

**REGULATION NO. 44  
OF THE RECTOR OF THE SGH WARSAW SCHOOL OF ECONOMICS  
of 28 August 2023  
on the principles of ensuring accessibility for persons with special needs at the  
SGH Warsaw School of Economics**

Pursuant to Article 23(1) and (2)(11), in conjunction with Article 11(1)(6) of the Act of 20 July 2018 – Law on higher education and science (Journal of Laws of 2023, items 742, 1088, 1234 and 1672), as well as Articles 5–11 of the Act of 4 April 2019 on digital accessibility of websites and mobile applications of public entities (Journal of Laws of 2023, item 1440), and Article 3(1) of the Act of 19 July 2019 on ensuring accessibility for persons with special needs (Journal of Laws of 2022, item 2240), in order to implement the Accessibility Strategy of the SGH Warsaw School of Economics, constituting an appendix to Regulation No. 3 of the Rector of the SGH Warsaw School of Economics of 17 January 2023 on the implementation of the Accessibility Strategy of the SGH Warsaw School of Economics, it is ordered as follows:

**§ 1**

**General provisions**

The Regulation establishes rules for ensuring accessibility for persons with special needs at the SGH Warsaw School of Economics, including detailed rules for implementing accessibility.

**§ 2**

**Definitions**

Whenever the Regulation refers to:

- 1) barrier – it shall mean an architectural, digital or information and communication obstacle or limitation that prevents or hinders persons with special needs from participating in various spheres of life on an equal basis with others;
- 2) BON – it shall mean the Office of Accessibility and Support for People with Disabilities, i.e., the unit responsible for representing the interests of persons with disabilities and other special needs at the SGH Warsaw School of Economics;

- 3) alternative access – it shall mean the alternative access referred to in Article 7 of the Act on ensuring accessibility, consisting, in particular, in providing a person with special needs with the support of another person or providing such a person with technical support, including with the use of modern technologies, or introducing such an organization of a public entity that will enable the needs of such a person to be met to the extent necessary for them;
- 4) accessibility – it shall mean architectural, digital and information and communication accessibility in the scope defined, in particular, by the minimum requirements referred to in Article 6 of the Act on ensuring accessibility;
- 5) architectural accessibility – it shall mean the characteristics of a building, its surroundings and public space, as well as the relevant procedures, meaning the possibility for everyone, especially people with special needs, to use them as much as possible, on an equal basis with other people, with respect to which the minimum requirements are specified in the Act on ensuring accessibility, the Act of 7 July 1994 – Construction Law (Journal of Laws of 2023, item 682, as amended<sup>1)</sup>) and the Law of 24 August 1991 on fire protection (Journal of Laws of 2022, item 2057, and of 2023, items 1088 and 1560);
- 6) digital accessibility – it shall mean the characteristics of the IT system, website, mobile application and electronic document and their content, as well as the relevant procedures, meaning that they can be used by everyone, especially people with special needs, to the greatest extent possible, on an equal basis with other people, with respect to which minimum requirements are specified in the Act on digital accessibility, particularly in the appendix to that act – Web Content Accessibility Guidelines 2.1, applicable to websites and mobile applications with regard to accessibility for people with disabilities (WCAG 2.1.);
- 7) information and communication accessibility – it shall mean the characteristics of information, communication and promotion activities, events, technical means, etc., as well as the relevant procedures, meaning that they can be used by everyone, especially people with special needs, to the greatest extent possible, on an equal basis with other people, with respect to which the minimum requirements

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<sup>1)</sup> Amendments to the consolidated text of the aforementioned act were announced in the Journal of Laws of 2023, items 553, 967, 1506, 1597, 1681 and 1688.

are specified in the Act on ensuring accessibility and the Act of 19 August 2011 on sign language and other means of communication (Journal of Laws of 2023, item 20);

