

## Information for incoming exchange students with special needs

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

At the University of St.Gallen we strive for diversity and inclusion by aiming to provide equal opportunities for students with special needs, so that all students have the chance for a successful study abroad experience. We are happy to assist you with your needs and it is our goal to offer the opportunity for you to pursue studies under equal conditions. If you have a disability or a chronic illness, you may face particular challenges during the course of your studies abroad that require careful consideration and advanced planning.

It is extremely important that your home university contacts the Student Mobility Office of the University of St.Gallen - **prior to your nomination for the exchange programme** - in order for us to determine if your specific needs can be met. Experience shows that constructive and effective solutions are found through cooperation but we also depend on your collaboration.

### Barrier-free campus?



Unfortunately, the University of St.Gallen is not completely wheelchair accessible. Some buildings in particular may pose challenges due to their condition and construction. See the relevant information on our website [Barrier-free university](#).

### Housing



Currently the Housing Office does not offer any wheelchair-accessible accommodation. While the search for adequate accommodation is primarily your own responsibility, the Housing Office will, in coordination with our Special Needs Advice Center, support you as much as possible in your search but please understand that we are not able to guarantee barrier-free housing.

### Access arrangements



For the application of access arrangements (e.g., extended exam time, exam resources, etc.), please contact the Special Needs Advice Center of the University of St.Gallen ([specialneeds@unisg.ch](mailto:specialneeds@unisg.ch)) by the time you are nominated for the exchange programme.

### The following documents are needed:



- Appointment (online) with the Special Needs Office before the start of the exchange semester
- Current [medical evidence form](#) completed by your medical/therapeutic specialist

- Statement of your home university concerning their access arrangements for you
- [Application form for access arrangements](#) from University of St.Gallen. The access arrangements will be determined based on the support possibilities at the University of St.Gallen. A detailed description for special needs (e.g., computer, specific programmes, etc.) and conditions is necessary. Your request will be evaluated according to the University's standards, therefore the access arrangements proposed may differ from the measures at your home university – in particular the amount of extended exam time and/or timetable adaptations

## Co-operation



Experience shows that constructive and effective solutions are found through cooperation. Since we depend on your cooperation, we require you to take the necessary time in advance to clarify exam access arrangements or other adjustments. Indicate your availability by e-mail or telephone (mobile) in case of questions.

Deadlines for applications for access arrangements (central and decentral examinations):

Autumn semester: Friday, CW 46

Spring semester: Friday, CW 16

- Inform Student Mobility or Special Needs immediately if there are changes in your need for support, adaptation, etc.
- Note that the University of St.Gallen does offer study-relevant support services (e.g., assistance to and from the library, search for note-takers, etc.) but no nursing services. Furthermore, your participation in searching for suitable support personnel is necessary and important.
- Reconfirm directly with the lecturer - in advance before the examination is carried out for the access arrangements. Changes shortly before or on the examination day cannot be considered.

Access arrangements are guaranteed only by written confirmation.

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

### Student Mobility

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### Diversity & Inclusion/Special Needs

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