

## Fact sheet concerning Special Needs advisory services

### 1 Advisory services

If you have a disability or a chronic illness, you face particular challenges in your studies. Many things have to be organised, taken into consideration and requested to ensure that you are able to pursue your studies successfully. The University of St.Gallen aims to enable you to have equal opportunities in your studies. We would therefore like to clarify with you what your special requirements are. We support you in all issues that are relevant to your studies and we pool forces with you to create a university without barriers. No matter whether you require compensation for disadvantages, information or advice concerning infrastructural questions – we'll be glad to be of assistance!

All information will be treated confidentially and is basically subject to data protection and the obligation of secrecy. If you apply for compensation for disadvantages (or formal adaptations to your degree course), relevant information will be passed on to the decision-makers of the Special Needs Task Force in consultation with you. In the case of medical certificates, we reserve the right to obtain a second opinion from an independent medical examiner. To make this possible, you are obliged to sign the relevant waiver to the obligation of secrecy (separate form).

### 2 Personal involvement

We are pleased to be able to help you with your concerns, and it is our aim to create conditions which enable you to have equal opportunities in your studies. In order to do so, we will have to rely on your cooperation. For this reason, we expressly oblige you to comply with the following behaviour patterns:

- An evaluation of compensation for disadvantages can take days. Please ensure that you will be available for any queries by e-mail or (mobile) telephone.
- If your requirements regarding support, adaptation, etc., change, please let us know immediately. If you are unable to keep an appointment or meet a deadline, we would also like you to inform us.
- When you are granted compensation for disadvantages, please check the adaptations granted before the examination stage. Changes just before or on the day of an examination can no longer be taken into consideration.

### 3 Consent

Please note that without your consent, a comprehensive verification of facts is not feasible and your application for compensation for disadvantages is highly likely to be turned down.

I have taken cognisance of the nature of the advisory services and my personal involvement:

**Name**

**Date**

**Signature**

If you have any questions and concerns, please contact Diversity & Inclusion, Special Needs:  
Special Needs [specialneeds@unisg.ch](mailto:specialneeds@unisg.ch); +41 71 224 31 91.