



STUDY WITH NO BARRIERS

Guide for students with disabilities





Koszalin University of Technology
accessible to everyone

Guide for students with disabilities

Koszalin, 2022





Table of Contents

The Support Office for People with Disabilities	4
Individual organisation of studies	10
The Accessibility of Koszalin University of Technology for people with disabilities	16
· Support for people with hearing disabilities	20
· Support for people with sight disabilities	22
Library of Koszalin University of Technology	24
Dormitory, your place of rest, work and meetings	28
Sport for people with disabilities	32
Free time, interests and development	36
Erasmus+ Programme	38
Student Research Clubs	40
Koszalin University of Technology Student Parliament and faculty self-governments	40



The Support Office for People with Disabilities



The Support Office for People with Disabilities is run by two graduates of Koszalin University of Technology. They are supported by an educational advisor.

The main idea behind the establishment of this office was to offer students with disabilities the necessary forms of support in the educational process.

The task of the office is to help both students with disabilities and academic teachers, as well as administrative employees who have daily contact with people with disabilities.

Anyone who, due to their health situation, encounters barriers in the process of studying or functioning properly at the university, can contact the office.

The assistance provided by the office is carried out on many levels and includes, among other things, organisation of free psychological consultations, assistance in solving problems related to studying, counseling and providing information on forms of assistance that can be used by people with disabilities.

Our activities include comprehensive support providing:

- advice, guidance and assistance in any issue related to disability
- accommodation in a dormitory adapted to the needs of people with disabilities
- physical education classes in an alternative form
- specially adapted computer workstations, e.g. in the library
- psychological and educational support (available in Polish)
- participation in training and integration events (available in Polish)
- supporting the process of professional activation (available in Polish)



Contact us

Support Office for People with Disabilities
Śniadeckich Street, room 1A (ground floor)
Phone: 94 34 78 672 / 734 179 191
niepelnosprawni@tu.koszalin.pl



Office team



Kornelia Matecka

The Rector's representative for the affairs of people with disabilities



Anna Stępień

office employee



Tomasz Parafiniuk, PhD

educational advisor

Koszalin University of Technology is a modern university that undertakes many innovative activities.

The mission of our university is, among other things, to create conditions for people with disabilities to participate freely in the recruitment and education process, as well as in scientific activities.

We take all efforts to remove barriers which limit education for people with disabilities.

We are currently carrying out the project „The Accessible University - Koszalin University of Technology”.

Our activities are aimed at:

- elimination of architectural barriers
- introduction of services supporting the educational process
- organisation of alternative activities
- comprehensive training courses for university staff increasing their knowledge about disabilities
- development of the support office for people with disabilities
- implementation of procedures regulating the education process

At each faculty of Koszalin University of Technology the faculty coordinators for people with disabilities have been appointed.

If you have any questions about your education at the faculty, please contact the persons listed below.



Faculty coordinators

Faculty of Civil Engineering, Environment and Geodesy

Katarzyna Lewicka-Rataj PhD
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katarzyna.lewicka-rataj@tu.koszalin.pl
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Faculty of Economic Sciences

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phone: 94 34 39 204

Faculty of Mechanical Engineering

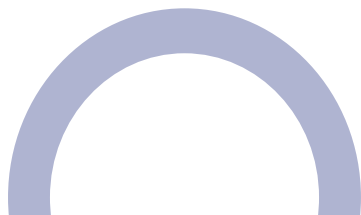
Agnieszka Kułakowska PhD. DSc. Eng.
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Faculty of Architecture and Design

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paulina.florczak@tu.koszalin.pl
phone: 94 34 86 658





Individual organisation of studies

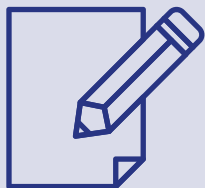


An Individual organisation of studies (IOS in short) is available to every KUT student who receives the appropriate consent from the Dean of a faculty.

Students with disabilities as part of IOS may apply, among other things, for:

- changing the way of participating in classes (e.g. by making up for overtime absences related to their disability)
- or the right to have the supporting person (an assistant) present during classes
- a change of the date and/ or place of an assessment/ examination
- a change of the organisation of the examination session
- an extension of the duration of the examination/ assessment
- a change of the form of assessment/ examination (written/ oral)

Important!



HOW TO DO IT?

Step by step

- contact the Student Service Office at your faculty (a detailed list can be found on the website of Koszalin University of Technology)
- bring documents confirming your health condition (e.g. a certificate of the degree of disability)
- submit an appropriate application
- deliver the completed application to the Dean or Vice-Dean of your faculty
- after receiving the Dean's consent, inform all persons conducting your classes in a given semester of the consent to the IOS within 14 days

TO-DO LIST





Become an assistant for a person with disabilities

Koszalin University of Technology
2 Śniadeckich Street, room 1 A
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niepelnosprawni@tu.koszalin.pl



Sometimes even the hero needs support



The Accessibility of Koszalin University of Technology for people with disabilities



Most of the facilities of Koszalin University of Technology, including didactic, scientific-research, sports buildings as well as student dormitories, are adapted to the needs of people with physical disabilities.

