



# Factsheet: Access Arrangements/Adaptive Measures at the University of St.Gallen

Completing a degree with a disability and/or chronic illness is a particular challenge. By granting individually adapted measures (access arrangements or adaptive measures), the University of St.Gallen (HSG) enables the students concerned to complete their studies on an equal footing.

## Legal Basis

With the ban on discrimination in Art. 8(2) of the [Federal Constitution](#) and the [Disability Discrimination Act](#), Switzerland has important legal cornerstones on which to base the guarantee of non-discrimination and inclusion in the field of education. These cornerstones are complemented by the [cantons' varying legal norms](#) and, on an international level, by the precepts of the [UN Convention on the Rights of Persons with Disabilities](#) (CRPD, particularly Art. 24).

## Access Arrangements

The term “access arrangements” denotes specific pre-examination adjustments made to examinations and assessment in order to overcome disadvantages that result from a disability or chronic illness, and thus to ensure equal opportunities without affecting the requirements of the degree course or the integrity of the assessment. The adaptations are purely formal and do not affect performance.

### Examples:

Measures	Possible types of disability
Extension of examination time	Dyslexia; AD(H)S; visual impairments; status after brain tumours, brain injuries, etc.
Separate room (if necessary, for sole use)	AD(H)S, autism spectrum disorder, panic disorder, etc.
Seat at the end of a row	Chronic bowel diseases, panic disorder, etc..
Breaks during assessment which are not counted as examination time	Motor disability, chronic bowel diseases, diabetes, etc.
Adaptations to assessment materials	Visual impairment, etc..
Use of a notebook instead of pen and paper	Multiple sclerosis, motor disability, etc.

## Adaptive Measures

These adjustments include arrangements that are implemented outside of examinations and assessment. Such adjustments are designed to ensure that students suffering from mental, physical or chronic illnesses or experiencing extraordinary stress levels have equal access to and participate in the academic activities of the University.

## Application Process

### Step 1: Contact the Special Needs Advice Centre



To apply for access arrangements or adaptive measures, you will need to arrange an initial consultation with the Special Needs Advice Centre. We recommend that you contact us as early as possible as initial clarification may take some time. The easiest way is to email us at [specialneeds@unisg.ch](mailto:specialneeds@unisg.ch).

### Step 2: Medical Documentation



To submit an application, you will need to provide a valid evaluation of your health from a specialist physician. Medical evaluations must either meet the criteria in the *Checklist* or have been issued via the *Assessment by Medical/Therapeutic Specialists* form provided by HSG. Ideally, you will provide us with these documents when you contact us. If you are applying for access arrangements due to dyslexia, please also note the *Information for Students with Dyslexia*. All these documents can be found linked on our [Special Needs](#) website.

### Step 3: Consultation



Consultations serve to assess your individual needs with you and to recommend formal adjustments based on both the medical specialist's recommendation and the University's regulations.

### Step 4: Application Review by the Special Needs Task Force



If extensive study and learning adjustments are needed, or if your disability and/or chronic illness is complex, we will refer your application to our Special Needs Task Force. It will consider additional programme-related aspects, discuss various solutions and decide on the further course of your studies. The Special Needs Advice Centre has an advisory function but no decision-making authority. We will consult the Special Needs Task Force only with your consent. Its members are bound to professional secrecy.



## Members of the Special Needs Task Force:

- Deputy Director Studies & Academic Affairs
- Head of Competence Centre Planning & Examinations
- Team Leader Examinations Team
- Head of Dean's Advisory Office
- Head of Legal Services
- Representative of Psychological Counselling Services
- Representative of the Special Needs Advice Centre
- If applicable, the HSG's independent medical officer (to be consulted for medical examinations if required)

## Step 5: Application via Compass



If your application does not concern extensive adaptive measures or a complex situation, you may submit your application directly via the online form on Compass (Step 4 does not apply in this case). If your application first needs to be reviewed by the Special Needs Task Force, you may only submit your application online in Compass following the Task Force's decision.

If you have applied for access arrangements, you will receive a written decision from the Competence Centre Planning & Examinations. The document specifies the access arrangements and the period of validity. If you have applied for adaptive measures, you may be notified by the Dean's Advisory Office.

## Step 6: Implementation of Access Arrangements and Adaptive Measures



Access arrangements are implemented based on an official written decision, which you will receive after submitting your application:

- Central examinations:** Implementation by the Competence Centre Planning & Examinations.
- Decentralised examinations:** Implementation by a faculty member responsible for the examinations. The students themselves inform the lecturers responsible for the examinations at least two weeks prior to the examination by e-mail (the notification attached and [specialneeds@unisg.ch](mailto:specialneeds@unisg.ch) and [nachteilsausgleich@unisg.ch](mailto:nachteilsausgleich@unisg.ch) in copy).
- Selection procedure:** Implementation by the Competence Centre Planning & Examinations.
- Integration Week:** Implementation by those responsible for the Integration Week.
- Special Needs Task Force decisions** concerning the organisation of studies (adaptive measures): Implementation via the Dean's Advisory Office.

## Application Deadlines

If you are applying for access arrangements, please observe the deadlines listed below. Please contact us well in advance to arrange a consultation.

Examination	Examination Date	Application Deadline
Selection Procedure	CW 07	Friday CW 02
	CW 23	Friday CW 18
Integration Week	CW 22	Friday KW 17
	CW 36	Friday KW 32
Decentral Examinations	See Faculty Decision	Wednesday CW 46 (HS)
		Wednesday CW 16 (FS)
Central Examinations	See Examination Schedule	Wednesday CW 46 (HS)
		Wednesday CW 16 (FS)
Accounting Examination	January	Wednesday CW 46
	March	Friday CW 09
	June	Wednesday CW 16

Adaptive measures are not bound to any deadlines.



### General Advice & Information on Special Needs and Disability Issues

Diversity & Inclusion

Special Needs

+41 (0) 71 224 31 22

[specialneeds@unisg.ch](mailto:specialneeds@unisg.ch)

### Application & Implementation of Access Arrangements

Competence Centre

Planning & Examinations

Nachteilsausgleich

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