

UNIVERSEH

Services for students with specific needs



Co-funded by the
Erasmus+ Programme
of the European Union



Who we are

UNIVERSEH is an alliance of five European universities established to develop a new way of collaboration in the field of Space, within the “European Universities” initiative.

The alliance aims to create new higher education interactive experiences for the university community, teachers and students, and for the benefit of society as a whole. Such initiatives will enable broadminded, informed and conscientious European citizens to capture and create new knowledge and become smart actors of European innovation, valorisation and societal dissemination within the Space sector, from science and engineering to liberal arts and culture.



Glossary



- AGH : AKADEMIA GORNICZO-HUTNICZA IM. STANISLAWA STASZICA W KRAKOWIE
- HHU : HEINRICH-HEINE-UNIVERSITAET DÜSSELDORF
- LTU : LULEÅ TEKNISKA UNIVERSITET
- UNI-LU : UNIVERSITE DU LUXEMBOURG
- UT : UNIVERSITE DE TOULOUSE:
 - INP : INSTITUT NATIONAL POLYTECHNIQUE DE TOULOUSE
 - ISAE SUPAERO : INSTITUT SUPERIEUR DE L'AERONAUTIQUE ET DE L'ESPACE
 - TBS EDUCATION
 - UT3 : UNIVERSITE PAUL SABATIER
 - UT2J : UNIVERSITE DE TOULOUSE JEAN JAURES



**The core of service offered by
all consortium universities**

All members of the UNIVERSEH consortium have an office dedicated to students with specific needs and all have an e-mail contact and a website that allow to contact them and to discover the services they provide.



	Name of the office	e-mail	website
AGH	The Office for Students with Disabilities	bon@agh.edu.pl	http://bon.agh.edu.pl/
HHU	Student Services Center	studierendenservice@hhu.de	https://www.hhu.de/en/studies/organising-your-studies/student-services-centre
	Commissioner for Students with Disabilities	BeauftragteBBST@hhu.de	Universität Düsseldorf: Homepage Commissioner for Students with Disabilities (hhu.de)
	Student accessibility unit (Asta)	barrierefrei@asta.hhu.de	ASTA HHU: Referat für Barrierefreiheit
LTU	Guidance and Health, special educational support	funka@ltu.se	https://www.ltu.se/student/Tjanster-och-service/Funka?l=en

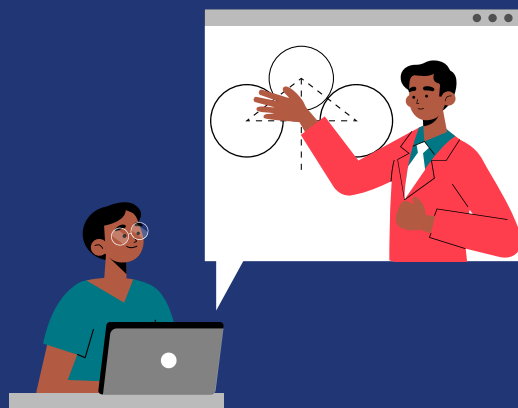


UT	INPT	Mission Handicap	handicap@toulouse-inp.fr	https://www.inp-toulouse.fr/fr/vie-etudiante/parcours-speciaux/handicap.html
	ISAE SUPAERO	Référent handicap	laurence.ballarin@isae-supaero.fr	https://www.isae-supaero.fr/fr/campus/vivre-sur-le-campus/sante-service-social-handicap-bourses/
	TBS Education	Responsable diversité et engagement étudiant	f.lacoste@tbs-education.fr	https://www.tbs-education.fr/tbs/responsabilite-sociale-developpement-durable/politique-sociale/
	UT3	Pôle handicap étudiant	Phe.referent@univ-tlse3.fr	https://www.univ-tlse3.fr/handicap
	UT2J	Pôle des étudiants en situation de handicap	dive-peh@univ-tlse2.fr	https://www.univ-tlse2.fr/accueil/vie-des-campus/handicaps/pole-des-etudiants-en-situation-de-handicap
UNI-LU	Inclusion Office			https://wwwfr.uni.lu/universite/presentation/organigrammes/organigramme_rectorat_administration_centrale/service_des_etudes_et_de_la_vie_etudiante/inclusion_office
	Committee for Reasonable Adjustments			https://wwwen.uni.lu/universite/presentation/gouvernance/deleguee_aux_amenagements_raisonnables



