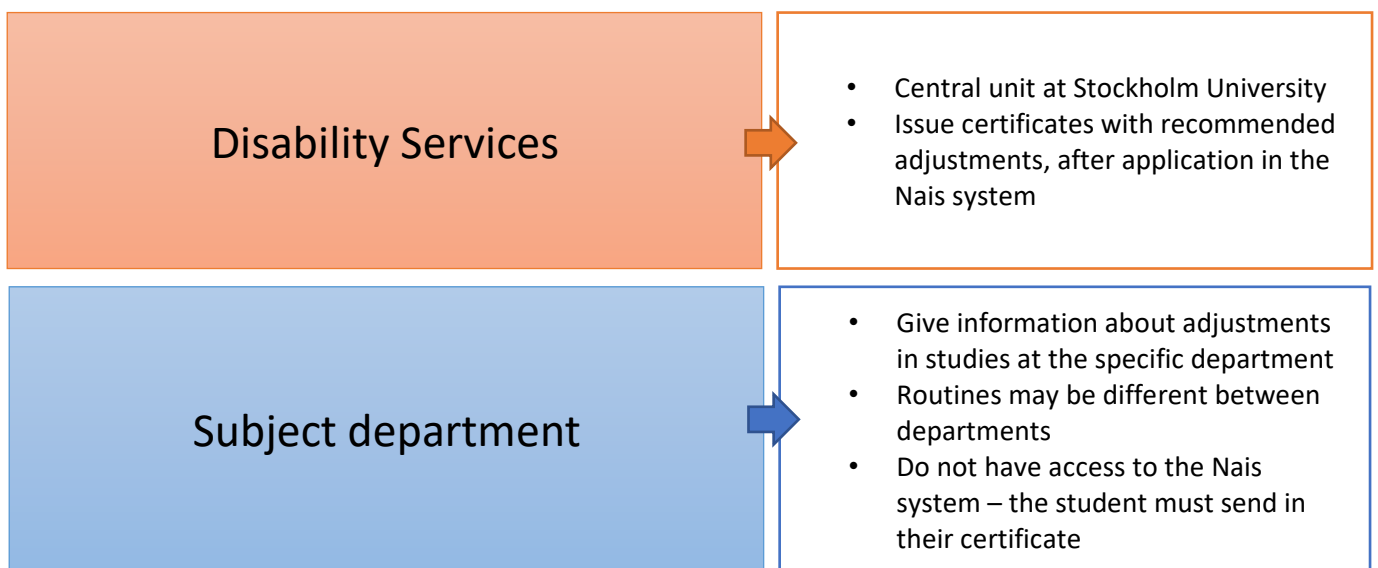


Handbook for students studying with a disability

Introduction

Stockholm University offer different kinds of targeted study support for students with long-term disabilities.

The support is organized both through the central Disability Services and the subject departments.



The information in this handbook is aimed at those who have submitted a certificate with recommended adjustments to the Department of Psychology.

If you do not have such a certificate you must first make an application in the system called Nais. [Information on how to apply can be found here.](#)

About your certificate with recommended adjustments

When you have received a certificate describing recommended adjustments, you need to send it, in pdf-format, to the Department of Psychology via studiestod@psychology.su.se

You can only be granted targeted study support while your certificate is valid, and the certificate is always valid until a specific date.

If this date is approaching, and you want to continue with study support, you need to contact the central Disability Services to get your certificate renewed. [Contact information can be found here.](#)

When you have received a renewed certificate, you need to send the new certificate, in pdf-format, to the Department of Psychology via studiestod@psychology.su.se

This handbook

In this guide you will find information on how to get your targeted support in place in your studies.

Read more under each heading for the procedures that apply to the adjustments you have been recommended.

At each start of the semester - always read through [the handbook and information about studying with a disability on our website](#) so that you will be updated about any new routines.

Contact and more information

Questions concerning studying with a disability should be sent to studiestod@psychology.su.se.

It is important that you always use this e-mail address for questions as several people at the department work with answering these.

Teachers might also ask to see your certificate of recommended adjustments. If so, you can either send them a copy yourself or ask them to contact us at the e-mail address above.

Different adjustments and support measures

Examinations

In order to receive support measures during an exam you have to apply through our online-form **no later than 14 days** before the date of the sit-in exam

[You find the online-form for application here.](#)

You must register for each individual sit-in exam that you want to write with support measures. Registration is required for both regular exams and re-exams.

A couple of days after you have made your application you will get a confirmation via e-mail.

Study support staff at the Department of Psychology check sent in applications and inform the affected teacher, Study administration staff and the central Examination Services.

It is always the responsible teacher who decides what adjustment is possible in relation to the course plan.

Please note that sit-in exams also require that you register in Ladok at least 10 days in advance. If you miss the Ladok registration you will not be able to take the exam.

Note-taking support

You find your note-taker yourself. You can either personally ask someone at your course or you can send a message to everyone in the course through Athena and ask those interested in being note-takers to contact you.

The note-taker is paid by the university for the hours they take notes. When you are in contact with a note-taker, hand them the document "*Information for note-takers*". This document contains information on what the note-taker needs to do to receive their payment.

You must also send an e-mail with the name and e-mail address of your note-taker to studiestod@psychology.su.se. This is so we can be sure that we pay the right person.

Hand-in assignments

Contact the course leader (teacher responsible for the course) in order to ask for support measures on your hand-in assignments such as reports or essays.

The course leader can in turn contact studiestod@psychology.su.se to confirm that a student who contacts them has a valid certificate of recommended adjustments.

Recording lectures

Contact the course leader (teacher responsible for the course) to ask if it is alright that you record lectures for your own use as a support adaptation.

The course leader can in turn contact studiestod@psychology.su.se to confirm that a student who contacts them has a valid certificate of recommended adjustments.

Note! In courses with clinical elements it may be inappropriate to record the teaching sessions - make sure you always get approval from your course leader to record!

Lecture materials in advance

Contact your course leader for access to lecture material in advance.

The course leader can in turn contact studiestod@psychology.su.se to confirm that a student who contacts them has a valid certificate of recommended adjustments.

Career and guidance counselling, study-planning, study support.

Book an appointment with the educational career and guidance counsellor for your program or course. You will find all contact information [here on our webpage](#).

Adapted course literature

You can access audio books, e-text books and Braille books [via Stockholm University Library](#), please see more information on the central [Student Support webpage](#).

The Department of Psychology provides literature lists at least 2 months before a course starts. You will find the literature lists [in the course catalogue](#).

Mentoring

Contact the central coordinators for Study Support. See more information [on their website](#).

Other adaptations and measures

Do you have a recommended support measure that is not listed in this handbook? Contact studiestod@psychology.su.se for further assistance.

Academic Writing Service (and more)

Stockholm university offers all students an Academic Writing Service which provides English-language support for writing and study skills.

They offer talks and seminars as well as individual guidance, free of charge to all students at Stockholm University.

[Please see more information here on their webpage.](#)

