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

Useful information for University Teaching Staff

Alma Mater Studiorum
Università di Bologna

Service for Students with disabilities

tel. 051 209 59 42
Mail: disabili@unibo.it
www.studentidisabili.unibo.it

Campus romagna:
tel. 338 3780625
Mail: ssdd.campusromagna@unibo.it

Each School has one or more coordinators for disability.

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

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

Suitable adaptations are agreed with the student and granted during teaching activities and/or exams. The Service is available for consultation.
PERSONALISED TREATMENT

TEACHING MATERIALS
Provide and use, according to the needs of the student, 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.

LESSONS and OFFICE HOURS
Some examples of adaptation for attending lessons/office hours:
- Allow the lessons to be recorded and use of other technological instruments.
- Lessons 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.
- Allow extended office hours.
- Make the materials and slides available in advance or at the end of the course unit.
- Allow connection between student’s personal devices and teacher’s microphone.
- Explaining visual materials for blind students.
- Use of other technological aids (hardware and software) considered useful for the student’s study.

EXAMS
Some examples of adaptation for exams:
- Allow for additional time, or reducing the quantity (not the contents) of the exam.
- The division of the exam into several partial tests.
- Allow a choice between written and oral exam, or between different written arrangements (multiple-choice or open question).
- Allow the use of summary conceptual maps, tables, formularies, timelines, glossaries, etc., as a memory support.
- Allow the use of technological and teaching tools or a reading or writing tutor having consulted the Service for Students with disabilities (SSD).
- Allow for separate setting or allow to sit the exam first.
- In cases agreed with the SSD allow the possibility to sit exams using e-methods.

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

TECHNICAL AND TEACHING

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.