

# **Detailed terms and conditions of using assistance in the form of a teaching assistant**

## **§ 1**

General rules for granting forms of assistance are defined in "The regulations for granting assistance within the subsidy for tasks connected with educating students with disabilities and the disbursement of subsidies, which is in force at the Marie Curie-Sklodowska University".

## **§ 2**

1. A disabled student benefits from the support of a teaching assistant in order to effectively acquire knowledge and new skills.
2. A disabled student benefits from the assistance of a teaching assistant only in such activities which cannot be performed on his own or entirely independently and the activities associated with the teaching process at the Marie Curie-Sklodowska University,
3. The Commission, on the basis of the documents submitted by a disabled student, grants the student a form of support by a teaching assistant.

## **§ 3**

The following documents are the basis for applying for the right to use the support by a disabled person assistant:

- 1) A registration questionnaire available at the Disabled Students Office, along with an application form for granting an assistant,
- 2) A photocopy of the certificate of disability degree,
- 3) The timetable of classes printed from the website of UMCS,
- 4) A drafted weekly work plan for an assistant (on an appropriate form).

## **§ 4**

1. The student shall have the right to find a teaching assistant on their own. The Disabled Students Office can help the student to find an assistant.
2. Qualification for the position of assistant shall be based on an interview with a staff member of the Office.

## **§ 5**

The support by a teaching assistant may include the following activities:

- 1) Accompanying one on the way to classes,
- 2) Assistance in taking notes during classes,
- 3) Assistance before sport activities, during them and after they finish,
- 4) Assistance in a library, in the preparation of course materials, graded projects, Bachelor and Master's theses,
- 5) With other tasks which are tailored to the needs of the student.

## **§ 6**

1. A teaching assistant performs their duties under a contract of mandate.
2. The remuneration of an assistant is given as a net rate per hour of work.
3. The remuneration is calculated on the basis of a report on actual hours of work.
4. The rate is determined by the chancellor of UMCS at the request of the Disabled Students Office.
5. On the basis of one contract an assistant can assist various disabled students.

## § 7

1. The contract is signed with an assistant for the period of one semester.
2. The assistant working under contract of mandate shall be obliged to produce a monthly report on hours worked (on an appropriate form).
3. The report shall be submitted by the 10th day of the following calendar month.
4. Remuneration shall be paid monthly in arrears to an assistant, until the 20th day of the following month in the amount corresponding to the quotient of the number of hours given in the report approved in substance by the Specialist in charge of Disabled Students, to the gross hourly wage during the calendar month.
5. A Teaching assistant working under a contract of mandate shall be obliged to prepare notes in an electronic form and deliver them to the Disabled Students Office.
6. Contracts of commission shall be settled in two steps.
7. Incompliance with the obligations set in the terms and conditions should lead to the possibility of terminating the contract by the other party.

## § 8

In matters not governed by these regulations one shall apply regulations for granting support within the subsidy for tasks connected with educating students with disabilities and for the disbursement of subsidies, which is in force at the Maria Curie-Skłodowska University.

**I declare that I am familiar with these regulations and accepted their terms and conditions.**

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Date Signature

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