

Information sheet concerning compensation for disadvantages for students with dyslexia

1 Introduction

The University of St.Gallen has its students' existing dyslexia assessments reviewed by the School Psychological Service of the Canton of St.Gallen (SPS) with regard to the diagnosis and the recommendation of possible compensation for disadvantages (CfD).

At the same time, the University of St.Gallen also recommends the SPS as a contact point for assessment and advice for students who have not been diagnosed yet but are suspected to be suffering from dyslexia.

This process guarantees that students with dyslexia are accorded equal treatment and thus receive justice in view of approved compensation for disadvantages.

2 Application for measures for compensation for disadvantages

If after a review or reassessment, the School Psychological Service recommends compensation for disadvantages, a corresponding application can be submitted to the University of St.Gallen. This application must be submitted *in full, i.e. inclusive of all the requisite evidence (in German or English)* in due time. Applications which are not submitted in full or in due time are not accepted for formal reasons. Details for the application procedure can be found in the fact sheet "Compensation for disadvantages for students with a disability and/or chronic illness" or at <http://studentweb.unisg.ch/de>: Stufe Assessment / Bachelor / Master: Prüfungen/Leistungen -> Prüfungen -> Nachteilsausgleich).

The School Psychological Service requires a certain period of time both for the review of an existing assessment and for a possible reassessment of dyslexia. Above and beyond this, every application for compensation for disadvantages is contingent on a *meeting with the Special Needs Advice Center* (exception: admission test).

For these reasons, the following deadlines are applicable for the individual steps:

DATES AND DEADLINES				
HSG examinations	HSG examination dates	HSG application deadline	Documents to SPS (no later than)	Meeting with Special Needs (HSG)
<i>Integration week</i>	CW ^{a)} 22: CW 36:	Friday CW 17 Friday CW 32	Friday CW 09 Friday CW 23	Before CW 09 Before CW 23
<i>Decentral examinations</i>	<i>According to information by faculty</i> Autumn Semester: Spring Semester::	Friday CW 43 Friday CW 13	Friday CW 32 Friday CW 05	Before CW 32 Before CW 05
<i>Central examinations</i>	Autumn Semester: Spring Semester:	Friday CW 43 Friday CW 13	Friday CW 32 Friday CW 05	Before CW 32 Before CW 05
<i>Accountancy test</i>	January: March: June:	Friday CW 43 Friday CW 09 Friday CW 13	Friday CW 32 Friday CW 50 ^{b)} Friday CW 05	Before CW 32 Before CW 50 Before CW 05
^{a)} CW = Calendar Week ^{b)} CW50 of the previous year				

