

# Guidelines on Assisting Measures

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Scope: University of Applied Sciences  
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## Basis

on the Ban on Discrimination under Article 8 (2) of the Federal Constitution of the Swiss Confederation of 18 April 1999, the Federal Act on the Elimination of Discrimination against People with Disabilities of 13 December 2002 (Article 2 (5), Article 5 (1)), the Federal Act on Funding and Coordination of the Swiss Higher Education Sector (HEdA) (Article 30 (1)), the United Nations Convention on the Rights of Persons with Disabilities (UN-CRPD) of 13 December 2003, the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (the Lisbon Convention) of 24 March 1998 and the Diversity Policy of the University of Applied Sciences of the Grisons of 14 June 2017.

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## I. General provisions

- Art. 1  
*Principles*
- <sup>1</sup> The University of Applied Sciences of the Grisons promotes equal opportunities and gender equality among its students. To this end, it breaks down cultural and structural barriers and supports its students in expressing their individuality. It implements legal principles of equality and prevents discrimination. Assistance measures are a core component of an accessible university.
- Art. 2  
*Scope*
- <sup>1</sup> These Guidelines apply to students on education and further training courses who live with disabilities (impairments or chronic illnesses).

## II. Provisions

- Art. 3  
*Purpose*
- <sup>1</sup> The purpose of these guidelines is to ensure a consistent process for applications for and handling of assistance measures.
- <sup>2</sup> The guidelines define the target groups and possible types of assistance measures and set out the procedure and the required documents for applications for assistance measures.

Art. 4  
*Definition of assistance measures*

<sup>1</sup> The purpose of assistance measures is to guarantee equal opportunities for students with disabilities. The adapted conditions and special arrangements for examinations and assessments enable such students to complete their studies on a level playing field.

<sup>2</sup> The term 'assistance measures' refers to the reasonable adjustments that are required to offset the disadvantages the students suffer as a result of their disabilities. They correct unequal starting situations without significantly altering the learning objectives.

Art. 5  
*Assistance Measures Office*

<sup>1</sup> The Assistance Measures Office has the following responsibilities and competencies:

- a) It provides advice and is the point of contact for all people involved.
- b) It reviews applications submitted and draws up a recommendation for the Director of Studies.
- c) It ensures that all applications and applicants from all study programmes are treated equally.

<sup>2</sup> The relevant Director of Studies is responsible for implementing the assistance measures.

Art. 6  
*Definition of the term 'disability'*

<sup>1</sup> Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others. (Article 1 (2) of the UN Convention on the Rights of Persons with Disabilities).

Art. 7  
*Stakeholder groups*

<sup>1</sup> Students or participants on further training courses who are at a disadvantage when completing course assessments due to a disability.

<sup>2</sup> Disabilities include, in particular (list not exhaustive):

- a) hearing impairments, visual impairments or speech impediments
- b) musculoskeletal disorders
- c) central nervous system disorders (e.g. epilepsy)
- d) throat or nose disorders, diseases of the inner organs
- e) chronic illnesses (e.g. autoimmune diseases, Crohn's disease, rheumatism, diabetes, allergies)
- f) mental illnesses (e.g. depression, anxiety disorders, autistic spectrum disorders, trauma disorders, personality disorders, schizophrenia)
- g) specific learning disabilities (such as AD(H)D, dyslexia, dyscalculia)

Art. 8  
*Types of assistance measures*

<sup>1</sup> Assistance measures are always granted on an individual basis. There is no legal entitlement to a certain type of assistance. A decision is taken in each individual case on the basis of the requirements of the study programme and the needs of the applicant.

<sup>2</sup> Objections can be lodged in accordance with Article 26 (2) of the Study and Examination Regulations of September 2020.

- Art. 9  
*Process*
- <sup>1</sup> Prior to an initial application, a consultation with the Assistance Measures Office is mandatory.
  - <sup>2</sup> Students submit the application for assistance measures to the Assistance Measures Office.
  - <sup>3</sup> The Assistance Measures Office assesses the application and forwards it to the responsible decision-making authority, in this case the Director of Studies, along with its recommendation. The person in question will be informed about the decision by the Assistance Measures Office.
  - <sup>4</sup> In order for the measures to be implemented, the Assistance Measures Office will forward the decision to the responsible bodies within the university.
- Art. 10  
*Required documents*
- <sup>1</sup> A report from an expert must be enclosed with the application form for assistance measures.
  - <sup>2</sup> As a rule, the expert's report must not be older than one year and must include a medical diagnosis, a description of the effects of the disability on the student's studies and suggestions for specific measures.
- Art. 11  
*Deadlines and time limits*
- <sup>1</sup> The deadlines for the submission of the complete application are communicated by the Assistance Measures Office: the deadlines are communicated at last by the end of calendar week 33 for the autumn semester and by the end of calendar week 3 for the spring semester. In justified individual cases, and especially in the case of individuals with mental disabilities and relapsing illnesses, applications for assistance measures may also be accepted after the stated deadlines, provided the delay is demonstrably due to the disability.
  - <sup>2</sup> It is not possible to apply for assistance measures retrospectively for course assessments that have already been completed.
  - <sup>3</sup> The assistance measures granted is usually valid for a maximum of one year. After that, a new application must be submitted if required.
- Art. 12  
*Confidentiality*
- <sup>1</sup> All data will be treated as confidential. The bodies and people involved are obliged to maintain confidentiality.
- Art. 13  
*Advice and information*
- <sup>1</sup> Members of the University of Applied Sciences of the Grisons can contact the Assistance Measures Office for information and advice on the subject of assistance measures. The advice is confidential and free of charge.
- Art. 14  
*Document storage*
- <sup>1</sup> The application and the expert's report will be stored with the Assistance Measures Office. The decision on the approved measures is added to the student's file.

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## Final provisions

Art. 15  
*Entry into force and annulment of the existing regulations*

<sup>1</sup> These guidelines enter into force on 1 January 2024 and replace the guidelines of 1 September 2023.

## University of Applied Sciences of the Grisons

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