

# The Arqus Support Networks for Inclusion

Information and Guidebook 

September 2022



Co-funded by  
the European Union

@ArqusAlliance



arqus-alliance.eu



UNIVERSITY OF BERGEN



UNIVERSIDAD  
DE GRANADA



UNIVERSITÄT  
LEIPZIG



UNIVERSITÉ  
JEAN MONNET  
SAINT-ÉTIENNE

1222-2022  
800  
ANNI



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA



Vilniaus  
universitetas

*Universitetet i Bergen*

*Universidad de Granada*

*Universität Graz*

*Universität Leipzig*

*Université Jean Monnet Saint-Étienne*

*Università degli Studi di Padova*

*Vilniaus Universitetas*

# Contents

*Page 4* **Introduction**

*Page 6* **Intersectional vulnerabilities**

*Page 10* **The phases of education**

*Page 12* **Internal and external networks for inclusion**

*Page 13* **University of Bergen**

*Page 20* **University of Granada**

*Page 37* **University of Graz**

*Page 47* **Leipzig University**

*Page 62* **Université Jean Monnet Saint-Étienne**

*Page 76* **University of Padua**

*Page 92* **Vilnius University**



# Introduction

The **Arqus European University Alliance** brings together the universities of Bergen, Granada, Graz, Leipzig, Lyon, Padua and Vilnius. The main ambition of the Alliance is to act jointly as a laboratory for institutional learning from which to move forward in the design, testing and implementation of an innovative model for deep inter-university cooperation.

The Arqus Alliance aims to centre its efforts on **enabling people**: enabling a widely diverse student body and enhancing their learning experience; enabling a similarly diverse staff community and promoting their individual and collective professional development; enabling society at large. It also aims to promote widening access for diverse student and staff population, facilitating inclusive admission and recruitment policies, and attracting talent from less represented groups.

Additionally, the Alliance aims to develop **shared policies for inclusion and diversity for all members of the university community**. One of Arqus core values is the commitment to ensuring and promoting equity and inclusion, and to eliminating barriers of all kinds to access higher education, and hence to knowledge and to the opportunities it creates.

Although these values and objectives are cross-cutting and engage all members of the Alliance community, one of the seven Action Lines specifically focuses on inclusion:



## ACTION LINE 2

### "WIDENING ACCESS, INCLUSION AND DIVERSITY"

*chaired by the University of Padua.*



#### Action Line 2 includes 13 activities:

- |                                          |                                                               |
|------------------------------------------|---------------------------------------------------------------|
| 1. Preventive Early Career Education     | 8. Seniors' Universities                                      |
| 2. Children's Universities               | 9. Inclusive peer tutoring                                    |
| 3. Women to STEM                         | 10. Staff development for the diverse and inclusive classroom |
| <b>4. Support networks for inclusion</b> | 11. Fast tracks for gifted students                           |
| 5. Recognition of prior learning         | 12. Job market transition for inclusive universities          |
| 6. Enabling strategies                   | 13. Common Charters for gender equality, inclusion and SDGs   |
| 7. Re-thinking college                   |                                                               |

All together, the above-mentioned activities have the objective of creating a more inclusive Alliance and of paving the way for future developments in this direction.

Activity 2.4 is the most transversal of all, as it does not have a specific thematic focus and it does not target a specific group of stakeholders. It rather centres its attention on a fundamental organisational feature higher education institutions must take into consideration when dealing with promoting inclusion and diversity: networking – both inside and outside the University, partnering with stakeholders, being open to society, being firmly rooted in their own local context as well as being an actor at the international level.

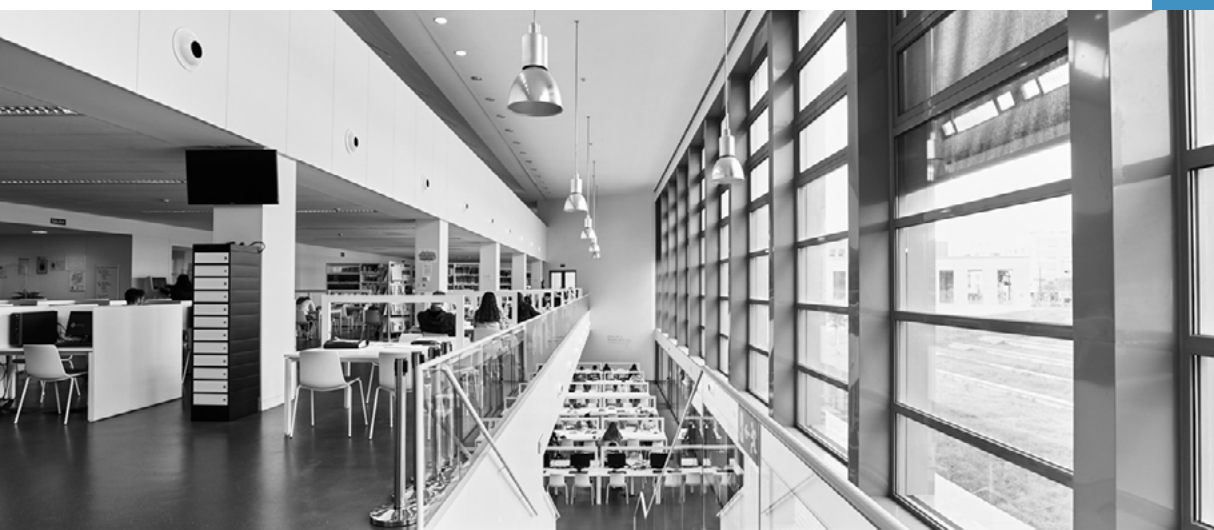
The main goal of Activity **2.4 "Support networks for inclusion"**, is to "create a support network at different levels to increase attention to vulnerabilities and to ensure the quality of the partners' inclusive approach". After an in-depth mapping of the existing networks in Arqus partner universities the final expected outcome of the activity is to create a common informational tool to collect and present all services which are available within the whole consortium, and this is the purpose of this Guide.

# Intersectional Vulnerabilities

Each local context, with the history of its local society and the history of its institution, leads to the current shape of support networks put in place in each Arqus partner university, in terms of “target” groups, of depth and breadth of support networks themselves.

There are some common targets that each partner regularly supports, such as: students with disability and/or learning difficulties, refugees or asylum-seekers, students with poor socio-economic background and senior students. Besides, there is an increasing attention to the various types of vulnerabilities that emerge in the university community during different stages of the academic career. The most interesting feature apart from the big variety of possible vulnerabilities foreseen, is the consideration of the intersectionality of the possible vulnerabilities that may occur in a single person.

According to the definitions of the Glossary presented in the Annex II Rome Ministerial Communiqué - Principles and Guidelines to Strengthen the Social Dimension of Higher Education in the EHEA<sup>1</sup>, the terms underrepresented, disadvantaged, and vulnerable are defined as follows:



---

<sup>1</sup> Available at this link: [http://ehea.info/Upload/Rome\\_Ministerial\\_Communique\\_Annex\\_II.pdf](http://ehea.info/Upload/Rome_Ministerial_Communique_Annex_II.pdf)

---

## 1 Underrepresented students

A group of learners is underrepresented in relation to certain characteristics (e.g., gender, age, nationality, geographic origin, socio-economic background, ethnic minorities) if its share among the students is lower than the share of a comparable group in the total population.

This can be documented at the time of admission, during the course of studies or at graduation. Individuals usually have several underrepresented characteristics, which is why combinations of underrepresented characteristics ("intersectionality") should always be considered. Furthermore, underrepresentation can also impact at different levels of higher education – study programme, faculty or department, higher education institution, higher education system.

This definition is complementary to the London Communiqué, *"that the student body entering, participating in and completing higher education at all levels should reflect the diversity of our populations"*, but does not fully cover it.

## 2 Disadvantaged students

Disadvantaged students often face specific challenges compared to their peers in higher education.

This can take many forms, (e.g., disability, low family income, little or no family support, orphan, many school moves, mental health, pregnancy, having less time to study, because one has to earn ones living by working or having caring duties).

The disadvantage may be permanent, may occur from time to time or only for a limited period. Disadvantaged students can be part of an underrepresented group, but do not have to be.

Therefore, disadvantaged and underrepresented are not synonymous.