- 8) Convention – it shall mean the United Nations Convention on the Rights of Persons with Disabilities, adopted by the United Nations General Assembly on 13 December 2006 and ratified by the Republic of Poland on 6 September 2012 (Journal of Laws of 2012, item 1169 and of 2018, item 1217);
- 9) modernization – it shall mean conversion, expansion, reconstruction, adaptation or modernization of a fixed asset or intangible asset leading to its improvement;
- 10) a person with special needs – it shall mean a person referred to in Article 2(3) of the Act on ensuring accessibility, i.e. a person who, due to their external or internal characteristics, or due to circumstances in which they find themselves, must take additional measures or use additional aids to overcome a barrier to participate in various spheres of life on an equal basis with others;
- 11) reasonable accommodation – it shall mean reasonable accommodation, as referred to in Article 2 of the Convention, used in particular to ensure accessibility, including meeting the minimum requirements referred to in Article 6 of the Act on ensuring accessibility, for persons with special needs, i.e., necessary and appropriate modifications and adjustments that do not impose a disproportionate or excessive burden, if needed in a specific case, to ensure that persons with disabilities can enjoy and exercise all human rights and fundamental freedoms on an equal basis with others;
- 12) SGH or the School – it shall mean the SGH Warsaw School of Economics;
- 13) universal design – it shall mean universal design, as referred to in Article 2 of the Convention, used in particular to ensure accessibility, including meeting at least the minimum requirements referred to in Article 6 of the Act on ensuring accessibility, for persons with special needs, i.e., designing products, environments, programs and services to be usable by all, to the greatest extent possible, without the need for adaptation or specialized design, while universal design does not exclude technical aids for specific groups of persons with disabilities, if needed;

- 14) Act on digital accessibility – it shall mean the Act of 4 April 2019 on digital accessibility of websites and mobile applications of public entities (Journal of Laws of 2023, item 1440);
- 15) Act on ensuring accessibility – it shall mean the Act of 19 July 2019 on ensuring accessibility for persons with special needs (Journal of Laws of 2022, item 2240).

### § 3

#### Ways to ensure accessibility

1. The School provides accessibility to people with special needs through the use of universal design or reasonable accommodations, with universal design being the primary, main and predominant means of providing accessibility.
2. As part of ensuring accessibility for people with special needs, the School is taking steps to:
  - 1) take their needs into account in the activities they plan and carry out;
  - 2) remove barriers, as well as prevent their emergence.
3. In an individual case, if the School is unable (in particular, for technical or legal reasons) to provide accessibility in the manner referred to in item 1, a person with special needs shall be provided with alternative access.

### § 4

#### Rules of ensuring accessibility

The School's organizational units take care to ensure accessibility of resources for which they are responsible and the services and processes they provide, where:

- 1) in terms of architectural accessibility, these are primarily the School's organizational units responsible, in accordance with their competencies, for buildings, their surroundings and public space;
- 2) in the field of digital accessibility, these are primarily the organizational units of the School responsible, in accordance with their competencies, for the preparation of templates and content of websites (including text, graphic and multimedia attachments submitted for publication), mobile applications and templates and content of electronic documents, provided that:
  - a) where different units are responsible for the template of a website (digital object) and its content, ensuring accessibility of the template is coordinated by the unit that created it, and ensuring accessibility of the content – by the unit responsible for it,

- b) where several units are responsible for the content of a website (as is the case of the School's main website), ensuring its accessibility is coordinated by the units responsible for publishing the content of the various parts of the website;
- 3) in terms of information and communication accessibility, these are mainly the School's organizational units that prepare information, communication and promotional activities, events, etc.

