Fact sheet concerning compensation for disadvantages for students with disabilities and/or chronic illness

1 Introduction
Fact sheets provide general information about the organisation of degree courses and reflect present-day legal opinion. They express the provisions issued by the University bodies in concrete terms and summarise the major points. The Dean of Studies & Academic Affairs has issued this fact sheet pursuant to Art. 77(1) of the University Statutes (Consolidated Statute Book of the Canton of St.Gallen, No. 217.15; US) and the Senate Committee’s implementation provisions on the “Extension of the Assessment Year and extension of examination time at all Levels”.

1.1 Scope of application
This fact sheet is applicable to applicants, students in the Assessment Year and at the Bachelor’s, Master’s and Doctoral Levels. It specifies the procedure for compensation for disadvantages and stipulates the formal criteria and deadlines in a legally binding form.

1.2 Definitions
Disability: the definition provided by Art. 2 of the Federal Act on the Elimination of Discrimination against People with Disabilities is applicable in analogy.

Chronic illness: illnesses which are of long duration or have an episodic progression or are the result of a degenerative change in psychological or somatic conditions or are the cause of such conditions.

Compensation for disadvantages: specific measures with the aim of compensating for disadvantages caused by disability or illness to ensure all students’ equality of opportunity.

2 General information
Various application deadlines have to be adhered to (cf. individual points on “Dates and timeframes”). Applications have to be submitted in full, i.e. including all the necessary evidence (in German or English) and in due time. Applications that have not been submitted in due time or in full will be rejected on formal grounds.

Every application for compensation for disadvantages is contingent on a personal meeting with the Special Needs Advice Centre (exception: admission test). Please contact the Advice Centre in good time, at least two weeks before the expiry of the relevant deadline.

Applications for compensation for disadvantages must be submitted on an HSG application form.

It is imperative that applications are accompanied by the relevant evidence (in German or English):

   (1) HSG form for the assessment of the necessity for compensatory measures (to be filled in by medical/therapeutic professionals),

   (2) further documents (e.g. a psychological test assessment in the case of specific developmental disorders such as dyslexia, dyscalculia, dyspraxia, etc., or evidence of compensation for disadvantages granted by a previous educational institution).

Applications have to be submitted in digital form:

   • people without HSG log-in: by e-mail to nachteilsausgleich@unisg.ch,
   • HSG students with log-in: by upload in the StudentWeb.

By signing the application, applicants agree that all the application data may be discussed with the independent medical examiner of the University of St.Gallen.

1. http://studentweb.unisg.ch/de: Level Assessment / Bachelor / Master: Examinations / Achievements -> Compensation for disadvantages
   Level PH.D: Choice of course & Bidding -> Compensation for disadvantage
   Application: cf. downloads
If need be, the University may call on you to consult the independent medical examiner. The independent medical examiner is also entitled to consult your treating physician and/or therapist. Once students have sat an examination, they are no longer able to claim any entitlement to compensatory measures for this examination, nor will they be allowed to resit the examination.

3 Application for compensatory measures

Students with a disability and/or chronic illness can be granted the following adjustments to the formal course work and examination conditions on request.

3.1 Extension of the Assessment Year

Students with disabilities or chronic illnesses have the possibility to extend the Assessment Year to four semesters. You can find important information in the special regulations concerning the extension of the Assessment Year.

Students who have been granted an extension must study in accordance with the curriculum specified in the appendix to the implementation provisions. Provisional admission to the Bachelor’s Level is possible after the 2nd semester; it is granted at the students’ own risk and limited to two semesters.

3.1.1 Dates and timeframes

Applications can be submitted by no later than the Friday of calendar week 39 (2nd week of the Autumn Semester). When drawing up your schedule, please consider that a personal meeting with Special Needs will have to have taken place before you can submit your application. In the case of circumstances that are verifiably unforeseeable or that occur at short notice, the Examination Management will decide whether an application is accepted or not.

3.1.2 Decision

The decision concerning the application is sent as a notification by the Dean of Studies & Academic Affairs.