## 3

## Vulnerable students

Vulnerable students may be at risk of disadvantage (see above) and in addition have special (protection) needs. For example, because they suffer from an illness (including mental health) or have a disability, because they are minors, because their residence permit depends on the success of their studies (and thus also on decisions made by individual teachers), because they are at risk of being discriminated against. These learners are vulnerable in the sense that they may not be able to ensure their personal well-being, or that they may not be able to protect themselves from harm or exploitation and need additional support or attention.

As you can see from the above mentioned definitions, there's a wider consideration to "intersectional categories". It means that a person is member of multiple underprivileged groups at the same time, thus facing more barriers to success in the academic system (e.g., woman refugee with very young children; student with disabilities with a poor socio-economic background).

Particular attention should be given also to the "new" groups and needs that originated from the Covid-19 pandemic (for instance students who have lost their job; any intervention aimed at supporting the purchase of ICT tools, computers, laptops and internet connections).







# arQus

European University Alliance

[arqus-alliance.eu](https://arqus-alliance.eu)



# The phases of education

This Guidebook takes into consideration every aspect of a person's life towards his/her educational and professional path. From the decision to make before entry, to the help in job transition, the identified networks cover all the aspects that could possibly face a person in his/her approach to university life.

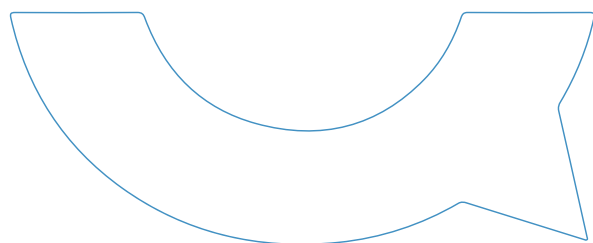


- 1.** The first phase, **Before Entry**, includes early education since it is early in the school life of pupils that prejudices are internalised. Pupils from lower socio-economic backgrounds risk getting poor quality education, and their aspirations tend to be lower as well. Interventions should start at a very early stage of education, especially for those students who end up not even considering university as an option. Describing the existing support networks to all possible students, could make the difference in the decision of actually pursuing an university career, thus going towards self-realisation, rather than acceptance of disappointment.
- 2.** The second phase, **At entry**, foresees supports during the application and admission to the university. Some students might encounter barriers and difficulties related to admission process and criteria. Additional support or alternative pathways to universities are usually considered aiming to ensure equal opportunities (e.g. affirmative action measures). There is the fundamental need of granting accessibility supports to all future students, so that the admission tests and procedures to follow are really equal for all, regardless of the kind of vulnerability one is facing at that moment.
- 3.** The third phase, **Study framework**, encompasses the whole university life until graduation. Various systems, programmes, and practices can be introduced to ensure sufficient support during the course of studies, allowing for a successful study pathway. Having a support system in all the experiences that a student faces during his/her academic life, such as going to lessons, taking exams, defining a method of study that differs from high school, choosing the proper internship, etc. limits the drop-out of students thus creating a more welcoming environment.

**4.** The fourth phase, **Graduation and transition**, encompasses measures and programmes directed at students' swift transition to the job market. In this phase, the link with the territory is of fundamental importance: the networks created with external actors could present a chance to find a first experience in the job market world (such as internships or first job positions) thus facilitating the transition to a new part of a person's life. In addition to it, there's always the possibility to not immediately start a job career, choosing to further explore the academic fields through Second-Cycle degrees or in-depth training courses that better prepare to the world of work.

“*The principal ambition of the Arqus Alliance is to act jointly as a laboratory from which to move forward in the design, testing and implementation of an innovative model for deep inter-university cooperation. The Alliance aims to consolidate a joint governance structure to facilitate the development of consensual joint policies and action plans, to consolidate participative structures to facilitate cross-cutting integration at all levels of the partner institutions, and to share its experience with other groupings in order to communicate the added value to be found in its model of integration.*”<sup>2</sup>

This Guide tries to go in this direction, by presenting all the services offered through networks for inclusion within the whole consortium. In the following section, you will find a detailed list of the supports and services offered by each Arqus partner, which creates an useful informational tool in order to explore all possibilities offered in favour of vulnerable groups and also aims at underlying which services could be implemented in order to spread inclusion and equity through the university.



---

<sup>2</sup> Arqus Mission Statement (pag. 11)

# Internal and external networks for inclusion

If you are reading this guide, you are probably interested in all services available in support networks for inclusion within the Arqus partner's cities and/or universities.

The following sections contain detailed information about each Arqus partner in order to support you in accessing the university, during your study or professional pathway and in the transition to the world of work /job market.

*Universitetet i Bergen* [go!](#)

*Universidad de Granada* [go!](#)

*Universität Graz* [go!](#)

*Universität Leipzig* [go!](#)

*Université Jean Monnet Saint-Étienne* [go!](#)

*Università degli Studi di Padova* [go!](#)

*Vilniaus Universitetas* [go!](#)



UNIVERSITETET I BERGEN



UNIVERSIDAD  
DE GRANADA



UNIVERSITÄT  
LEIPZIG



1222-2022  
800  
A N N I



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA



Vilniaus  
universitetas





UNIVERSITY OF BERGEN



University of Bergen



# University of Bergen

All students at UiB are entitled to a good and inclusive learning environment. Through universal design and individual adaptation of study provisions, UiB will help create a learning environment that allows all our students to fully participate in all aspects of university life. There are mutual obligations between UiB and the students. Consideration shall be given to the desires and opinions of the individual students in the design of individual facilitation measures.

All employees at UiB shall be solution-oriented and have sufficient information and access to the resources necessary to adapt study provisions and include all, with a particular attention to students with disabilities.

Likewise, the students are obliged to contribute so that appropriate solutions can be found in a joint effort. The academic requirements for learning are the same for all students, and based on their abilities, the students are expected to show a willingness to adapt to the applicable requirements and conditions of the programme of study.

The University of Bergen has an action plan regulating the efforts we do towards inclusive learning: [Action\\_plan\\_for\\_inclusive\\_learning\\_and\\_universal\\_design.pdf \(uib.no\)](#).

Analysis, [Meld. St. 32 \(2020–2021\) - regjeringen.no](#), has shown that many groups have a weaker presence at the university than others, and therefore we have included universal design in our work to strive to become better in welcoming, and keeping, students from these groups.







## BEFORE ENTRY

In the letter of approval for studies at the UiB there is a lot of information and links to valuable sites to seek answers to any questions. In this letter there is also information to students about how to apply for personalization of elements in the **learning process / for an individual / a personalized learning plan**.

### ○ Chat bot

Our chat bot is actively used by students. [Hubro | Communication Division | UiB](#)

### ○ Individual information and guidance at each faculty

The student advisors are available by phone and email. Contact details can be found in our website; [www.uib.no](http://www.uib.no) and under "Contacts" further below.

### ○ Information Centres

Each faculty has their own information centre where students can get answers. You can find information on the Info-Centres under Contacts below.

### ○ Attending big educational fairs in our area

These events focus on informing prospective students about the numerous study opportunities at the University of Bergen as well as on facilitating entry into university.

[Møt UiB på utdanningsmesse i Bergen | Utdanning | UiB](#) *(link available only in Norwegian)*.

### ○ School visits

Existing students visit schools on request to introduce the university's range of studies and answer pupils' questions about starting their studies and about student life.

### ○ Digital learning platform

As soon as the student has registered, students have access to MittUiB (MyUiB), our learning platform in Canvas. Here is all required information about the different studies they are attending. [Mitt UiB og læringsstøtte | Ansattssider | UiB](#) *(link available only in Norwegian)*





## AT ENTRY



**Welcome ceremony** to welcome all the students to UiB.

[Introductory programme and commencement of study](#) | [Employee Pages](#) | [UiB](#)



**Introduction week:** In order to familiarise with the university, all first year students attend the Introduction week at the beginning of the semester, which offers workshops, information lectures and an introduction to all study-related service points for new students. This event is created in cooperation between UiB and student's representatives from the Student Parliament and from each faculty. [Fadderuken ved UiB](#) | [Studentsider](#) | [UiB](#) *(link available only in Norwegian)*



**Mentor groups:** All students belong to a mentor group of ten students, and each group has their own mentor for the first year of studies. [Mentor Week Programmes](#) | [Student Pages](#) | [UiB](#)





# STUDY FRAMEWORK

## ○ **UiB Universell**

UiB Universell is a resource centre for all students at the university, especially working for those in need of individual and universal design. UiB Universell can help students with different aspects of their student life.