## § 5

### Ensuring accessibility in public procurement

1. Where the performance of public tasks or the awarding of public contracts is commissioned or entrusted by the School under a contract, it is required to include provisions relating to ensuring accessibility for persons with special needs, taking into account at least the minimum requirements referred to in Article 6 of the Act on ensuring accessibility.
2. Ensuring accessibility to persons with special needs in the case referred to in paragraph 1 shall, as far as possible, take into account universal design.  
In special, individual and justified cases, it is permissible to deviate from universal design.
3. Persons responsible for ensuring accessibility in public procurement, including at least by:
  - 1) specifying in the content of contracts the conditions for doing so, unless this is not justified by the nature of the subject matter of the contract in question,
  - 2) implementation of the obligation referred to in § 13(2)(3) of the Rules and Regulations for procurement at the Warsaw School of Economics, constituting Appendix No. 1 to the Rector's Regulation No. 116 of 30 December 2020 on the introduction of rules and regulations of procurement at the SGH Warsaw School of Economics, as amended,
  - 3) application of the principle referred to in § 1(3)(8) of the Rules and Regulations for procurement excluding the application of the provisions of the Act – public procurement Law at the SGH Warsaw School of Economics, constituting Appendix No. 2 to the Regulation referred to in item 2,
  - 4) application of universal design, unless there is a case referred to in the second sentence of item 2

– are persons holding managerial positions in the School's organizational units that prepare the contracts.

## § 6

### BON's tasks in ensuring accessibility

BON is responsible for providing support to the School's organizational units in ensuring accessibility. To this end, in particular, it:

- 1) takes measures to improve the accessibility of the School;
- 2) monitors and reviews the School's accessibility procedures, processes and other activities, and takes appropriate consultation and whistleblowing actions in this area;
- 3) prepares internal instructions, guidelines and recommendations for the School's organizational units to ensure its accessibility;
- 4) consults on university investments, upgrades and renovations at every stage of their implementation and approves them in terms of ensuring accessibility;
- 5) represents the School at meetings (e.g., project groups) on accessibility, including those related to removing barriers;
- 6) prepares a report on the status of the School's accessibility based on information obtained from the School's organizational units relevant to the accessibility area;
- 7) consults and gives opinions on contracts, proposals and other documents and actions of the School's organizational units in the field of ensuring accessibility, at the request of these units, if justified;
- 8) supports the School's organizational units in responding to complaints about lack of accessibility and requests to ensure accessibility;
- 9) supports the School's organizational units in responding to requests to provide communication with a person with special needs in the form indicated in the request.

## § 7

### Tasks of organizational units of the School other than BON in ensuring accessibility

The tasks of organizational units of the School other than BON in terms of ensuring accessibility include in particular:

- 1) cooperation with BON in its planned and performed tasks to ensure the accessibility of the School;
- 2) providing information necessary for:
  - a) required reporting, including the School's reports on accessibility status,

- b) preparation and updating of declarations of accessibility;
- 3) removing and preventing barriers and taking action on accessibility problems that have arisen, especially preparing proposals for barrier removal in consultation with BON;
- 4) immediately providing BON with information on incoming requests for architectural and information and communication accessibility, requests for digital accessibility, as well as responding to other reports of accessibility irregularities;
- 5) immediately providing BON with information on incoming requests to provide communication with a person with special needs, in the form indicated in the request;
- 6) informing BON about the occurrence of failures, shutdowns, changes and any ongoing investments, upgrades and renovations affecting accessibility;
- 7) reporting to BON information on all observed barriers or impediments for people with special needs occurring at the School;
- 8) reporting to BON information, with justification, about situations which require provision of alternative access, in particular in the form of:
  - a) support of another person,
  - b) technical support using modern technologies,
  - c) changes in the organization of the School.

## § 8

### Records and evaluation of the School's accessibility status

1. Records and evaluation of the School's accessibility status, hereinafter referred to as "records", are used to implement accessibility at the School, in particular, to prepare a report on the School's accessibility status and to prepare and update declarations of accessibility.
2. The records are kept by BON based on information obtained from the School's organizational units relevant to the accessibility area.

## § 9

### Declaration of accessibility

1. Declarations of accessibility shall be prepared and published, in accordance with the requirements set forth in Article 10 of the Act on digital accessibility and in compliance with the principles referred to in § 4.2, by the School's organizational

units responsible for ensuring digital accessibility of websites and mobile applications.

2. The declaration of accessibility is prepared in accordance with the technical conditions for publication and the structure of the electronic document “Declaration of Accessibility”, developed by the relevant ministry.
3. The School’s organizational units referred to in item 1, in cooperation with BON, shall review and update the declaration of accessibility by the end of February each year and immediately whenever the website or mobile application undergoes changes that may affect its digital accessibility.

