



UPPSALA
UNIVERSITET

Policy document on recommendations on NAIS certificates

Students who have a long-term disability have the opportunity to receive specially adapted support to enable them to study at the university. The student applies through the national administration and information system for coordinators (NAIS). The support depends on the functional variation(s) and is assessed individually by a disability coordinator who establishes a so-called NAIS certificate with decided recommendations that facilitate the student in their studies.

The recommendations are divided into those managed by the department and those managed by the disability coordinators. Below are the most common recommendations stated on a NAIS certificate and the department's agreed policy regarding them. From an equal terms point of view, it is very important that we follow our policy and that we do not allow/make our own recommendations. It is also important to keep in mind that the NAIS certificate specifies recommendations only, and that the course objectives (learning outcomes) must always be met by *all students* in order to pass a course.

Adaptations decided or managed by the department

Note-taking support – where a fellow student shares their notes in Studium. The co-student is paid for the lecture/seminar time. The student with the NAIS certificate **must** be present in the classroom to access the notes.

Department policy: Study counsellor handles these matters.

Adapted teaching – recommendations for adapted teaching can be slightly different depending on the student's functional variation(s). There may be recommendations to follow the teaching remotely instead of in the lecture room, oral presentation in a smaller group, not having to take part in oral presentations etc.

Department policy: To follow the teaching remotely is not accepted. Oral presentations can be organized in a smaller group if the learning outcome(s) is still met/fulfilled. Not taking part in oral presentations can only be met if the learning outcome(s) allows for this.

Recording lectures – recorded lectures for the student's own use.

Department policy: To not allow a student to record lectures.

Adapted examination – It is ultimately the examiner who decides what adjustments can be made to the examination.

1. Examination in small groups

Department policy: Handled by the study counsellor after the student has announced that they wish to take an exam in a small group at least 15 working days prior the scheduled exam date.

2. Take an individual exam

Department policy: Handled by the study counsellor after the student has announced that they wish to take an individual exam at least 15 working days prior the scheduled exam date.

3. Home exam

Department policy: A written in-class exam (salstentamen) cannot be replaced by a home exam.

4. Oral examination (in addition to the written part)

Department policy: The examiner's decision, allowed if aligned with the course syllabus and learning outcome(s) of the course.

5. Written submission instead of oral presentation

Department policy: The examiner's decision, allowed if aligned with the course syllabus and learning outcome(s) of the course.

6. Longer examination time (in-class examination (salstentamen), take home examinations, assignments, essays, theses)

Department policy: For in-class examination (salstentamen), an extra hour will be added. For take home examinations/assignments, essays and theses two extra days will be added. No extra time is added for BA/MA thesis 'ventilering'/oral defence.

7. Writing on a computer with speech synthesis, spelling software or similar (in connection to the final exam)

Department policy: Handled by the study counsellor after the student has announced, at least 15 working days prior the scheduled exam date, that they wish to take an exam in a small group.

8. Exam questions read out or to get the exam questions digitally for reading out by speech synthesizer

Department policy: Handled by the study counsellor after the student has announced, at least 15 working days prior the scheduled exam date, that they wish to take an exam in a small group.

Individual study plan – when a student needs to study at a slower pace than the course/programme runs.

Department policy: The possibility is investigated by the director of studies and the study counsellor in consultation with the teaching staff and the student.

Adaptations not decided by the department

Mentoring – individual or group meetings with mentors employed by the university.

Interpreter – sign language or written interpreter. Arranged by the student services (targeted educational support).

Co-student – for example, if a student has a visual impairment a co-student is arranged to accompany them for a period of time.

Short version of department policy

Support	Type	Department policy	Admin
Note-taking support	Dependent on co-student	Yes	SC
Adapted teaching	Follow the teaching remotely	No	T
	Oral presentation in small group	Yes, if doable and LO	T
	No oral presentation	Yes, if LO	T
Recording lectures	Video and/or sound	No	T
Adapted examination			
Examination in small group	Oral presentation	Yes, if doable and LO	T
Examination in small group	In-class (salstentamen) examination	Yes	SC
Take an individual exam	Oral presentation	Yes, if doable and LO	
Take an individual exam	In-class (salstentamen) examination	Yes	SC
Home exam	Instead of In-class (salstentamen) examination	No	T
Oral examination (in addition to a written part)		Yes, if doable and LO	T
Written examination instead of oral		Yes, if doable and LO	T
Extended examination time	In-class (salstentamen) examination	1 hour (max.)	SC
	Home assignment/essay	2 working days	T
	Thesis defence	No	T
	Thesis	2 working days	T
Computer with special programs	In-class (salstentamen) examination	Yes	SC
Exam questions orally/digitally	In-class (salstentamen) examination	Yes	SC
Individual study plan		If doable	DoS
Mentoring			C
Interpreter			C
Co-student			C

LO = Learning outcome; T = Teacher; SC = Study counsellor; DoS = Director of study; C = Centrally administered