[Learning environment](#) | [Division of Student and Academic Affairs](#) | [UiB](#)

## ○ **Mentor groups**

As described above, all students belong to a mentor group of ten students, and each group has their own mentor for the first year of studies.

[Mentor Week Programmes](#) | [Student Pages](#) | [UiB](#)

## ○ **Sammen**

**Sammen, Bergen ([sammen.no](http://sammen.no))**, is the student's welfare organisation. They provide health care for all students, flats, kindergartens and training centres. They also provide several courses in numerous subjects, such as for example academic writing, how to handle stress, how to write a good application, and so on.

## ○ **Cooperation with businesses and organisations**

**Cooperation with businesses and organisations** is a priority at UiB in order to provide relevant education, good practice periods during the studies and opportunities to our students.

## ○ **International exchange**

**International exchange** is offered to all students as a part of their degree.





# GRADUATION AND TRANSITION TO THE JOB MARKET

## ○ UiB Ferd Career Centre

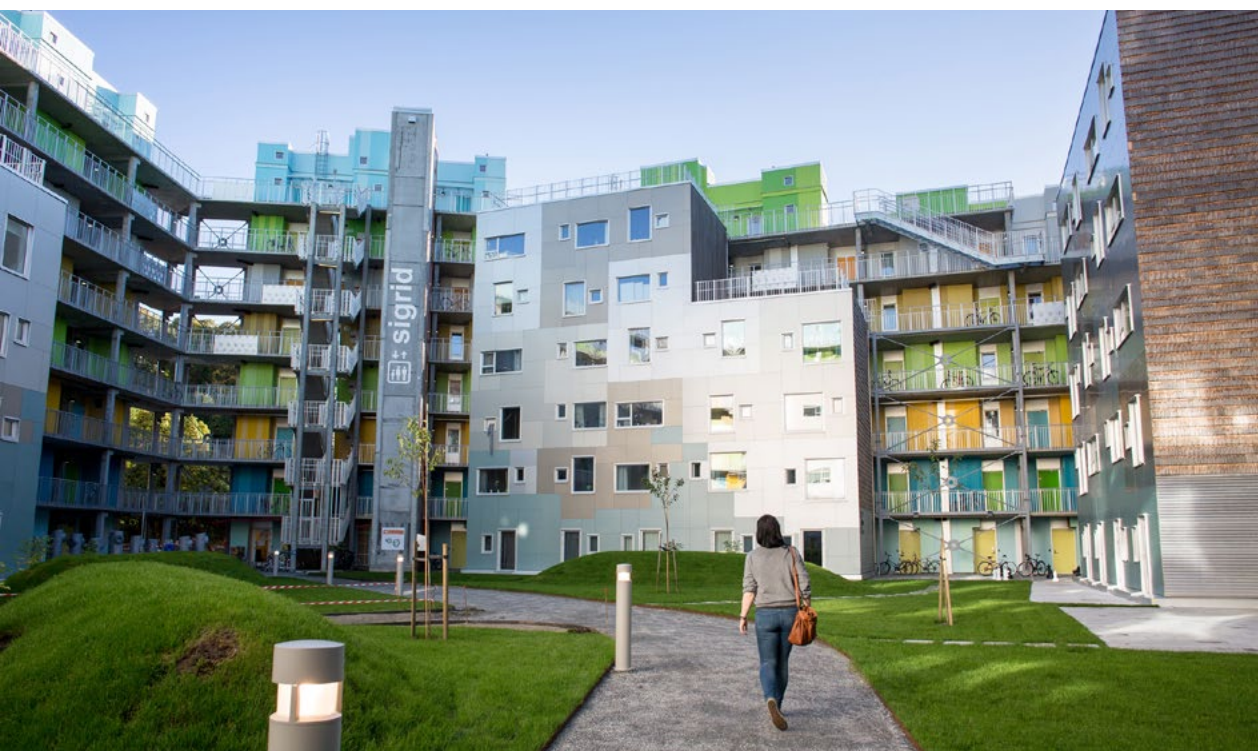
**UiB Ferd Career Centre** is a program for graduates with the purpose of giving guidance within all aspects of career development, both at the university, in academia in general, and in society. [Arbeidsliv og karriere](#) | [Studentsider](#) | [UiB](#) *(link available only in Norwegian).*

## ○ UiB Alumni

**UiB Alumni** is a network for graduates and offers different supports to former students. [UiB Alumni Network](#) | [University of Bergen](#)

## ○ UiB Alumni

**Sammen, Bergen (sammen.no)**, is the student's welfare organisation. They provide health care for all students, flats, kindergartens and training centres.





# CONTACTS

## The Faculty of Humanities Student Information Centre

Phone: +47 55 58 93 70

Mail: [studierettleiar@hf.uib.no](mailto:studierettleiar@hf.uib.no)

## The Faculty of Law Student Information Centre

Phone: +47 55 58 95 00

Mail: [studeveileder.jurfa@uib.no](mailto:studeveileder.jurfa@uib.no)

## The Faculty of Mathematics and Natural Sciences Student Information Centre

Phone: +47 55 58 30 30

Mail: [studie.matnat@uib.no](mailto:studie.matnat@uib.no)

## The Faculty of Medicine Student Information Centre

Phone: +47 55 58 64 00

Mail: [info.med@uib.no](mailto:info.med@uib.no)

## The Faculty of Social Sciences Student Information Centre

Phone: +47 55 58 27 10

Mail: [info.psyfa@uib.no](mailto:info.psyfa@uib.no)

## The Faculty of Medicine Student Information Centre

Phone: +47 55 58 98 50

Mail: [info.med@uib.no](mailto:info.med@uib.no)

## The Faculty of Fine Art, Music and Design Student Information Centre

Phone: +47 55 58 73 00

Mail: [studieveileder.kmd@uib.no](mailto:studieveileder.kmd@uib.no)

## Sammen - The student's welfare organisation

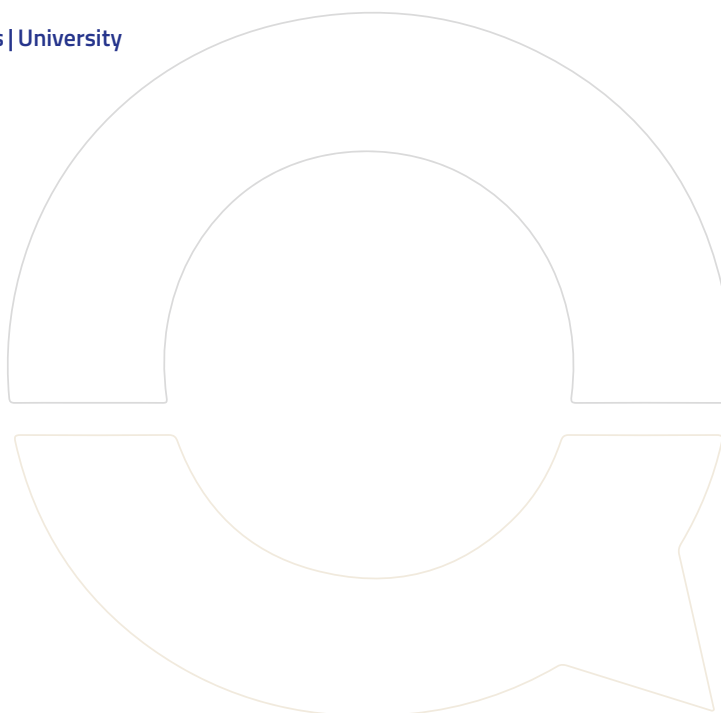
Mail: [informasjon@sammen.no](mailto:informasjon@sammen.no)

Website: [Bergen \(sammen.no\)](http://Bergen(sammen.no))

## UiB - Department of Student Affairs

Mail: [post@sa.uib.no](mailto:post@sa.uib.no)

Website: [Division of Student and Academic Affairs | University of Bergen \(uib.no\)](http://Division of Student and Academic Affairs | University of Bergen (uib.no))







UNIVERSIDAD  
DE GRANADA



University of Granada



# University of Granada

One of the defining characteristics of the university to which we aspire is a university with a human dimension, where university management is oriented towards and for people. The objectives and actions of governance set out focus on the establishment of a framework of working conditions and university life that enable a stable and appropriate development of the professional career, the reconciliation of work and family life and a favourable environment for training and learning. This guiding principle is articulated around three main strategic lines:

- A. Student body: Our commitment, your success
- B. Teaching and Research Staff: Dignifying teaching and research work and
- C. Administration and Services Staff: Recognition and professionalisation.