1

**Information for future
students & teachers**



1

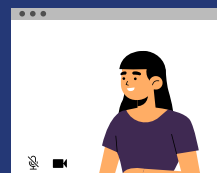
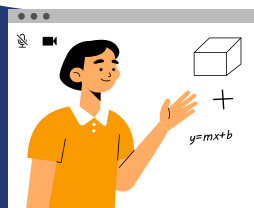
Information for future students & teachers

AGH

Information for :

- **Future students is available on :**
 - <https://bon.agh.edu.pl/p,121,kandydaci>
 - <https://kandydaci.agh.edu.pl/poznaj-agh/uczelnia-bez-barier/>
- **PhD students is available on :**
 - <https://www.agh.edu.pl/doktoranci/informacje-dla-osob-niepelnosprawnych/>

The list of workshops addressed to teachers & administration staff :
<https://bon.agh.edu.pl/p,131,szkolenia-dla-pracownikow>



1

Information for future students & teachers

AGH



All guidelines for teachers are grouped by specific disability :

- For deaf and hard-of-hearing students :
 - https://bon.agh.edu.pl/p,105,studenci-niedoslyszacy_
- For blind and visually Impaired students :
 - https://bon.agh.edu.pl/p,106,studenci-niedowidzacy_
- For students with mobility impairments :
 - https://bon.agh.edu.pl/p,107,studenci-z-niepelnosprawnoscia-ruchowa_
- Other disabilities :
 - https://bon.agh.edu.pl/p,108,studenci-z-inna-niepelnosprawnoscia_

Information in ENGLISH :

https://www.agh.edu.pl/fileadmin/default/templates/images/studenci/AGH_U_ST_welcomes_students_with_disabilities.pdf



1

Information for future students & teachers

HHU



A number of guidelines & recommendations can be retrieved from the diversity portal :

- Universität Düsseldorf: [Guidelines & Recommendations \(hhu.de\)](https://www.hhu.de/diversity/Guidelines%20and%20Recommendations).
- **For students (in German)** : [BarriereFREI studieren.pdf \(hhu.de\)](https://www.hhu.de/diversity/BarriereFREI_studieren.pdf).
- **For teaching staff** : [Recommendations Diversity-Sensitive Teaching. “Living Diversity – Shape the Future”](https://www.hhu.de/diversity/Recommendations%20Diversity-Sensitive%20Teaching.%20%20Living%20Diversity%20-%20Shape%20the%20Future)
- **For teaching and other staff** : Checklist for barrier-free design of lectures and course material : [Barrierefreie Kommunikation Checkliste.pdf \(hhu.de\)](https://www.hhu.de/diversity/Barrierefreie_Kommunikation_Checkliste.pdf)

Geolocation App for visually impaired people/students developped by the Diversity Section cooperatively with staff and students [“BlindSquare App”](#)

1

Information for future
students & teachers

HHU



Diversity Webportal

Translation in digital text or Braille, made either by Counselling and Support Service (BBST) administered by the University Representative for Students with Disabilities or Chronic Illnesses or University Library ULB; with Omnipage conversion service (scan the text, convert to digital, then the text is read aloud); Sehcon developed by the TU Dortmund University is an online catalog for the blind or visually impaired. To do your own research or it will be researched for you and you will be told how and where you can obtain the desired literature.

Further info available here: Universität Düsseldorf: Assistance for the visually impaired (hhu.de)

Information for future students & teachers

LTU



- **The Discrimination Act – supporting a University for everyone.**

The anti-discrimination legislation is the overarching protocol. the Discrimination Act prohibits both direct and indirect discrimination as well as harassment in working life based on gender, gender identity or expression, ethnic origin, religion or belief, disability, sexual orientation and age.

- **Students with a permanent disability can apply for special educational support**
 - <https://www.ltu.se/student/Tjanster-och-service/Funka?l=en>
- **Equal treatment, including safety at campus :**
 - <https://www.ltu.se/student/Planera/Mina-rattigheter-och-skyldigheter/Likabehandling-for-studenter-1.7749?l=en>
- **Discrimination, harassment, offensive treatment :**
 - <https://www.ltu.se/ltu/Nar-nagot-hant/Diskriminering/Diskriminering-trakasserier-och-krankande-sarbehandling-1.168307?l=en>
- **Students rights and obligations (includes policies for disabilities (3.1.3), physical and psychosocial environment (chapter 8), equality (8.4), etc.)**
- https://www.ltu.se/cms_fs/1.99066!/file/Riktlinjer%20studentens%20r%C3%A4ttigheter%20och%20skyldigheter%20-%20ENGELSK%20VERSION.pdf