The university's campuses at Śniadeckich Street and Kwiatkowskiego Street allow easy access for people in wheelchairs or on crutches. The access is guaranteed thanks to specially adapted entrances, stairs platforms, lifts and corridors.

The passageways and doors are wide, allowing safe movement. All campuses have adapted toilets. There are Braille signs in the lifts and voice messages in some of them (buildings D, E, F, G, H, I) at Śniadeckich Street.

We do our best to gradually remove architectural barriers at Raclawicka Street campus.

Every year works are carried out to improve the current adaptation of the university buildings.

During the renovation of existing facilities and the implementation of new investments, new facilities for people with various types of disabilities are gradually introduced.

There are marked parking spaces for people with disabilities near the entrances to the main buildings.



Support for people with hearing disabilities

The Support Office for People with Disabilities of Koszalin University of Technology has prepared facilities for people with hearing disabilities.

Thanks to funding from the EU project „The Accessible University - Koszalin University of Technology”, 8 electric tables with induction loops have been purchased.

An induction loop is a system that supports people with hearing impairments - especially those who use hearing aids or implants.

It enables the hearing impaired person to receive pristine and clear sound through a telecoil, which almost every hearing aid is equipped with.

Tables with induction loops are facilities that can be found in every Student Service Office, at three campuses of Koszalin University of Technology - explains Kornelia Matecka, the Rector's representative for the affairs of people with disabilities.

The tables are electrically adjustable in height, which allows the user to change their position comfortably, e.g. from sitting to standing.

The tables can also be used by people with physical disabilities or in wheelchairs. Induction loops have also been placed in the rooms where diploma examinations take place.



Important!

Rooms with induction loops

- Śniadeckich Street - room 22 A
- Raławicka Street - room 105 A
- Kwiatkowski Street - room 102 A

The purchase of the equipment was financed by a grant from the Ministry of Education and Science intended to support the education and research process of people with disabilities.



Support for people with sight disabilities

As part of the project „The Accessible University - Koszalin University of Technology”, two information terminals have been purchased, which are located at Śniadeckich Street and Kwiatkowskiego Street campuses.

The terminals are intended for people with sight and hearing disabilities.

The devices have a built-in WiFi/Bluetooth module. It allows communication with users' smartphones.

Thanks to this function, the terminal informs (by sound, vibration of a smartphone) when a blind person approaches the terminal.

As soon as the connection between the smartphone and the terminal is established, the latter speaks up, informing about the place position of the person. In this way, the blind person is guided directly to the terminal and can start using its functions.



Text-To-Speech and Screen Magnifying software

The implementation of the project „The Accessible University - Koszalin University of Technology” has also allowed for the purchase of specialized sound and magnification software.

These types of programmes help visually impaired and partially sighted people to use the computer.

Thanks to it, depending on their needs and eyesight defects, users can choose a function that enlarges only the image on the computer or enlarges the image and makes the computer sound.

The software can enlarge the image up to several dozen times, increase the brightness or show the image in contrasting colours, as well as read out the screen content.



Library of Koszalin University of Technology



In the faculty reading rooms and in the lending library, there are devices that make it easier for people with sight, hearing and movement disabilities to use the resources of Koszalin University of Technology Library or their own materials.

Computer workstations can also be used by secondary school students, students of other universities and everyone who wants to find information for everyday study but their health condition prevents them from working with a computer on their own.

For readers with limited opportunities to read regular print on their own, the Library of Koszalin University of Technology provides computer hardware and software enabling the use of books, magazines and other publications. The equipment is available on site at the campuses at Kwiatkowskiego street and Raclawicka street.

A computer set with special software

A computer set with software allowing to change the magnification, colour, contrast and brightness of the image, and also giving the possibility to read the printed text by using a synthetic voice.

The set includes a special keyboard with contrasting, enlarged inscriptions of the keys.