In relation to attention to students with specific needs, the **University of Granada** pursues the effective and efficient inclusion of these students. In this sense, the different services of the UGR respond to students with specific learning needs within the framework of global actions for all students; with specific regulations; etc.

However, the care plans for this group are integrated into the student care policy in general.



## BEFORE ENTRY

*Open days / specific activities / workshops for school pupils*

### ○ **University entrance and admission exams orientation sessions**

The **Academic Guidance and Access to the University Unit** (*link available only in Spanish*) and the **Access, Admission and Permanence Service** (*link available only in Spanish*) of the University of Granada are in charge of carrying out the orientation days for all students entering university studies.

In these days, the focus is on the academic aspects of the exams, as well as guidance on the different administrative procedures to gain access to the university.

This action is carried out every year with approximately 8000 students from Granada and its province, Ceuta, Melilla and Spanish centres in Morocco.

### ○ **University of Granada Student Event**

The **Academic Guidance and Access to the University Unit** (*link available only in Spanish*) organises orientation days every academic year for students, teachers, counsellors and families, aimed at facilitating the vocational choice of the university degree. During these days, all the centres of the University of Granada offer information about the academic offer and services of the centres, analysis of the professional opportunities of each degree, etc. This information is provided through specific workshops and information stands for three days.

### ○ **Open Doors Virtual Days of the University of Granada**

The **Academic Guidance Unit** (*link available only in Spanish*) organises virtual days for the academic guidance of future university students. Through the **web platform** (*link available only in Spanish*), those interested can find information about the University of Granada, its Technical Schools and Faculties, the academic offer, the services available, etc.

Similarly, students will be able to participate in YouTube channels in which, in real time, they will be informed about the degrees, employability, and doubts about them will be solved.



UNIVERSIDAD  
DE GRANADA



## BEFORE ENTRY

### ○ Pre-University Intervention Programmes

The [Academic Guidance Unit and the Psycho-pedagogical Office](#) (*link available only in Spanish*) of the University of Granada are working on the development of pre-university care programmes. In this case, there are two intervention programmes.

The first is the Educational Transit Programme for future university students. This programme is made up of different training and information actions for teachers, pre-university students, vocational guidance counsellors and families to promote a correct vocational choice, access procedures, etc. From 2022-23, there will be a programme for the Attention for the Development of High Abilities in the University environment, aimed at covering the needs of gifted students.

### ○ Educational Transit Programme for students with Specific Learning Needs

The aim of the [Inclusion Secretariat](#) (*link available only in Spanish*) is to facilitate access to university for students with specific learning needs from the baccalaureate and higher education cycles in Granada, Ceuta and Melilla through this dedicated [Transit Protocol](#) (*link available only in Spanish*):

- A. to provide information about the university's resources and supports;
- B. individualised attention prior to the PevAU (Baccalaureate Evaluation Test for University Entrance); and
- C. to accompany students in their transition to the University of Granada, resolving doubts and providing information about the services available.

### ○ Online Parenting Guidance Workshops

[Alumni UGR](#) (*link available only in Spanish*) presents an orientation conference for parents of future university students. The aim is to support parents in the new educational stage that students are starting by answering essential questions such as:

*How can I help them to make the right choice?*

*Why study at the University of Granada?*

*How can I help them?*

Guidance on professional opportunities and professions of the future.

The broadcasts are live on [Alumni UGR's Youtube](#) and Facebook channels.





## AT ENTRY

### ○ Access, Admission and Permanence Service

The **Service of Access, Admission and Permanence** (*link available only in Spanish*) is the Service of the University of Granada in charge of the management of the procedures related to the Access to the University (*Access Tests from Baccalaureate, from CFGS, of Over 25, 40 and 45 years*) and with the Admission in the Degree studies (Pre-registration), as well as other issues related to the General Affairs of the same.

The Access, Admission and Permanence Service makes available to its users the App called UGR Access and Admission, which can be downloaded [here](#).

This App is designed to provide information about the University Access and Admission procedures described below, and issues related to the application and selection of the Selection Board.



### WELCOME WEEK, ORIENTATION DAYS

### ○ Reception days for UGR Students

Every year, at the beginning of the academic year, the **Secretariat for Student Information, Participation** (*link available only in Spanish*) and **Associations** (*link available only in Spanish*) organises the Student Reception Conference, an event that aims to inform students, especially new students, of the resources, activities and services available to them and to improve their adaptation and inclusion into the university environment and the city.

### ○ Induction days for Incoming Students

The **Vice-Rectorate for Internationalization at the Universidad de Granada - International Relations Office** organises twice a year the Induction Days for International Students prior to the beginning of the semester.

The aim is to welcome our incoming international students and give them essential information on registering at the International Relations Office, the international student card, enrolment on courses, the services provided by the UGR and enjoy the leisure activities we have planned for during the induction days. Thanks to these induction days, we can ensure that your stay at the UGR as international students will be an unforgettable and problem-free experience.



## AT ENTRY

### ○ Welcome days for new UGR Students

At the beginning of the academic year, each Technical School and Faculty of the University of Granada organises a welcome day for new students. This activity, which is part of the Faculty/Technical Schools' Tutorial Action Plans, aims to familiarise students with the centre's services (*library, secretary's office, facilities, etc.*), University regulations, on-site and virtual administrative procedures, etc.

### ○ Procedure for adaptations to university entrance and admission tests

The **Academic Guidance and Access to the University Unit** (*link available only in Spanish*) and the **Access, Admission and Permanence Service** (*link available only in Spanish*) of the University of Granada, in collaboration with the Territorial Delegation of Education of Granada, are responsible for analysing the specific educational support needs of students who will access the university through the entrance and admission tests. This procedure focuses on the curricular adaptations necessary for these students to be able to access university on equal terms with their peers.



## ACCOMMODATION SUPPORT

The main objective of the **Office of Accommodation Management** (*link available only in Spanish*) of the University of Granada of the Vice-rectorate for Students is to facilitate the accommodation of the members of the University Community, mainly students. For this purpose, a portal has been created that organises the existing resources, encourages the incorporation of offers, favours the relationship between applicants and bidders by making their communication more flexible and streamlined. It also guarantees the use of personal data solely for that purpose, simplifies the incorporation of new products and, ultimately, collaborates with its users. Collaboration that is also provided directly at the Office's headquarters.

The diversity of existing resources, **students residence colleges, university residences, flats, rooms, accommodation for accompanying elderly, hostels and boarding houses** (*link available only in Spanish*) has made it advisable to give a different treatment to each of them, adapting it to their peculiarities. Global access and use of the portal only requires prior registration as a user. Once done, the applicant will be authorised by the staff of the Office in the shortest possible time and will be able to use all its utilities. For any questions about its use, we will attend you personally.