1

Information for future students & teachers

UT

All the information is available on : <https://welcomedesk.univ-toulouse.fr/vie-quotidienne/sante-social/service-interuniversitaire-medecine-preventive-promotion-sante>

• INPT

- Information is available for students on : http://planete.inp-toulouse.fr/uPortal/f/u24362l1s41/p/iframe_intranet_inp.u24362l1n43/m_ax/render.uP?pCp And specific web pages have been made for each school specificities.
- For the teachers some mailing is done each year for general guidance and specific guidelines and a web page is planned by the end of the year with guidelines to specific disability.

• ISAE SUPAERO

- Information is available for students on : <https://www.isae-supaero.fr/en/about-isae-supaero/our-commitments/disability-diversity-equality-prevention-of-harassment-discrimination-and/disability-diversity-equality-prevention-of-harassment-discrimination-and/>

1

Information for future
students & teachers

UT

- TBS EDUCATION

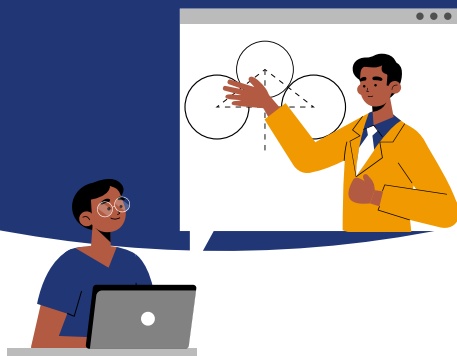
- Information is available for students on <https://www.tbs-education.com/about-tbs/csr-approach/social-inclusion-policy/>

- UT3

- Information is available for students on <https://www.univ-tlse3.fr/handicap>

- UT2J

- Informations are spread at INFOSUP (stand Handisup), at the “University open days” and at the information meeting “Handicap et Etudes Supérieure: c’est possible!”



1

**Information for future
students & teachers**

UNI.LU

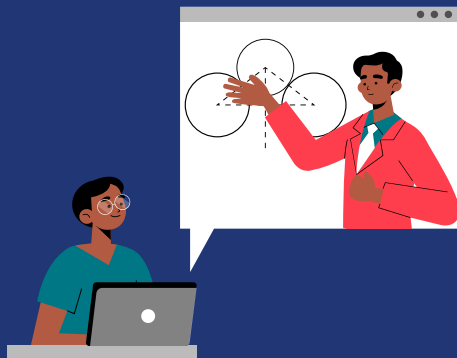
Prospective students are encouraged to disclose a disability on their application. The Inclusion Office, Student Services contacts the prospective student to discuss individual needs and answer any questions about the support that is available.

Information can be found on [Inclusion U Matter](#)



2

**Advice, guidance
and assistance in any
disability related issues**



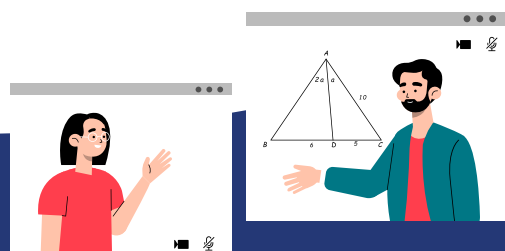
2

**Advice, guidance
and assistance in any
disability related issues**

AGH

Office for Students with Disabilities support covers :

- Advice, guidance and assistance in any disability-related issues
- Accommodation in a dormitory adapted to the needs of a person with disabilities
- Psychological and educational support
- Services of personal assistants
- Dedicated English language courses, e.g. for deaf and hard-of-hearing students, and for blind and visually impaired students
- Services of sign language interpreters and lipspeakers for deaf and hard-of-hearing students
- Possibility to rent assistive devices (including voice recorders, FM systems, text and image magnifiers)



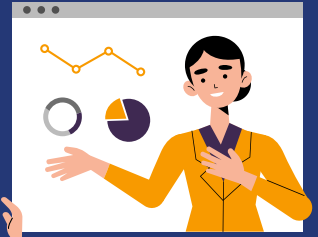
- **A number of guidelines & recommendations can be retrieved from the diversity portal :**

Universität Düsseldorf: Guidelines & Recommendations (hhu.de); Diversity Section
Dr. Inge Krümpelbeck

