

## Information for incoming exchange students with special needs

Welcome! We are happy that you are considering spending an exchange semester at the University of St.Gallen.

The University of St.Gallen aims to create appropriate general conditions for students with disabilities in order to enable everyone to pursue successful studies abroad on a level playing field. If you have a disability or a chronic disease, you may face particular challenges in the course of your studies. Many things must be organised, reflected on and requested for you to be able to study as successfully as possible.

It is of highest priority that your **home university contacts the Student Mobility Office of the University of St.Gallen** early - **prior nomination** - in order to find out if your specific needs may be fulfilled in collaboration with the Special Needs Advice Centre of the University of St.Gallen.

### **Barrier free university?**

The University of St.Gallen is not completely barrier free. In particular there might be challenges due to constructional conditions of the buildings. Please check information on our website [Barrier Free University](#).

### **Housing**

At the moment, the Housing Office does not offer any wheel chair accessible housing. Nevertheless, they will strive to support you in finding barrier free housing in collaboration with the Special Needs Department of the University of St.Gallen. Please note that we cannot guarantee barrier free housing. The search for an adequate accommodation is your own responsibility.

### **Academic disability compensation**

For academic disability compensation (for example prolongation of exam time, resources for exams etc.), the following **must be handed in to the responsible coordinator at the Student Mobility Office of the University of St.Gallen ([exchange@unisg.ch](mailto:exchange@unisg.ch)) by the time of student nomination:**

- Up-to-date doctor's note
- Home university's disability compensation note

**Specific application form** from University of St.Gallen. Also in this case the disability compensation will be clarified based on the possibilities of the University of St.Gallen. A detailed description for special needs (i.e. computer, specific programmes, etc.) and conditions will be necessary for internal clarification. Please note that your request at the university is comprehensively examined and that disability compensation may deviate from the one of your current university - especially time extensions for examinations and/or timetable adaptations.

**Please note that disability compensation is only guaranteed after a written order has been issued.**

## Co-operation

We are happy to assist you with your needs and it is our goal to create opportunities for you to pursue equal study conditions. We depend on your cooperation. For this reason, we specifically require you to:

- It may take some time to clarify disability compensation or an adjustment. Please ensure availability by e-mail or telephone (Mobile) should any questions occur.
- Should your need for support, adaptation, etc. change, please inform Student Mobility immediately.
- The University of St.Gallen offers study-relevant support services (eg accompaniment to the library, search for note-takers, etc.). However, we cannot provide nursing services. In addition, your participation in the search for suitable support personnel is an important prerequisite and necessity.
- When requesting a disability compensation, please check for verbal adaptations directly with the lecturer before the examination is carried out. Changes before or directly on the examination day cannot be considered.

Experience shows that constructive and effective solutions are found in cooperation. We strive to implement diversity and inclusion.

If you have any questions or concerns, please contact Student Mobility directly. They will clarify your concerns with the internal advisory offices.

Student Mobility - University of St.Gallen

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