## AT ENTRY



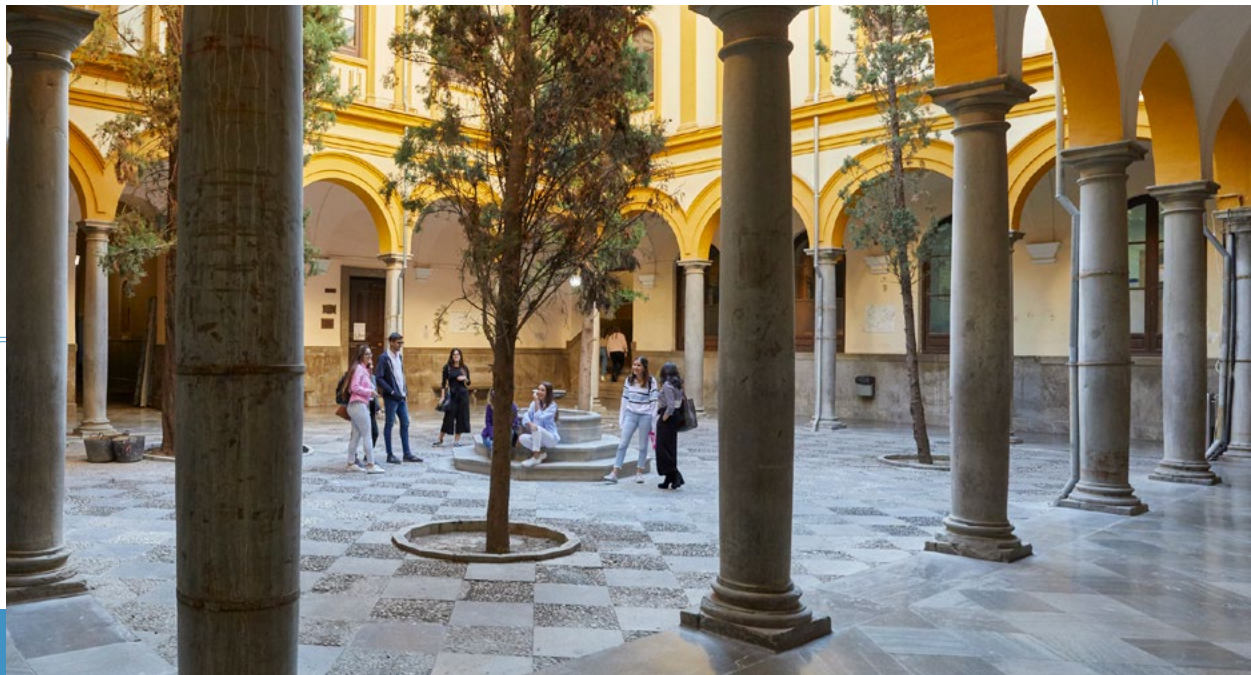
### LINGUISTIC SUPPORT

#### ◦ Modern Language Centre (CLM)

The **CLM** of the University of Granada (CLM) is one of the reference institutions in Spain in the field of teaching both Spanish and foreign languages, prestige backed by the quality and experience of its qualified and specialised teaching staff in language teaching.

Through a communicative teaching approach, special emphasis is placed in the classes on interaction in real situations. The CLM facilities, located in the historic neighbourhood of Realejo at its headquarters in the Santa Cruz Palace, a beautiful 16th-century building, and the Huerta de los Ángeles mansion, also have the most modern equipment and technical means both in its classrooms as in the rest of its services.

Another of its attractions is the unique multilingual and multicultural environment that results from the daily coexistence of Spanish students from all over the world with Spanish students immersed in learning different foreign languages.





## STUDY FRAMEWORK

### ○ Student Associations

Within the Vice-rectorate for Students and Employability of this University, there is the **Secretariat for Information, Participation and Student Associations** (*link available only in Spanish*). All legally constituted student associations that carry out work for and on behalf of the university community are registered [here](#).

The Secretariat promotes student activities through the granting of financial aid to them. This grant is awarded in accordance with the basic principles of publicity, competition and objectivity. In addition to financial aid, any type of collaboration and assistance is provided to all those associations that are duly registered. The aim is to promote student associations and to collaborate in all those activities that are considered enriching for the training of our students.

### ○ The Student House

Is a space in the Vice-Rectorate for Students and Employability that provides attention to the academic and non-academic needs of the student body of the University of Granada. We have different services that we carry out in different areas such as the Laboratory of Ideas, the Lifelong Learning Classroom, the Student Observatory, the Debate Classroom and the +UGR Programme.

The **service** (*available only in Spanish*) is located in the V Centenary space and we are delighted that you can come and tell us your ideas, projects, needs, dreams or any question that comes to mind to make a better university for all of us.

### ○ Social Care Office

The **Student Social Care/Assistance Service** (*link available only in Spanish*), created in the 1991-1992 academic year, is attended by social workers, its functions are to inform, guide and advise on existing social rights and resources, which the student body of the University of Granada can choose.

Its purpose is to respond to the demands raised by them, through the management of the UGR's own resources, as well as the coordination and referral to other social protection services. From the Cabinet, different social programs are carried out in order to prevent, attend and cover the personal, family and social needs of the student body, in order to achieve or improve their personal and academic development.





## STUDY FRAMEWORK

### ○ Student Assistance Service

The **service** (*link available only in Spanish*) implements a series of actions dedicated to facilitating the academic training of all the students belonging to the University of Granada. From here it is intended to contribute to the resolution of the different problems that affect students during their stay at the University:

- facilitate accessibility to students with disabilities;*
- inform, guide and advise on existing rights and social resources;*
- coordinate actions with collaborating institutions;*
- provide information and advice on accommodation;*
- guidance and legal advice to UGR students;*
- assistance to students of other nationalities in social matters, etc.*

### ○ Youth Health Guidance Center

This **service** (*link available only in Spanish*) is aimed at the entire university youth population with the aim of providing objective, anonymous and confidential information on sexuality and aspects related to it to anyone who uses this resource, from a gender perspective. In the same way, it aims to sensitise the university population in terms of equality, favouring the elimination of sexist behaviour; prevent gender violence through the identification of existing warning signs in socially accepted violent relationships, etc.

The service develops advice and guidance activities, advice and information by telephone and through social networks, training actions, workshops, etc.

### ○ Inclusion Secretariat

The University of Granada is firmly committed to the effective inclusion of people with disabilities and other Specific Learning Support Needs at the university, and for this reason, all actions carried out are aimed at achieving the principles of universal accessibility and personal autonomy, guaranteeing non-discrimination, equal opportunities and the full and effective participation of the entire university community.

The **Secretariat for Inclusion** (*link available only in Spanish*) of the University of Granada attends in this field to the various groups present at the University, that is, the students, the teaching and research staff (PDI) and the administration and services staff (PAS).



## STUDY FRAMEWORK

### ○ **Services for students with functional diversity and/or specific learning needs**

The University of Granada offers a **wide variety of services to students with functional diversity and/or Specific Learning Support needs** (*link available only in Spanish*).

It offers these services to ensure that these students are fully and effectively included as members of the university community. Whether in terms of access to education and training or research and services, we strive to guarantee the right of all students to an inclusive education in accordance with the principles of non-discrimination, equal opportunity and universal accessibility.

### ○ **Social intervention program for students with disabilities**

The program of **"Social Intervention towards students with disabilities" (P.I.S.E.D.)** (*link available only in Spanish*) has been modifying and introducing actions aimed at supporting and facilitating inclusion in studies, in the university environment and in the job market for students and graduates with disabilities.

Basically, the program consists of providing human and technical support to students with hearing, visual, physical and/or mobility difficulties, or other Specific Learning Support Needs, to facilitate greater inclusion and participation within the entire university environment.

At the same time, they are provided with reasonable adjustments and personalizations in their studies, which allows them to achieve a better academic performance. Students who are enrolled and studying at the University of Granada studies leading to obtaining an official undergraduate degree or postgraduate degrees may opt for these benefits.

### ○ **Healthy Campus Secretariat**

The **Healthy University Campus** (*link available only in Spanish*) is another challenge that the vice-rectorate for Social Responsibility takes on. The integration and coordination of all the above actions together with those related to quality of life, occupational health, sustainability, sports, among others, will allow us to carry out our work in a fairer, more equitable, friendly, sustainable and healthy environment.

With this objective, the Healthy Campus Secretariat coordinates and manages actions with a high degree of transversality aimed at the control and promotion of individual and collective health in a sustainable and environmentally friendly university.



## STUDY FRAMEWORK

The actions are projected from different services (Health and Risk Prevention, Radiological Protection, Environmental Quality Unit, Sports Activities Center, and Quality of Life and Ageing Office) from which a program of activities is proposed that has given rise to the incorporation of the University of Granada in the Spanish Network of Healthy Universities.

### ○ University Ombudsman

This [service](#) (*link available only in Spanish*) offers students, teaching and research staff and administration and services staff of the University of Granada independence, objectivity, responsibility and efficiency, according to conciliation or agreement formulas that facilitate a positive resolution of matters.