- Student Services Center (SSC) > psychological student support
- Central Equal Opportunities Officer Anja Vervoorts
- International Office > Services & consultation for incoming and degree-seeking students
- Erasmus + cooperation + other mobility grants/scholarships (FMG, PMG, SCMG, HPMG)
- Junior Scientist and International Researcher Center (JUNO)
- Services for doctoral students, postdocs, professors + their families
- Tutor Service including personal advice by a tutor, assistance in finding accommodation, making appointments with the authorities, accompanied visits to the authorities

Advice, guidance and assistance in any disability related issues

LTU



- **Students who has a permanent disability, are eligible to apply for special educational support during their studies :**

<https://www.ltu.se/student/Tjanster-och-service/Funka/Ansok-om-stod?l=en>

The support covers, e.g. ;

- Help with taking notes
- Exam adaptations
- Speech books
- Student mentor

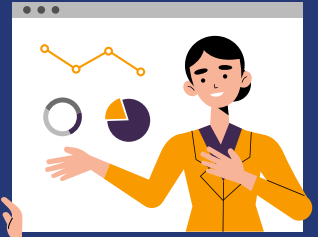
- **In addition, general support to all students are offered :**

- At the Student Health Services office student counsellors and health educators, are there to help promoting students physical and mental well-being during their studies.
- Students can get help with matters related to: stress, depression and anxiety, procrastination and performance, anxiety, drug and alcohol abuse, exam anxiety, physical health...

<https://www.ltu.se/student/Tjanster-och-service/Studenthalsan?l=en>

Advice, guidance and assistance in any disability related issues

LTU



- **Accessibility for all students**, such as customised course literature (eg audio book, reading aides with speech synthesis), tutorial in Academic writing, are provided all students via Funka <https://www.ltu.se/student/Tjanster-och-service/Funka/Stod-du-inte-behover-ansoka-om?l=en> and the The University Library <https://www.ltu.se/ltu/lib?l=en>
- **Supplemental Instruction, by a SI leader.** The SI leader is an older year student who provides coaching in planning of daily student life and study strategies.
<https://www.ltu.se/ltu/lib/Att-vara-SI-ledare-1.201475?l=en>
- The Student Unions health and safety representatives are responsible for the union's work with issues relating to the study environments.

2

Advice, guidance and assistance in any disability related issues

UT

- **INP**

The “mission handicap” is a set of administrative correspondents and teachers that advice and guide students in any disability related issues. The SIMPPS (health service) and the “direction des études” take also part of the job.

- **ISAE SUPAERO**

The “mission diversité et handicap” (service for students with specific needs) is the contact point for these students. The SIMPPS (helath service) is involved in recommending the implementation of facilities for students with specific needs. A student “referent handicap” from BDE (Student’s Office), elected by their peers is another point of contact.

- **TBS Education**

The "mission handicap" is the contact point in the school for students with specific needs and available to advise them and implement support measures.



2

**Advice, guidance
and assistance in any
disability related issues**

UT

- **UT3**

Information is available for students on <https://www.univ-tlse3.fr/handicap>

- **UT2**

There are several contact points :

- The "pôle des étudiants en situation de handicap" (service for students with specific needs)
- The SIMPPS (health service)
- The "chargée de mission handicap" (project manager on disability questions)
- The pedagogical referents
- The administrative correspondants
- The SCUIO IP (service for professional insertion)
- The university libraries (contact : Léa Bouillet lea.bouillet@univ-tlse2.fr)





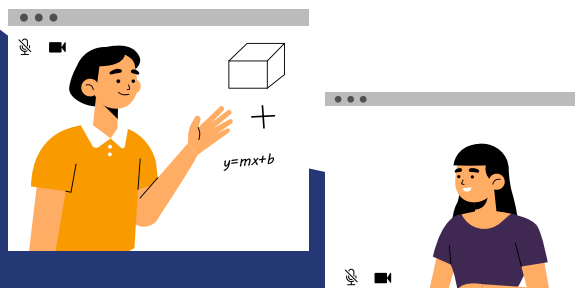
2

**Advice, guidance
and assistance in any
disability related issues**

UNI-LU

The Inclusion Office, SEVE offers advice to staff, students and visitors and strives to promote inclusivity across the University.

Details of the service can be found on [Student Support - U Matter](#)



UNIVERSEH

Enjoy!



Co-funded by the
Erasmus+ Programme
of the European Union

