LEGAL REFERENCES

- Italian Law no. 104/92 (Framework law for assistance, social integration and the rights of handicapped persons).
- Italian Law no. 17/99 (Amendment to the Framework law no. 104 of 5 February 1992 for assistance, social integration and the rights of handicapped persons).
- CNUDD 2014 Guidelines (National University Conference of Delegates for Disability)
- Guidelines approved of the Academic Bodies in January 2017

Alma Mater Studiorum
Università di Bologna

Service for Students with disabilities
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Each School has one or more coordinators liaising between the Service and students with disabilities.

Inspiring principle
To make the degree programmes accessible to all on equal conditions, promoting the autonomy of every student.

Useful informations for UNIVERSITY TEACHING STAFF

ADAPTATIONS FOR STUDENTS WITH DISABILITIES
according to the Guidelines approved by the Academic Senate on 24/1/17 and Board of Governors on 31/1/2017

Suitable adaptations are agreed with the student and granted during teaching activities and/or exams.
PERSONALISED TREATMENT

TEACHING MATERIALS
Provide and use, according to the needs of the student with disabilities, teaching materials in the most appropriate format for the type of need and the study method, for example:

- Slides/course notes in hard copy and digital format, with attention to the structure and clarity of the graphics and contents.
- Texts in audio format (mp3 or FLAC).
- Teaching material in digital format.
- Large-sized photocopies of course notes, written exams and notes.
- Examples of exams done previously.
- Use of other technological aids (software or hardware) deemed useful for facilitating study by the student.

LESSONS
Some examples of adaptation for attending lessons:

- Allow the lessons to be recorded and permit the use of other technological instruments.
- Ensure that the lessons are held in classrooms (and desks) which are accessible to students with motor disabilities.
- Agree on the presence of a sign language interpreter (also on-line) or shorthand typing service to assist the lesson.
- Allow extended office hours to meet the needs of the student.
- Make the materials and slides available in advance or at the end of the course unit.

EXAMS
Some examples of adaptation for exams:

- Allow for additional time, the division of the exam into several partial tests or reducing the quantity of the exam.
- If necessary, allow a choice between written and oral exam.
- Allow the use of technological and teaching tools or a reading or writing tutor having consulted the Service for Students with disabilities (SSD).
- For specific and appropriately documented health situations, allow for alternative dates for sitting the exam.
- In cases agreed with the SSD allow the possibility to sit exams using e-methods.
- Allow additional time for correcting the test with the student.

EXAM SETTING
It is appropriate to guarantee privacy as far as possible for students using the adaptations.

EQUIVALENT EXAMS
Given the wide variability of types of disabilities and considering the different characteristics of each student, the compensatory instruments and dispensative measures must be carefully evaluated and granted to each individual on a personalised basis, also in relation to the specific nature of the course units and the scope of the degree programme.