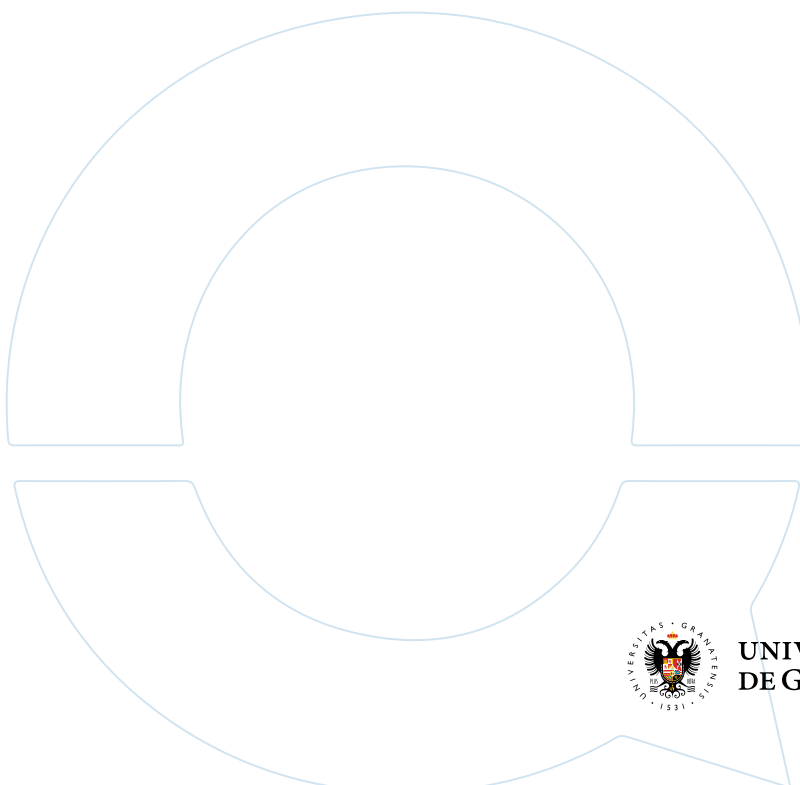
### INCLUSIVE TEACHING METHODOLOGIES



**UGR's Regulations for attention to students with disabilities and other specific learning support needs** (*available only in Spanish*)



**Guide for Attention to Students with Disabilities and Other Specific learning Support Needs** (*available only in Spanish*)



UNIVERSIDAD  
DE GRANADA



## STUDY FRAMEWORK



### GRANTS AND SCHOLARSHIPS

#### ○ Grants and scholarship Service

The **Grants and Scholarship Service** (*link available only in Spanish*) is in charge of managing the study grants from the Ministry of Education and the Basque government for UGR students. It also manages its own study grants, approved by the Governing Council, and which are convened throughout each academic year, forming an entire scholarship plan aimed at facilitating access and permanence in the studies offered by the UGR, seeking a distribution of assigned resources that takes into account the varied academic and personal circumstances of each student.

#### ○ Coimbra Group scholarships for young researchers

The **Coimbra Group of Universities**, of which the UGR is an active founding member, coordinates scholarship programs for the regions of sub-Saharan Africa, America and Neighbouring Countries of the European Union. Depending on the region, scholarships are aimed at doctoral students, or young researchers to carry out research stays of up to three months. In the case of sub-Saharan Africa. Administration staff stays are included.

#### ○ Scholarships for postgraduate studies co-managed with the Carolina Foundation

The **Carolina Foundation Training Program** aims to facilitate and promote the expansion of studies for university graduates as well as the specialisation and updating of knowledge of postgraduates, professors, researchers, artists and professionals from Latin America.

#### ○ Scholarships of excellence to carry out studies of the Official Master of graduates of the Universities of Lomé and Kara (Togo) within the framework of the agreement with The Baobab Foundation

Institutional cooperation with the **Universities of Lomé and Kara** has experienced tremendous growth in recent years. This subprogram affects the training of its graduates at the master's level and complements other cooperation actions that the UGR has been carrying out in collaboration with the Baobab Foundation.





## STUDY FRAMEWORK

- **Scholarships of excellence to carry out official master's studies within the framework of the agreement with the Women for Africa Foundation**

The purpose of this subprogram is to comply with the provisions of the agreement signed with the **Women for Africa Foundation**, granting aid so that graduates of African universities can carry out official master's studies at the University of Granada.

- **Support subprogram for university students from countries in an emergency situation and for students, teachers and researchers who are refugees or asylum seekers**

Crises in various countries have created emergency situations academic, with the serious alteration or bankruptcy of their education systems superior and the appearance of great obstacles that their students must face and researchers, giving rise to the urgent need to provide them with assistance so that they can continue with their academic work, which is dramatic in the case of the group of students, teachers and researchers who are refugees or asylum seekers.





# GRADUATION AND TRANSITION TO THE JOB MARKET

*Career guidance and information services  
(in cooperation with enterprises / trade associations)*

## ○ Centre for Employment Promotion and Traineeships – Vocational Guidance and Employability Unit

With the aim of promoting the transition of university students into the labour market, the **Centre for the Promotion of Employment and Internships** (*link available only in Spanish*) of the Vice-rectorate for Students of the University of Granada offers its services of orientation, internships and labour intermediation. Graduates and final year students will be able to participate in various activities that will help them to learn about the most important tools and skills for finding employment. It has three main areas:

- A. Guidance Area, which offers a professional counselling service to improve the employability of university students;**
- B. National and international extracurricular internships area;**
- C. Employment Area, whose main objective is to promote access to the labour market for our students and, mainly, graduates.**

## ○ The Placement Agency of the University of Granada

The **agency** (*available only in Spanish*) was founded in February 1997, becoming the first university Placement Agency and the first Andalusian one to be accredited by the Ministry of Labour. Our mission is the intermediation in the labour market, facilitating the professional transition to the world of work of university graduates, favouring the contact between companies/entities and job seekers. It is a public, non-profit and voluntary service. It offers a transparent, efficient, fast and discreet service in its management, guaranteeing the protection of both personal and employment data.

## ○ Employment Fair

The **Granada International Job Fair** (*link available only in Spanish*) is a meeting point for companies looking for profiles to join their ranks and job seekers interested in finding out what the job market has to offer and how to join it.



# GRADUATION AND TRANSITION TO THE JOB MARKET

## ○ Professional Outings Guide

The **professional opportunities guide** (*link available only in Spanish*) is an interactive web tool in which those interested obtain information on the degrees of the University of Granada. The guide provides information on the skills developed by each degree, professional fields, occupations, as well as a study of the labour market and job prospects that are renewed every three months.

## ○ UNIVERGEM

The **UNIVERGEM Program** (*link available only in Spanish*), subsidised by the Andalusian Women's Institute, aims to promote innovative and contextualised actions, from a gender perspective at the University, with the aim of improving the employability options of female university students, in equal conditions to men/with equal opportunities.

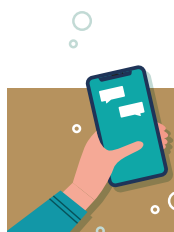


### GRADUATE FOLLOW-UP

## ○ Employment Observatory

The **Employment Observatory** (*link available only in Spanish*) is a project integrated into the activities of the Centre for the Promotion of Employment and Internships (CPEP) of the Office of the Vice President for Students and Employability of the University of Granada.

The fundamental mission of the Employment Observatory is to extract, analyse and disseminate data referring to the labour insertion of people who have graduated from the University of Granada on a regular and continuous basis in order to improve their employability.



# CONTACTS

## Academic Guidance and Access to the University Unit & Psycho-pedagogical Office

**Address:** Av. de Madrid 20, 1a planta. 18071, Granada  
**Location:** Espacio V Centenario.  
**Phone:** (+34) 958 248 501 - 958 246 388 - 958 249 368  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [gpp2@ugr.es](mailto:gpp2@ugr.es)

## Access, Admission and Permanence Service

**Address:** Av. Del Hospicio. 18071, Granada  
**Location:** Complejo Administrativo Triunfo  
**Phone:** (+34) 958 243 023  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [saap@ugr.es](mailto:saap@ugr.es)

## Accommodation Management Office

**Address:** C/ Doctor Severo Ochoa, s/n. 18071, Granada  
**Location:** Campus Fuentenueva – Edificio Comedores  
**Phone:** (+34) 958 244 072  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [alojamiento@ugr.es](mailto:alojamiento@ugr.es)

## Centre for Development Cooperation Initiatives

**Address:** Av. Del Hospicio. 18071, Granada  
**Location:** Complejo Administrativo Triunfo  
**Phone:** (+34) 958 241 948  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [coopera@ugr.es](mailto:coopera@ugr.es)

## Centre for Employment Promotion and Traineeship

**Address:** Acera del San Ildefonso, 42, 18071 Granada  
**Phone:** (+34) 958 241 939  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [cpep@ugr.es](mailto:cpep@ugr.es)

