Support for students with disabilities

If you have a disability or a chronic illness, you face particular challenges during your studies. Many things must be organised, thought about and applied for if you want to be able to complete your studies successfully.

The University of St. Gallen aims to enable you to study with equal opportunities. Therefore we will gladly identify your special requirements with you.

For us to be able to provide you with the best possible support, it is indispensable that you should contact us as early as possible.

Initial contact: Diversity & Inclusion, Special Needs
Rosenbergstrasse 51
9000 St. Gallen
Tel: +41 71 224 31 91
E-mail: specialneeds@unisg.ch

Subsequent to the consultation, you will have to apply for access arrangements such as extension of time, separate room, support pool, etc., for central and decentral written examinations.

Deadlines for applications for access arrangements:

<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 Friday, CW 2</td>
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<td></td>
<td>Wednesday CW 28  Friday, CW 22</td>
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<tr>
<td>Integration Week</td>
<td>CW 22            Friday, CW 17</td>
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<td>CW 36            Friday, CW 32</td>
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<tr>
<td>Decentral examinations</td>
<td>According to information provided by faculty: Autumn Semester: Friday, CW 46</td>
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<td>Spring Semester: Friday, CW 16</td>
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<tr>
<td>Central examinations</td>
<td>Autumn Semester: Friday, CW 46</td>
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<td>Spring Semester: Friday, CW 16</td>
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<tr>
<td>Accountancy test</td>
<td>January:         Friday, CW 46</td>
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<td>March:           Friday, CW 9</td>
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<td>June:            Friday, CW 16</td>
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a) CW = calendar week

Contact
Service Center Planning & Examinations
Dufourstrasse 50
9000 St. Gallen
Telephone: +41 71 224 22 23
E-mail: nachteilsausgleich@unisg.ch
The application form for access arrangements can be found in the StudentWeb under the relevant degree course level -> Examinations -> access arrangements

Once your application has been granted, you will be notified accordingly.

**Implementation of access arrangements at central written examinations:**
The measures are implemented centrally by the Examination Management.

**Implementation of access arrangements at decentral written examinations:**
The measures are implemented individually by the faculty members/assistants responsible for the examinations. In addition to the notification, students are sent confirmation of the approved measures by the Examination Management. Students must forward this confirmation to the faculty members/assistants responsible for the examination by e-mail no later than two weeks before the start of the examination. The faculty members/assistants must then implement the measures.

The **support pool** provides students with a disability with an extended range of help and support. Trained staff with flexible availability ensures that students with a disability are provided with support by the University in order to enable them to study in a barrier-free environment.

Support provided by the support pool includes

- reconnaissance of lecture rooms, support in planning and organisation at the beginning of the degree course, accompanying students to examination rooms;
- support in literature search (visual impairment);
- writing service for the production of notes, if necessary written work, copying of student literature (for instance if the copier is inaccessible) (motor impairment);
- reconnaissance of the campus/routes such as railway station to campus (particularly for exchange students with visual and/or motor impairment, for instance);
- safeguard of the transfer;
- accompanying students at mealtimes;
- further support pool services in response to individual requirements.

Please contact Diversity and Inclusion and the Disadvantage Compensation Office.

Exchange students please contact exchange@unisg.ch.