
 - a) warning a hard of hearing or deaf person prior to the intention of contact (e.g. by touching a shoulder),
 - b) current informing a hard of hearing or deaf person about actions undertaken by the attending officer by:
 - keeping adequate distance (circa 1.5 metres),
 - looking at the interlocutor,
 - speaking slowly, loud enough (without raising voice) and clearly, with natural mimics and gestures, so the hard of hearing or deaf person could easily read their lips.

§ 2

1. When completing formalities, including signing documents by a hard of hearing or deaf person, an attending officer should adequately prepare a room for undertaken activities.
2. Preparation of a room referred to in paragraph 1 hereinabove should particularly include:
 - a) noise eliminating or minimising (e.g. by turning off an air conditioner, fan, closing the door or windows),
 - b) providing proper lightning in a room,
 - c) providing space and time necessary for reading documents prepared for signing.

§ 3

A hard of hearing or deaf person shall sign documents by themselves.

§ 4

When completing formalities a hard of hearing or deaf person may be attended by interpreter of the Polish Sign Language (PJM) or Sign Language System (SJM).

§ 5

Before documents signing, upon their motion, hard of hearing or deaf person should be provided with electronic version of these documents in order to make it possible to acknowledge their content. Documents cannot contain any personal data.