VADEMECUM FOR STUDENTS WITH DISABILITY

The *Special Needs Unit* is responsible for giving support troughout the university career to students with disabilities

- ✓ The service can be contacted via **ticket**

After the enrolment it is necessary to book a **taking charge interview** with our service by opening a ticket.

The meeting can take place in presence or in Virtual Classroom.

- ✓ During the meeting, **the most suitable compensatory measures** and **interventions** will be defined;
- ✓ To confirm the taking charge we will send you a summary **form** that you will have to return signed;
- ✓ The Special Needs Unit will prepare an **explanatory communication** for the teaching staff that will be shared via ticket, so that you can validate it and provide the names of the professors to whom sending it;
- ✓ After your clearance, the Special Needs Unit will send the communication to the indicated professors;
- ✓ It is necessary to request the Special Needs Unit to do the signalation by **October** for the first semester, by **March** for the second;
- ✓ You are **also** invited to **contact directly** the professor, with a **notice of not less than one week** from the start of the exam session, to define the most suitable declination of the compensatory measures with reference to the specific type of exam;
- ✓ If the **formulary** is included among the compensatory measures, you must submitit it by email to the teacher to obtain its **validation** (well in advance of the exam date).

The Special Needs Unit is always available for an interview, at any time of the year, to help you **overcome any difficulties**, both in the management of the study and in the management of the exams.

- ✓ Students who are not in possession of a specific certificate of knowledge of **the English language** will have to take a level test, immediately after enrolment;
- ✓ Also in this case students with disabilities can benefit from compensatory measures;
- ✓ To request compensatory measures for the English exam, please contact the University Language Centre (CLA) at the e-mail address: ielts.specialneeds@polito.it