## Delegation of the Rector for the Digital University

**Address:** C/ Real de Cartuja 36-38, 18071 Granada  
**Location:** Edificio CEPRUD  
**Phone:** (+34) 958 241 308  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [cauceprud@ugr.es](mailto:cauceprud@ugr.es)

## Educational Programme

**Address:** Av. De Madrid, s/n, 18071 Granada  
**Location:** Espacio V Centenario  
**Phone:** (+34) 656 889 944  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [programaeducativo@ugr.es](mailto:programaeducativo@ugr.es)

## Grants and Scholarships Service

**Address:** C/ Doctor Severo Ochoa, s/n. 18001 Granada  
**Location:** Campus Fuentenueva – Edificio Comedores  
**Phone:** (+34) 958 243 138  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [dirbecas@ugr.es](mailto:dirbecas@ugr.es)

## Healthy Campus Secretariat

**Address:** Av. Del Hospicio, 18071 Granada  
**Location:** Complejo Administrativo Triunfo  
**Phone:** (+34) 958 244 062  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [viis@ugr.es](mailto:viis@ugr.es)

## Inclusion Secretariat

**Address:** Av. Del Hospicio, 18071 Granada  
**Location:** Complejo Administrativo Triunfo  
**Phone:** (+34) 958 249 649  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [inclusion@ugr.es](mailto:inclusion@ugr.es)

## International Relations Office

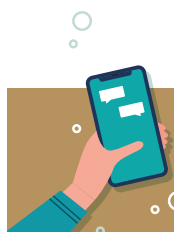
**Address:** Av. del Hospicio s/n 18071 Granada  
**Location:** Complejo Administrativo Triunfo  
**Phone:** (+34) 958 249 030  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [intlinfo@ugr.es](mailto:intlinfo@ugr.es)

## Modern Languages Centre

**Address:** Placeta del Hospicio Viejo, s/n, Granada  
**Location:** Centro de Lenguas Modernas  
**Phone:** (+34) 958 215 660  
**Schedule:** Monday to Friday from 09:00h to 20:00h  
**E-mail:** [info@clm.ugr.es](mailto:info@clm.ugr.es)







# CONTACTS

## Secretariat for Student Information, Participation and Associations

**Address:** Av. De Madrid, s/n, 18071 Granada  
**Location:** Espacio V Centenario.  
**Phone:** (+34) 958 243 016  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [sipae@ugr.es](mailto:sipae@ugr.es)

## Scientific Culture and Innovation Unit

**Address:** Av. Del Hospicio, 18071 Granada  
**Location:** Complejo Administrativo Triunfo  
**Phone:** (+34) 608 018 122  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [culturacientifica@ugr.es](mailto:culturacientifica@ugr.es)

## Student Social Care/Assistant Office

**Address:** C/ Doctor Severo Ochoa, s/n. 18001 Granada  
**Location:** Campus Fuentenueva – Edificio Comedores  
**Phone:** (+34) 958 244 026 / 958 241 270  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [atencionsocial@ugr.es](mailto:atencionsocial@ugr.es)

## The Student House

**Address:** Av. De Madrid, s/n, 18071 Granada  
**Location:** Espacio V Centenario  
**Phone:** (+34) 958 241 000. ext 20585  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [cestudiante@ugr.es](mailto:cestudiante@ugr.es)

## University Ombudsman

**Address:** Avenida del Hospicio s/n 18071 Granada  
**Location:** Hospital Real  
**Phone:** (+34) 958 243 787  
**Schedule:** Monday to Friday from 09:00h to 14:00h  
**E-mail:** [defensor@ugr.es](mailto:defensor@ugr.es)

## Youth Health Guidance Center

**Address:** Av. De Madrid, s/n, 18071 Granada  
**Location:** Espacio V Centenario  
**Phone:** (+34) 958 282 064 / 638 612 572  
**Schedule:** Monday, Tuesday, Thursday and Friday from 10:00 to 14:00 – Wednesday from 17:00 to 20:00.  
**E-mail:** [gabos@ugr.es](mailto:gabos@ugr.es)



**UNI  
GRAZ**

*We  
work  
for  
to-  
mor-  
row*



**University of Graz**

[www.uni-graz.at](http://www.uni-graz.at)



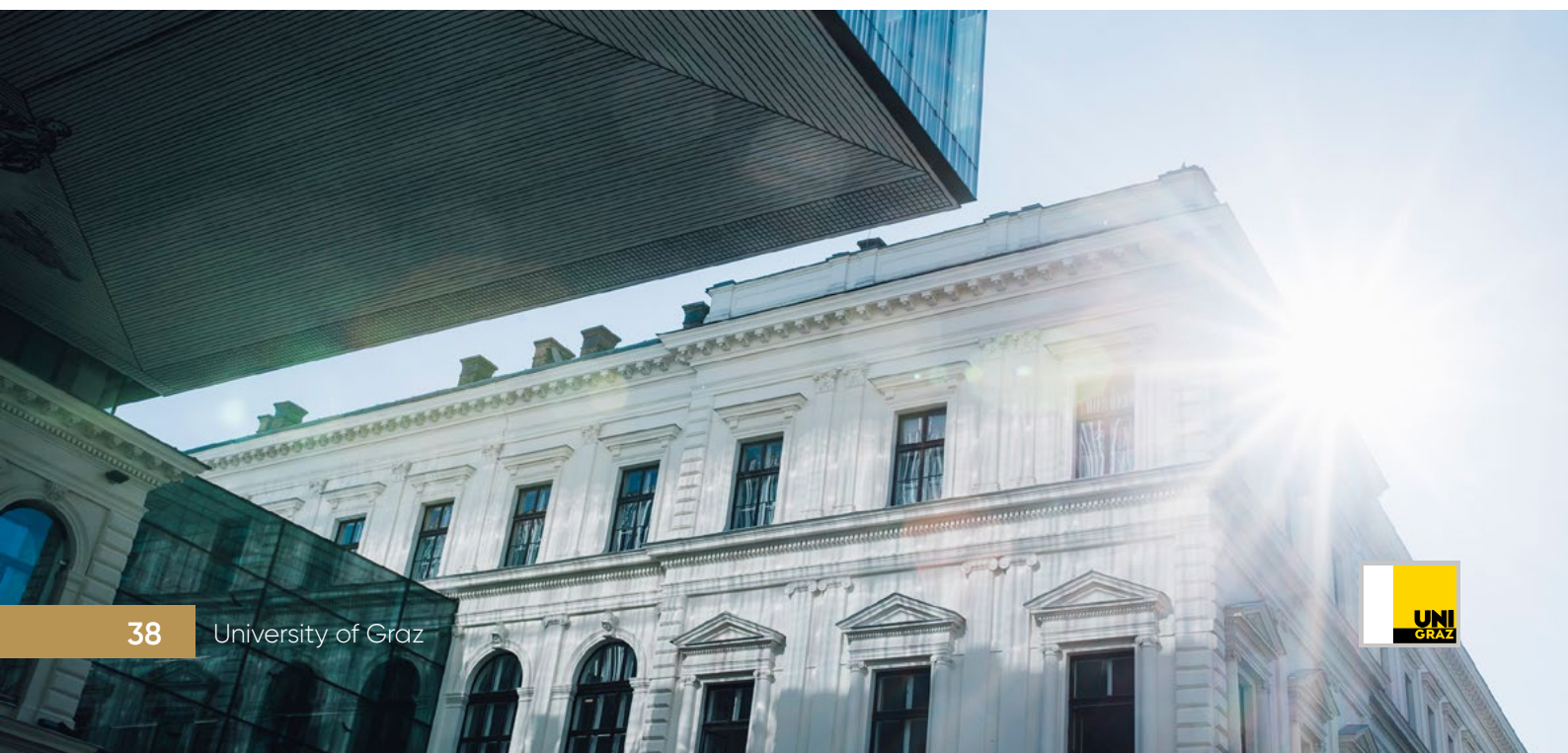
# University of Graz

Equality, equal opportunities and anti-discrimination are highly valued at the University of Graz, a diversity-sensitive teaching and research institution. These principles are also reflected in the student services.

Going to university often includes some challenging situations. The University of Graz doesn't expect future students to handle these alone and therefore takes their concerns to heart and helps with a wide range of advisory services and expert assistance.

At the University of Graz **4students - Study Info Service** is the information hub and central point of contact for questions about studying. The offers are adapted to the student life-cycle and are primarily aimed at all students in order to do justice to an inclusive approach.

