



GUIDELINES FOR SUPPORT TO STUDENTS WITH DISABILITIES

This document provides guidelines and information regarding the support that the Stockholm School of Economics (SSE) offers students who have been diagnosed with a disability. The document is in effect as of August, 2021 and applies until further notice.

SSE's work to support students with disabilities is continually ongoing, so this document may be subject to changes.

SSE'S POLICY

SSE's policy is that all students are welcome and provided with the same opportunities regardless of gender, religion, ethnicity, sexual orientation, gender identity/expression, social background, disability or age. Sweden's Discrimination Act¹ stipulates that it is prohibited to discriminate against a student or applicant on account of their disability and that the higher education institution is responsible for actively promoting equal rights and opportunities for students. In addition, adequate accessibility must be provided.

The goal for SSE is to provide undergraduate and graduate students with disabilities with such measures of support so as to ensure to as great an extent as possible that students can pursue their studies under the same conditions as students who do not have disabilities. It is worth emphasizing that it is not a question of lowering the standard of quality with respect to the course objectives.

HOW IS DISABILITY DEFINED?

The Discrimination Act defines disability as a "permanent physical, mental or intellectual limitation of a person's functional capacity that as a consequence of injury or illness existed at birth, has arisen since then or can be expected to arise".

Disabilities include, for example, difficulties reading and writing (dyslexia), neuropsychiatric disabilities (ADHD, autism, Asperger's syndrome, etc.), visual or hearing impairment, physical impairment, and neurological disorders or mental illness. *Temporary or short-term injury or illness does not qualify as a disability.*

CERTIFICATES

Students who have been diagnosed with a disability can apply for pedagogical support. One prerequisite for receiving pedagogical support is that the student can attest their disability with a certificate, report or other documentation from an expert recognized by the Stockholm School of Economics. Before you apply, make sure you have a certificate that is issued by a licensed healthcare professional such as a doctor, psychologist,

¹ The Discrimination Act (2008:567)



audiologist or special Education pedagogue. The certificate must be issued in Swedish or English and the following information must appear:

- How long you have had the disability or contact with healthcare
- Date of the investigation or medical contact
- How long the disability is expected to last
- Description of your disability and how it affects you in your study situation
- What types of pedagogical support are recommend for the student.

The certificate should be prepared with regard to studies at a university or higher education institution. Some measures require a long turnaround time, so it is important that the student submit the certificate and contact the coordinator for students with disabilities well in advance.



HOW TO APPLY FOR PEDAGOGICAL SUPPORT?

The application has to be sent via the Nais system, www.nais.uhr.se. The Special Needs Coordinator will contact you with more information and a decision.

If you are a new student, the decision will come after registration. If you are already registered with SSE, we will let you know our decision as soon as possible. You can then use the Nais certificate in your contacts with the departments and teachers.

THE COORDINATOR'S TASKS

In order to provide good service to students with disabilities, it is important that there is a clearly defined organization. This makes it easier for students but also for employees who deal with students in their day-to-day work. At SSE the **Academic Guidance Office** provides support for students with disabilities.

STUDENT RESPONSIBILITIES

Students need to contact the coordinator on their own as soon as possible for a preparatory discussion about their disability and to receive information about what forms of pedagogical support are available. Information about the option of getting pedagogical support can be found in The Student Compass, which is sent out to all new students admitted to SSE. Students must then decide on their own whether they will apply for pedagogical support with the coordinator. At the time of their initial contact with the coordinator, students are informed of the various options of support available and encouraged to contact their course directors or other relevant staff well in advance for a discussion about relevant forms of support.

Good advance planning makes it easier for everyone involved. For example, if a student is granted extended time to take an exam, the student must inform the Examination Office at least fourteen days in advance.

Students with disabilities cannot expect academic requirements to be lowered, and students should contact the coordinator on their own if they find that the forms of pedagogical support are not sufficient or if any problems arise.

FORMS OF PEDAGOGICAL SUPPORT

It is important to remember that people with disabilities do not constitute a homogeneous group. That means that different disabilities can entail different kinds of consequences for each individual student; the same disability may be manifested in different ways depending on the individual and the environment. The forms of pedagogical support therefore depend on the individual, and in this way each student with a disability should be able to get the support that allows them to have the same conditions to perform in as students who do not have disabilities. Below are examples and a short description of the most common forms of pedagogical support:

Note-taking support

What the support entails:

- a) The student with a disability copies notes in order to study them later.
- b) The student with a disability gets a clean copy of the notes typed up and sent by e-mail or postal mail.

- c) The student with a disability also gets an oral review from the person who took the notes in order to get further clarification.

Most often the student asks a fellow student. If necessary, the special needs coordinator helps find a person who can take notes.

Who provides support: Usually a fellow student in the same study group. Students who work as note-takers support receive a fee from the school.

Individual study plan

What the support entails:

If student, due to their disabilities, needs to study at a slower study pace or needs help with planning of studies, then they can turn to the Academic Guidance Office.

Who provides the support: Academic Adviser and Special Needs Coordinator at Academic Guidance Office.

Mentor

What the support entails:

Students with neuropsychiatric disabilities can under certain circumstances get a mentor. A mentor helps to structure and plan studies, for example by making agreements and following up on them. A mentor can also help structure and make selections from the course materials.

Who provides the support: The support is provided by a person who has knowledge of the subject – usually a student who is farther along in their studies or a doctoral student. Mentors receive a fee from school.

Adjustments in connection with written examinations

What the support entails:

May involve many different measures depending on the student's needs and the structure of the course. It may be additional arrangements during a regular exam, such as extra time to take the exam, a small room for students with disabilities, having the exam recorded, or using a computer. SSE's policy on giving additional time to take an exam is generally to allow 50% more time than the regular amount for the test. It may also involve another forms of examination, such as an oral instead of a written exam, a take-home exam or a written exam supplemented with an oral report.

Who provides the support: The support can be provided by staff from the Examination Office and/or staff from relevant departments such as a teacher or others.



Keep in mind: The decision is made based on the course syllabus. The form of examination is always indicated in the syllabus, and it is always the course examiner who decides on the form of examination.

Course literature in media adapted to the student

What the support entails:

All course books can be adapted as audio books or e-text books or converted to Braille through MTM (Swedish Agency for Accessible Media).



Who provides the support: The library orders a library ID from MTM for the individual student. The student can then download audio books from MTM's digital library via Legimus. The SSE library can help students order and borrow books if necessary.

Keep in mind: Because it takes from 6-8 weeks to several months for MTM to record an audio book, it is important that the student has good advanced planning. To make it easier for students who need to order accessible literature from MTM, it is therefore important that the course

literature be specified well in advance and is made available at least eight weeks prior to the start of the course.

For more information, contact the library www.hhs.se/en/library

Software

As a student at the Stockholm School of Economics, you can download and install the TorTalk text-to-speech software for Mac or Windows. For more information contact the library www.hhs.se/en/library

OTHER SUPPORT

Stockholm Student Health Services

Stockholm Student Health Services is a complement to the public healthcare available to SSE's students. You can turn to Student Health in Stockholm for medical and psychological counselling. It is free of charge. You can also get tips and support about stress, procrastination, fear of speaking in front of a group, etc.

Contact Student Health: www.su.se/english/education/student-health/stockholm-student-health-services

Discrimination and equal treatment issues

If you feel you have been discriminated against or treated unfairly because of your disability, you can contact Karol Vieker, the SSE Diversity, Equity and Inclusion Manager: www.hhs.se/en/about-us/organization/diversityequityinclusion



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