

Procedure for signing document by persons with intellectual disabilities in the Jagiellonian University

§ 1

1. When completing formalities, including signing documents by person with intellectual disabilities, an attending officer should provide support (personal, technical) as well as explanations related to the undertaken activities.
2. Support and explanations referred to in paragraph 1 hereinabove shall particularly include:
 - a) providing attention and patience towards person with intellectual disability,
 - b) respecting private sphere of person with intellectual disabilities, i.e. refraining from contact involving shaking hands, touching shoulders, etc.,
 - c) adjusting pace of speaking as well as vocabulary to individual needs of person with intellectual disability,
 - d) providing information directly, clearly and precisely, using uncomplicated words and phrases as well as short sentences; explaining difficult terms if it is necessary to use them; using the same notions for defining the same things and phenomena, using active voice instead of passive voice,
 - e) avoiding abstract concepts, metaphors, diminutive forms, abbreviations and complex sentences,
 - f) asking questions which can be answered by person with intellectual disability with one or few words or by nodding a head
 - g) resuming each conversation in order to be sure that person with intellectual disability understood the provided information.

§ 2

1. Person with intellectual disability may sign required documents as regards employment relationship on their own, unless they are completely incapacitated.
2. If there is such need person with intellectual disability may sign documents attended by a third person. In such situation person with intellectual disability chooses and makes decisions with support referred to in § 1.

§ 3

Before documents signing, upon their motion, person with intellectual disability 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. As far as possible content of the provided document should be clear and intelligible.