

# Examination guidelines

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**for students with identified  
specific learning needs**



For all legal proceedings, the Italian version shall prevail

- Art. 1** Università della Svizzera italiana (USI) rejects any form of direct or indirect discrimination against members of its community because of their physical and mental condition. In order to guarantee a fair and inclusive service, in accordance with the provisions of Art. 2, para. 5 of the Federal Act on the Elimination of Discrimination against Persons with Disabilities, USI guarantees measures to support students who have been identified by a qualified physician as having specific needs in their learning processes, due to disorders such as dyslexia, dysorthography or dyscalculia.
- Art. 2** USI guarantees students with identified specific needs in the learning process the right to 25% additional time for each exam (15 extra minutes per hour). Thus, for example:
- 1 hour exam: extension to 75 minutes
  - 2 hour exam: extension to 150 minutes
  - 3 hour exam: extension to 225 minutes
- Art. 3** USI guarantees to students with identified specific needs in the learning process the right to take written exams on a computer in accordance with procedures defined by the relevant Faculty Dean.
- Art. 4** During the written exam, USI guarantees students with identified specific learning needs the right to consult a monolingual dictionary. This measure does not apply to foreign language exams.

- Art. 5** During written exams, USI guarantees students with identified specific learning needs the right to have and use a non-scientific calculator.
- Art. 6** In the assessment of a written exam, students with identified specific needs in the learning process shall not be penalized in case of spelling and morphosyntactic errors. This measure does not apply to examinations specifically designed to assess the correct use of the language.
- Art. 7**
1. The measures indicated in articles 2, 3, 4, 5, 6 represent a minimum system of support that must be guaranteed by all Faculties to students who request it based on the required documentation submitted pursuant to articles 8 et seq.
  2. Based on justified medical needs, the student may request additional support measures.
- Art. 8** To qualify for the support measures, the student must submit a request to the relevant Faculty Dean's Office. In the application, the student applies for one or more of the measures listed in articles 2, 3, 4, 5, 6, 7, enclosing a certificate – no older than 2 years – from a qualified physician that certifies the specific learning disorder.
- Art. 9**
1. The application must be submitted by the student to the relevant Faculty Dean upon enrolment to the University, by the beginning of the academic year or as soon as a diagnosis has been made. In any case, no later than two months before the examination for which one of the support measures is requested.
  2. An examination may not be cancelled or revised because of an application submitted ex post.
- Art. 10**
1. The relevant Faculty Dean receives the documentation and transmits it to the Pro-Rector for Education and Students' experience.
  2. The Pro-Rector for Education and Students' experience evaluates the legitimacy of the application on the basis of the documentation received and decides on the granting of the measures. The support measures referred to in Art. 7.2 shall be ordered after an assessment has been made of the availability of the necessary material resources (in particular, financial, infrastructural and human resources).
  3. Against the Decision of the Pro-Rector for Education and Students' experience, the student may file a complaint with the Rector. The student may appeal against the Rector's decision to the Cantonal Administrative Court., applying therefore the Art. 53 of the Statute of Università della Svizzera italiana applies.
  4. The measures provided remain valid for the entire period of the study programme, except for any changes or additions that the student must submit within the time limits specified in art. 9.1.

5. The Pro-Rector for Education and Students' experience may seek the advice of a trusted physician. In any case, the matter shall be managed with the utmost confidentiality.

- Art. 11**
1. The relevant Faculty Dean informs the student of the support measures decided in their favour by the Pro-Rector.
  2. The relevant Faculty Dean will communicate these measures to the concerned faculty and assistants and will ensure that they are duly implemented during the examinations.

- Art. 12** Unless expressly provided for in these Guidelines, reference should be made to the procedures of the individual Faculties.

- Art. 13** The hereby guidelines enter into force on September 1st, 2019.



Università  
della  
Svizzera  
italiana



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**Legal  
Service**

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