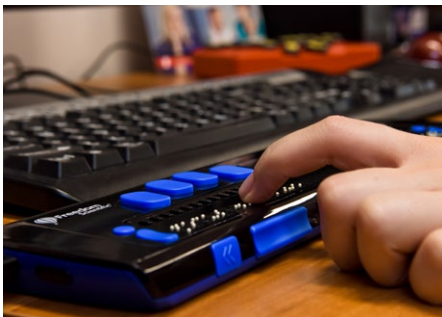
The set is complemented by:

- **Focus40 Braille monitor** - enabling computer control and text visualization in Braille on the built-in panel

A device that transforms text and graphic information appearing on a monitor screen into Braille characters. Braille computer devices (for the blind and visually impaired)

- **Braille keyboard** - enabling the input of written text into Braille alphabet

- **Mouse (TrackBall)** - allows people with disabilities of the upper limbs to control the cursor on the computer screen smoothly and precisely



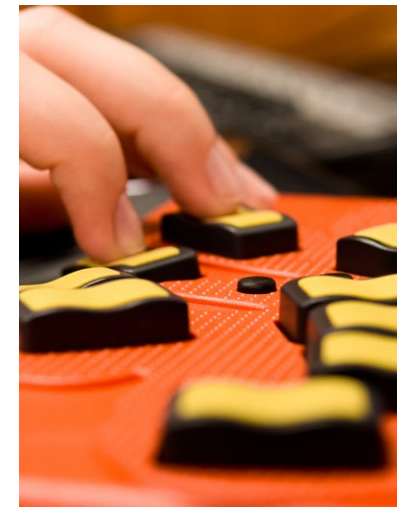
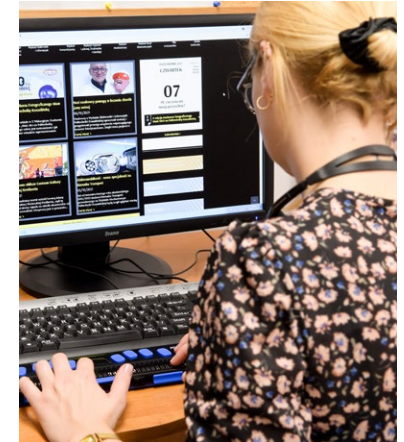
The second, independent module of the workstation is the voice-over device, which includes a scanner and a laptop with specialized Dolphin Guide software.

The voice-over device enables the computer to be operated by visually impaired users: e.g. the Internet access, sending e-mails and reading scanned texts.

The workstation is placed on a height-adjustable table, which makes it possible to work from a wheelchair.

There is also a computer station equipped with specialized software (text-to-speech programme, speech synthesiser, magnifying programme) in the library.

In addition, the library has equipment that allows to process printed materials into electronic form, a stationary magnifier VISIO+, Braille maps of the university building floors, which gives better spatial orientation for blind and visually impaired students, and a computer station with a computer mouse „myszONka” enabling work on a computer without using hands.





Dormitory, your place of rest, work and meetings



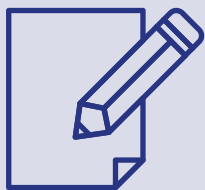
Dormitory No. 4 has rooms adapted to the needs of People with disabilities.

The corridors and doors on the ground floor are widened, which allows for free and safe movement.

In the pedways there are kitchen annexes, where the tops have been placed at a height adjusted to the needs of people in wheelchairs. The light switches and electrical sockets have also been lowered.

In each pedway there is a bathroom fully adapted for people with disabilities. There are handles near the toilets, sinks and showers to facilitate their use. There is no shower tray or cabin in the shower area, which ensures easy access. The mirror above the wash basin has a special handle to adjust the height and angle of the mirror.

Important!



HOW TO DO IT?

Step by step

- contact the Student Dormitories Department of Koszalin University of Technology by phone or e-mail
- fill in the appropriate application form for a room in the dormitory
- indicate in the application that you are a person with a disability
- attach a certificate of disability degree to the documents

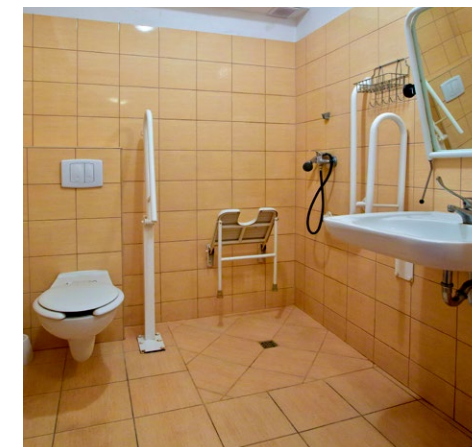
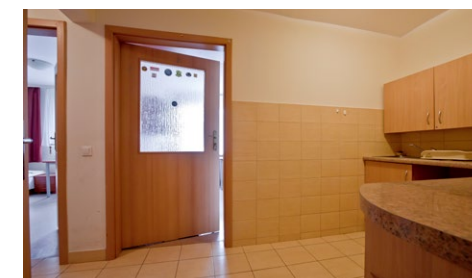
TO-DO LIST



Contact us

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phone: 94 34 78 917/918
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senior administration specialist
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e-mail: wojciech.biernacki@tu.koszalin.pl





Sport for people with disabilities



Koszalin University of Technology places great emphasis on health culture and physical education among its students and employees.

