**RULES GOVERNING THE HAMLET PROGRAMME**

1. The objective of the Hamlet programme is to adapt and offer educational materials, free of charge, to under/graduate, doctoral and postgraduate students of the Jagiellonian University (JU) whose disability makes reading standard printed text difficult or impossible for them. The adaptation consists in adjusting the materials to the needs of the student so that he/she can become familiar with their contents.

*A person with a disability shall mean a person with a long-term disturbance of physical, mental, intellectual or cognitive ability, which may, in interaction with various barriers, impede their full and effective participation in social life based on equality with others.*

The student’s enrolment in the programme is subject to a decision by an educational process accessibility specialist of the JU Accessibility Centre (JU AC) taken on the basis of the specialist documentation presented by the student and analysis of their health and/or psychophysical status.

* 1. Participation in the Hamlet programme may be applied for by under/graduate, doctoral and postgraduate students for health and/or psychophysical reasons, i.e. in particular:
* blind and partially sighted persons;
* persons on the autism spectrum, and
* persons with dyslexia, dysgraphia and/or dysorthography.

1.2. The project is open to undergraduate/doctoral/postgraduate students with moderate or considerable disability attested by a relevant certificate, and in the case of persons on the autism spectrum with developmental dyslexia – holding relevant documents issued by a psychological-educational outpatient healthcare unit and specialist documentation.

2. Materials fit for adaptation can be divided into five categories:

2.1. For scanning – if the adaptation involves only scanning not including the textual layer (non-searchable PDF).

2.2. Easy – materials in Polish without many photographs, tables, diagrams, charts or patterns.

2.3. Difficult – foreign-language textbooks, scans or photocopies of poor quality, books with many footnotes, photographs or tables.

2.4. Very difficult – materials whose adaptation requires consultation with a specialist in a given field (like exact sciences or Oriental philologies).

2.5 Graphics – description of the graphic (in case of graphics in foreign-language textbooks or paintings) or tactile graphic (in case of maps or charts).

3. On a monthly basis, the participant is entitled to receive:

3.1. Scans – 1,000 pages.

3.2. Easy text – 200 pages.

3.3. Difficult text – 100 pages.

3.4. Very difficult text – 50 pages.

3.5. Graphics – 5 tactile graphics and 10 descriptions of graphics (if the participant submits materials with more graphics, the student must decide which ones will be adapted).

4. Unused adaptation limits are not carried over to the following month. In case of adaptation of materials for the following semester, the page limits for the semester for which the materials are adapted will be reduced.

5. In exceptional cases, the limits may be increased by the coordinator after consulting the JU AC Director.

6. The participant is obliged to submit materials for adaptation at the JU AC in paper or electronic (email, pen drive, virtual disk, etc.) format respecting the following minimum deadlines for the reception of the adapted materials:

6.1. Scans – a week before the planned pick-up

6.2. Easy text – a month before the planned pick-up

6.3. Difficult text – a month and a half before the planned pick-up

6.4. Very difficult text – two months before the planned pick-up

6.5. Graphics – a month and a half before the planned pick-up

7. In case of tactile graphics, the participant is obliged to consult their preliminary adaptations prepared by the JU AC.

7.1. The preliminary graphic will be ready within up to three weeks after the participant provided the DSS with the materials. The participant will be informed of the fact by email or telephone.

7.2. The participant is obliged to consult adaptations and offer comments (in person or by email) within up to two weeks after he/she received information that the preliminary graphic was ready.

7.3. The JU AC prepares the final version of the graphic within up to two weeks after receiving the participant’s comments concerning the preliminary graphic.

8. In special cases, the preparation of adapted materials may take longer, the fact communicated by the project coordinator.

9. It is understood that materials are submitted for adaptation on the day when they are submitted in paper format (the fact confirmed by the participant in writing) or in case of materials submitted electronically – on the day when the participant receives confirmation that the JU AC received the materials. The submission of materials for adaptation must be accompanied by information concerning the student’s university programme and the course for which the materials in question are adapted.

10. The participant is obliged to confirm the reception of the materials:

10.1. In case of personal pick-up – by a signature on the declaration

10.2. In case of materials sent by email or surface mail – by a return email with reception confirmation

11. The participant may submit comments concerning the adaptation within up to a week after receiving it.

12. Materials are adapted on a first-come-first-served basis. The participant may enhance the priority of materials submitted at a later date, which must be confirmed by a declaration, signed by the participant, to the effect that the time for the adaptation of the materials submitted before them will be extended.