## § 10

### Reporting irregularities in accessibility

1. The School’s organizational units are obliged to inform BON of any irregularities that may be relevant to the situation of persons with special needs.
2. Significant irregularities referred to in item 1 shall include in particular:
  - 1) irregularities of infrastructural nature;
  - 2) irregularities that may endanger health, life, safety or public order;
  - 3) irregularities negatively affecting the image of the School.
3. Immediately upon receipt of information on the matter referred to in item 1, BON shall notify the Chancellor of the existing irregularity and propose possible measures to remove or reduce it, as well as indicate the expected date of application of the reported solution.

## § 11

### Complaint procedure

1. A person with special needs or their legal representative, upon proof of factual interest, has the right to apply for architectural or information and communication accessibility, hereinafter referred to as a “DAIK request”.
2. Anyone has the right to make a request to demand accessibility of a digital website, mobile application or some element thereof, hereinafter referred to as a “DC request”.
3. The requests referred to in items 1 and 2 shall be submitted in documentary form (written form, electronic form, etc.) to the person in charge of the organizational unit of the School to which the request relates.
4. The DAIK request should include:
  - 1) the applicant’s contact information;



- 2) indication of the applicant's status (whether they are a person with special needs or their legal representative);
  - 3) indication of the barrier;
  - 4) factual interest;
  - 5) information on how to contact the applicant (e.g., in written form only);
  - 6) optionally – the preferred method of ensuring accessibility.
5. The DC request should include:
- 1) the applicant's contact information;
  - 2) indication of the website, mobile application or some element thereof, the accessibility of which is to be ensured;
  - 3) information on how to contact the applicant (e.g., in written form only);
  - 4) optionally – the preferred method of ensuring accessibility;
  - 5) indication of alternative access – if applicable.
6. The DAIK and DC request templates are available on the website:  
<https://www.sgh.waw.pl/dostepnosc-dla-osob-ze-szczegolnymi-potrzebami>.
7. The DAIK or DC request shall be processed in consultation between the person in charge of the organizational unit of the School to which the request applies and the BON employee, and in special cases – also in consultation with the School authorities. It is the responsibility of the responsible organizational unit to ensure accessibility to the extent specified in the request and in accordance with the procedure referred to in the first sentence, which shall be done without undue delay, but no later than within 14 days from the date of submission of the DAIK request or 7 days from the date of submission of the DC request, respectively.
8. If it is not possible to ensure accessibility to the extent specified in the request within the period referred to in paragraph 7, an employee of BON, on behalf of the School, shall immediately notify the applicant of the reasons for the delay and indicate a new date for providing accessibility, not exceeding 2 months from the date of the request.
9. In cases justified by exceptional circumstances, when the provision of accessibility to the extent specified in the request is impossible, or possible at a later date than that indicated in item 8, in particular for technical or legal reasons, the head of BON shall immediately notify the applicant of the impossibility of providing accessibility or indicate a later date for providing accessibility than the statutory

one, with the justification of the reason, which does not exempt the School from the obligation to provide alternative access.

## § 12

### Final provisions

1. To the extent not regulated by the Regulation, the following acts shall apply:
  - 1) Act on digital accessibility;
  - 2) Act on ensuring accessibility;
  - 3) Act of 24 August 1991 on fire protection;
  - 4) Act of 7 July 1994 – Construction Law;
  - 5) Act of 19 August 2011 on sign language and other means of communication;
  - 6) Act of 11 September 2019 – Public Procurement Law (Journal of Laws of 2023, item 1605);
  - 7) the Statute of SGH, constituting an appendix to Resolution No. 499 of the SGH Senate of 29 May 2019, as amended, and other internal regulations of SGH.
2. The Regulation shall enter into force on the date of its signature.

### RECTOR

dr hab. Piotr Wachowiak, prof. of SGH

/signed with a qualified  
electronic signature/