Activities in this area also include students with disabilities who, as a part of alternative physical education classes, have the opportunity to complete the compulsory course of this subject.

An application for adapting physical education classes to the individual needs of a person with a disability should be submitted to the Support Office for People with Disabilities. Students with a certified disability may use special equipment during physical education classes and during exercises within sports sections.

It is worth mentioning that the equipment of the Faculty of Physical Education and Sport of Koszalin University of Technology has recently been enriched with the following equipment adapted to the needs of people with disabilities:

- an electric treadmill with a control panel, equipped with a safety barrier, on which persons with reduced mobility can exercise; the control panel enables, among other things, regulating the speed and conditions of walking, as well as controlling the fatigue of the training person

- stationary exercise bicycle (the bicycle has a special backrest to ensure the safety of the exercising persons)

Equipment included in the faculty:

- rehabilitation tapes (10 pieces)

- pneumatic exercise cushions (10 pieces)

- rehabilitation mattresses (2 pieces)

In addition, there are vibrating poles at the disposal of the persons exercising, to strengthen abdominal, back and pelvic muscles.



The university has also bought a set for playing Boccia. This is a kind of skill game similar to the Italian version of the boules game.

Boccia has been a Paralympic discipline for nearly 30 years. It is worth mentioning that for several years Zielona Góra City has hosted the AZS Polish Integration Boccia Championship.

Perhaps our university will also establish a team which can take part in the championships in Zielona Góra.





Free time, interests and development



Work in the student self-government, activity in student research clubs and student organisations, as well as trips abroad - these are just a few opportunities to diversify your academic life and develop your interests.

Activity in student research clubs related to the field of studies, increases the chances of getting an interesting job.

Involvement in the activities of student clubs, organisations and student governments is usually a great experience in interpersonal relations, negotiations and team management.

Koszalin University of Technology offers all of this.

Erasmus+ Programme

The Erasmus+ Programme supports the physical and mixed mobility of university students of all faculties and study cycles. Students can either study abroad at a partner higher education institution or do an internship in a company, research institute, laboratory, organization or other suitable workplace abroad.

Higher education institutions must provide equal and fair access and opportunities to current and potential participants from all social environments. This means taking into account participants with fewer opportunities.

A person with fewer opportunities is a participant whose personal physical, mental or health condition makes it impossible for that person to participate in the mobility project/activity without additional financial or other support.

Students and graduates with fewer opportunities have the possibility to receive additional financial support for a mobility, they receive a supplementary payment to individual support as a part of EU funding from the Erasmus+ Programme.

In addition, higher education institutions which have selected students or staff with fewer opportunities may apply to the National Agency for additional funding to cover the additional costs related to their participation in mobility activities. Persons (assistants) accompanying students and employees with fewer opportunities are eligible to receive a grant based on real costs.



Contact us

International Mobility Office

Ewa Glijska-Balasz
manager
2 Śniadeckich Street,
room 102-2 G
egbalasz@tu.koszalin.pl
phone: 94 34 86 537

Aleksandra Zajac
university coordinator of the
Erasmus+ Programme
aleksandra.zajac@tu.koszalin.pl
phone: 94 34 86 570



Student Research Clubs

At Koszalin University of Technology there are over 20 student organisations and research clubs actively operating, which, thanks to the commitment of their members, are successful in implementing unique projects.

Depending on the nature of the faculty they are affiliated with, student clubs deal with various fields of science. They range from computer science, electrical engineering, logistics, through 3D printing, dance, singing, sailing, up to finances, economy and politics.

Student groups and organisations allow students to develop their passion, implement their own ideas, and spend free time among people with similar interests.

Koszalin University of Technology actively supports the activities of student research clubs. We are aware of the fact that working in them is the first and very valuable step for students to their future professional career.

Contact us

Student Service Office
2 Śniadeckich Street, 75-345 Koszalin, rooms 602-603 A

Agnieszka Bednarska
department manager
agnieszka.bednarska@tu.koszalin.pl
phone: 94 34 78 603

Agnieszka Rydzkowska
agnieszka.rydzkowska@tu.koszalin.pl
phone: 94 34 78 603

Koszalin University of Technology Student Parliament and faculty self-governments

The self-government brings together full-time and part-time students studying in various fields of study.

The numerous interests and expectations of young people are conducive to the formation of a student life.

The student self-government is associated with representing students in university authorities, helping them solve problems such as: organisation of education, participation in the academic and cultural life of the university.



**Guide for students with disabilities
Koszalin, 2022**

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University Enrollment:
irk.politechnika.koszalin.pl



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