3.2 Adjustments of formal examination conditions

Depending on the type of impairment, and with no prejudice to subject-specific requirements, the following types of compensation for disadvantages can be granted on request (the list is not exhaustive):

- separate examination room;
- admission of necessary aids (e.g. laptop, refreshable braille display);
- adjustment of examination papers (e.g. large letters);
- interruption of examinations by individual recreation breaks which are not added to the actual examination time;
- permission to sit an individual examination instead of a group examination;
- extension of examination time;
- extension of the time allowed for the work necessary in connection with course work and examinations that are subject to a time limit, such as written examinations, term papers and degree theses.

3.2.1 Dates and timeframes

Basically we recommend that applications should be submitted as early as possible (at the beginning of the semester). Depending on the examination to be taken, the following application deadlines are applicable (when drawing up your schedule, please consider that a personal meeting with Special Needs will have to have taken place before you can submit your application):

http://studentweb.unisg.ch/de: Level → Legal bases and fact sheet: examinations
Put into force by the Dean of Studies & Academic Affairs as from October 2018
### Dates and timeframes

<table>
<thead>
<tr>
<th>Examination</th>
<th>Examination date</th>
<th>Application deadline</th>
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<tbody>
<tr>
<td>Admission test</td>
<td>Wednesday, CW 07:</td>
<td>Friday, CW 02</td>
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<td></td>
<td>Wednesday, CW 28:</td>
<td>Friday, CW 22</td>
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<tr>
<td>Integration Week</td>
<td>CW 22:</td>
<td>Friday, CW 17</td>
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<td></td>
<td>CW 36:</td>
<td>Friday, CW 32</td>
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<tr>
<td>Decentral examinations</td>
<td>According to information provided by faculty:</td>
<td>Friday, CW 43</td>
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<td></td>
<td>Autumn Semester:</td>
<td>Friday, CW 13</td>
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<td></td>
<td>Spring Semester:</td>
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<tr>
<td>Central examinations</td>
<td>Autumn Semester:</td>
<td>Friday, CW 43</td>
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<td></td>
<td>Spring Semester:</td>
<td>Friday, CW 16</td>
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<tr>
<td>Accountancy test</td>
<td>January:</td>
<td>Friday, CW 43</td>
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<td></td>
<td>March:</td>
<td>Friday, CW 09</td>
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<td></td>
<td>June:</td>
<td>Friday, CW 13</td>
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*3.2.2 Decision*

The decision is sent in the form of a notification by the Dean of Studies & Academic Affairs.

The notification regulates the duration of the measure that has been granted. On expiry of this duration, a new application will have to be submitted if it is still required. This will be contingent on a (renewed) personal meeting at the Special Needs Advice Centre.

*3.2.3 Procedures for the implementation of the measures*

The procedures for the implementation of the measures vary from examination to examination and are regulated below. On the strength of the notification, it is basically the students’ responsibility to request that the measures are implemented. If they fail to call for the measures in due time, they will forfeit the entitlement to compensation for disadvantages for the examination concerned.

(a) Admission test

The measures are implemented centrally by the Service Center Planning & Examinations.

(b) Integration Week:

The measures are implemented by the persons who are responsible for the Integration Week. The students have to e-mail the notification to integrationswoche@unisg.ch by no later than 2 weeks before the beginning of the Integration Week (it is imperative that a copy is sent to nachteilsausgleich@unisg.ch and specialneeds@unisg.ch).

(c) Central examinations:

The measures are implemented centrally by the Service Center Planning & Examinations. The students must e-mail a list of all central examinations they have to take in the semester to nachteilsausgleich@unisg.ch before the expiry of the deadline for registration for an examination.

(d) Decentral examinations:

The measures are implemented decentrally by the faculty members responsible for the concrete examinations. The students have to e-mail the notification to the faculty member responsible for the examination concerned by no later than 2 weeks before the examination date (it is imperative that a copy is sent to nachteilsausgleich@unisg.ch and specialneeds@unisg.ch).
4 Further information and contact

4.1 Further information
For further information, please consult the StudentWeb. Please take note of the following fact sheets and information, in particular:

- implementation provisions concerning the extension of the Assessment Year and of examination time,
- directive of the Dean of Studies & Academic Affairs concerning the extension of the Assessment Year and of examination time.

4.2 Contact
If you have any questions, please contact Diversity & Inclusion, Special Needs.
E-mail: specialneeds@unisg.ch; tel: +41 71 224 31 91.