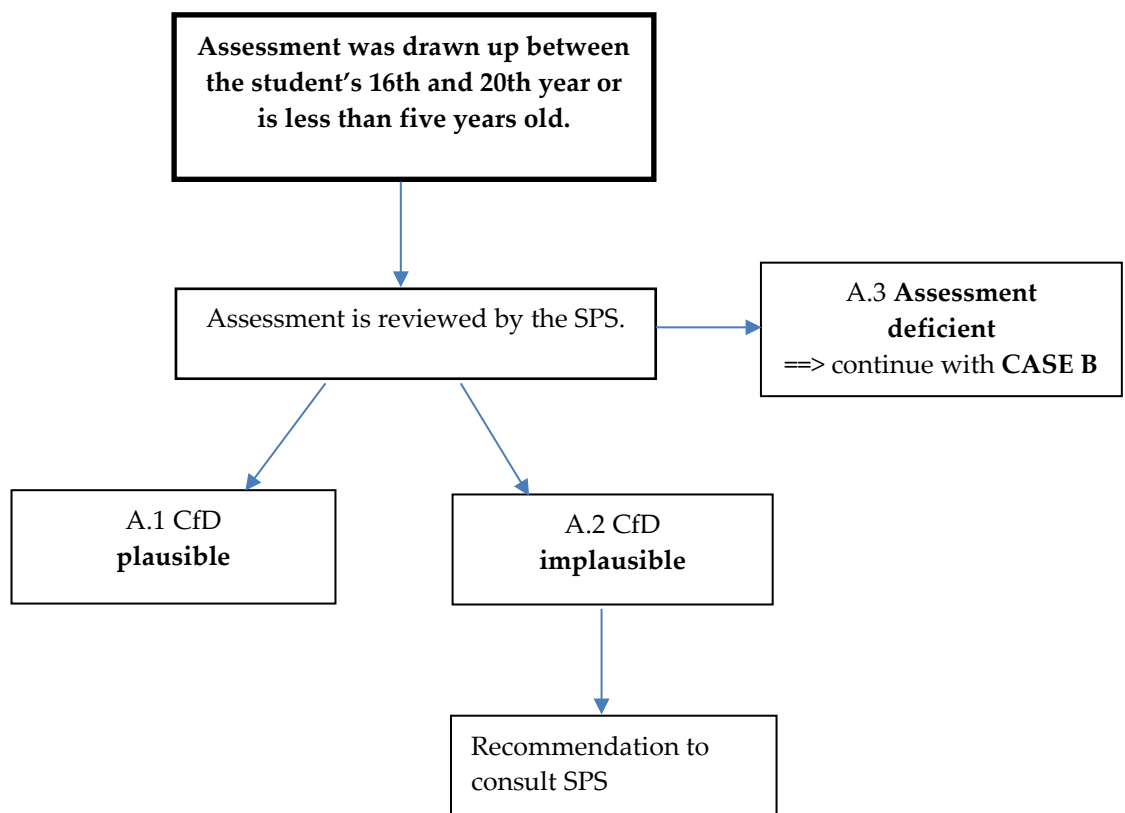
3 Process and costs, SPS

In principle, two starting points are conceivable:

- **CASE A:** The dyslexia assessment was drawn up between the student's 16th and 20th year **or** is less than five years old.
- **CASE B:**
 - The dyslexia assessment was drawn up before the student's 16th year **or** is more than five years old.
 - The existing assessment was considered to be deficient.
 - There is no assessment.

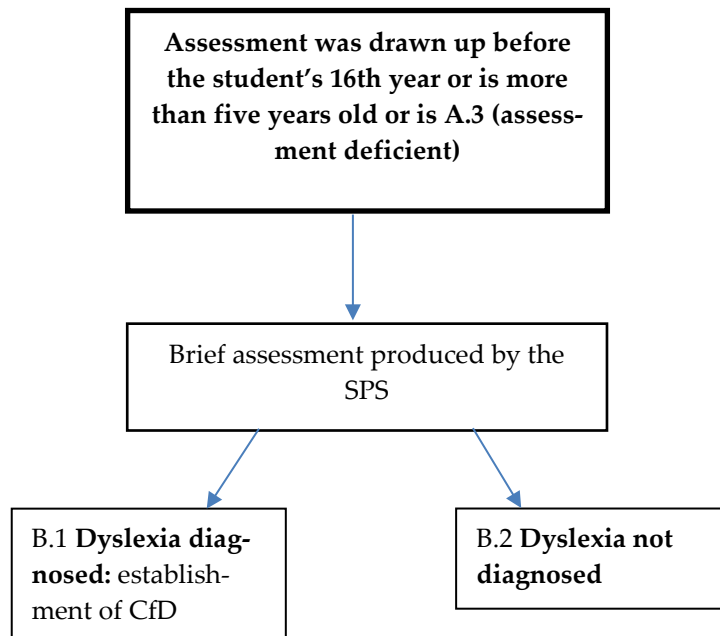
3.1 CASE A

Students contact the *Special Needs Advice Center* of the University of St.Gallen. In a personal meeting, the assessment is inspected and the student signs the "Declaration of consent: review of the dyslexia assessment by the SPS". Thereupon the Special Needs Advice Center sends the signed declaration of consent and a copy of the assessment to the School Psychological Service (SPS).



3.2 CASE B

Students ask the *Special Needs Advice Center* of the University of St.Gallen for a personal meeting. Upon recommendation, students themselves contact the School Psychological Service. This registration with the SPS is established online; the assessment is included. A copy of this registration is sent to the Special Needs Advice Center.



3.3 Costs

According to *Art. 15(1)* of the "Administrative fees charged by the University of St.Gallen", costs for external assessments can be charged to those who require them in the amount of effective costs.

This means that any costs which accrue in connection with the review or production of a dyslexia assessment have to be borne in full by students and remitted to the SPS in advance:

Schulpsychologischer Dienst des Kantons St.Gallen

Müller-Friedbergstr. 34
9400 Rorschach
PC account: 90-16079-8
IBAN: CH0900 0000 9001 6079 8
BIC: POFICHBEXXX

The financial outlays vary according to the different starting points and results of the examinations:

CASE A:	CHF 510.00 (including consultation and brief assessment by the SPS)
CASE B:	CHF 1,360.00 (brief assessment by the SPS)
CASES A.3 + B:	CHF 1,700.00 (brief assessment by the SPS)

4 Decision

Decisions concerning applications for compensation for disadvantages are sent to applicants by the Dean of Studies of the University of St.Gallen in the form of a written notification.

This notification stipulates the type and duration of the measures approved. It is free of charge.

5 Contact

- University of St.Gallen, Diversity & Inclusion, Special Needs,
e-mail: specialneeds@unisg.ch, telephone: 071 224 31 91 or 071 224 27 48
- University of St.Gallen, Service Center Prozesse, Planung, Prüfungen,
e-mail: nachteilsausgleich@unisg.ch, telephone: 071 224 22 23
- Schulpsychologischer Dienst Kanton St.Gallen (SPD), Frau Karin Mettler,
e-mail: karin.mettler@sg.ch, telephone: 058 229 07 01