Nevertheless, **4students** also offers targeted support for students with vulnerabilities. In addition, the service centre is in close contact with other study-related, more specific internal and external service units for students with and without vulnerabilities or disadvantages and refers those seeking advice to the respective unit/service if needed.





## BEFORE ENTRY

### ○ **4students - Study info Service**

Go to [4students - Study info Service](#)

- ✔ **Individual information and guidance:** The student advisors are available by phone, email and also in person. Additionally online info sessions are offered.
- ✔ **Peer mentoring for first generation students:** For prospective students who will be the first in their family to go to university, or who have a migrant background, an individual uni taster day offers exclusive insights into life on campus.
- ✔ **Open House:** This event focuses on informing prospective students about the numerous study opportunities at the University of Graz as well as on facilitating entry into university. In addition to the lectures on the study programmes, special lectures are offered for first generation students and students with low socioeconomic background.
- ✔ **Campus tours, school visits and fairs:** Individual campus tours are available for school classes on request. Experienced students visit schools on request to introduce the university's range of studies and answer pupils' questions about starting their studies and about student life. At higher education fairs all around Austria members of the [4students](#) team are on hand to provide advice and information materials to visitors about all the programmes of study available at Uni Graz.

### ○ **Academic Affairs**

The [Academic Affairs](#) is in charge of the admission process for national and international students and also offers support in this regard. Moreover the department offers guidance concerning the university entrance qualification examination (second chance education).

### ○ **Welcome Centre**

The [Welcome Center](#) is a service and information platform for international researchers and prospective international degree seeking students coming to the University of Graz. Establishing and maintaining a hospitable university culture is one of the great concerns of the Welcome Center and the University of Graz.

The aim is to guarantee a smooth start in Graz. Supporting its international target groups in overcoming administrative and cultural barriers is, therefore, considered a key goal. Information is provided on immigration, accommodation, health insurance etc.





## AT ENTRY

### ○ 4students – Study info Service

Go to [4students – Study info Service](#)



**Welcome Day:** In order to familiarise with the university, first year students can attend the Welcome Day at the beginning of the semester, which offers workshops, information lectures and an introduction to all study-related service points for new students.



**Peer mentoring for first generation students:** For first-semester students who are the first member of their family to go to uni, or who have a migrant background our peer mentors provide individual support with getting started and organising the first year of study.



**Orientation tutors:** This programme offers first-semester students a chance to get to know like-minded people, and to share experiences about the challenges of starting out at uni. New students meet up regularly in a friendly atmosphere, with trained tutors available for support. The tutors can offer tips, advice and information about university life and specific procedures relevant to the respective study programme.

### ○ Austrian National Union of Students at the University of Graz (ÖH Uni Graz)

The [Austrian Students' Union \(ÖH\)](#) (*link available only in German*) at the University of Graz is the representative body elected by students. It represents the interests of students within the university and politics and also offers support in legal matters, student financing, questions about study content and much more. Right before the start of the semester the ÖH offers drop-in counselling for first semester students.

### ○ Buddy programme for international exchange students

**ESN Buddies** are local students studying at universities in Graz and they are taking care of international exchange students voluntarily. They are supporting students during all stages of their exchange. The Buddies are happy to answer questions about student life, living in Graz etc and introduce incoming students to Austrian student life.



## AT ENTRY

### ○ MORE initiative for refugees

#### Go to **MORE initiative for refugees**

In relation to basic needs such as shelter, food and medical care, refugees require spaces to develop opportunities for the future. This is especially true for the youth who have lost access to schooling and (higher) education by fleeing their country – without support they might grow up to be part of a lost generation. We believe in the refugee's knowledge, skills and talents and the contributions that they can make if successfully integrated in the receiving societies.

- ✔ **MORE-Courses** aim at providing a space for reflection dedicated to refugees, where one can find out whether university studies are an option for the future. It offers orientation in academic and artistic study fields and language training. MORE courses are held at every university town in Austria.
- ✔ **MORE-Perspectives** is an offer for academics and scientists who had to flee their country. It is a platform where refugees can share their knowledge and experiences with the interested public.
- ✔ **MORE-Activities** are open formats that go beyond the academic sphere and help refugee students feel at home.

### ○ Office of International Relations

The **Office of International Relations** offers a wide range of support services for international exchange students and those who want to study abroad. For example the unit organises **Welcome Weeks for international exchange students**. Participation in Welcome Week is mandatory for all exchange students at the University of Graz. The programme covers:

*Enrolment at the University of Graz.*

*Registration with ÖGK Student Health Insurance.*

*Information about administrative procedures to be completed following your arrival in Graz.*

*Help with applying for your residence permit (for non-EU/EEA citizens).*

*Information about UNIGRAZ online: registering for courses and examinations.*

*Meetings with Academic Advisors to discuss course selection and other academic matters.*



## AT ENTRY

### ○ Tandem - Language Learning Partnerships

Students are able to enter into a **language learning partnership** with fellow students whose native language they want to learn. Language learning partners are matched by treffpunkt sprachen free of charge.

**Tandem - Language Learning Partnerships** is a project in cooperation with the Department of Translation Studies of the University of Graz.





## STUDY FRAMEWORK

### ○ **Austrian National Union of Students at the University of Graz (ÖH Uni Graz)**

The **Austrian Students' Union (ÖH)** (*link available only in German*) at the University of Graz is the representative body elected by students. It represents the interests of students within the university and politics and also offers support in legal matters, student financing, questions about study content and much more.

The Students' Union also represents the interests of vulnerable or underrepresented student groups such as foreign students, first-generation students, students with disabilities, senior or LGBTQIA\* students.

### ○ **Anti-discrimination**

Equality, equal opportunities and anti-discrimination are highly valued at the University of Graz and we see ourselves as a diversity-sensitive teaching and research institution. Discrimination related to gender, ethnicity, religion or ideology, age or sexual orientation as well as disability is not tolerated at the University of Graz. Should students encounter such discriminatory situations, there are various contact points that provide advice and support.

*Links (links available only in German)*

**Coordination Centre for Gender Studies and Equal Opportunities**

**Office of the Working Group for Equal Opportunities (AKGL)**

### ○ **Anti-bias Circle Uni Graz**

Representatives of various vulnerable/discriminated/disadvantaged staff and student groups (s/s with disabilities, with care responsibilities, trans/inter\*/non-binary, from low educational/socio-economic background) are members of the **Anti-bias Circle**, a centrally located board that aims at developing inclusive strategies and eliminating discriminatory dynamics and mechanisms in everyday study and work.

### ○ **Disability Resource Centre (ZIS)**

Students with health impairments or chronic illnesses are given the best possible support with the practicalities of day-to-day student life. The **Disability Resource Centre** (*link available only in German*) provides individualised advice and support with anything from finding accommodation and ensuring students can access information, to any necessary adaptation of exams.





## STUDY FRAMEWORK

### ○ Promotion of Women

The University of Graz offers grants for the **promotion of women** and financial support for students in need at the University of Graz such as:

*Research grants for female doctoral students.*

*Re-entry scholarships for female students.*

*Exceptional financial aid for female students in acute psychosocial need.*

### ○ Psychological Counselling Center

The services are available to students who are looking for help to improve their academic performance and to cope with problems they encounter during their years at the university. The **Psychological Counseling Center** provides assistance to those interested in pursuing university studies or other post-secondary education and help them find the right program. In addition, it provides a range of information to help make well-founded education and career choices.

### ○ Unikid & Unicare

**Unikid** provides information and support to make studying/working and actively caring for minor family members more compatible. Provisions range from need-based and year-round childcare, to childcare in the summer, "unikid info" for parents of adolescents, unikid courses and confidential individual counselling.

**Unicare** provides information and support on the topic of family care, basing provisions on a scientific study on the basic conditions of family care responsibilities at the University of Graz. Provisions range from "unicare info" for family carers to information brochures and confidential individual counselling, in order to answer questions about how to combine studying/working and actively caring for adult and elderly family members.



# GRADUATION AND TRANSITION TO THE JOB MARKET

## ○ Alumni UNI Graz

**Alumni UNI Graz** sees itself as a network for graduates of all fields of study as well as friends of the University of Graz that serves as a hub between the university, society, and economy. The offer of alumni UNI graz covers scientific, cultural, and social activities with the aim of providing an exchange of ideas and experiences.

Members not only benefit from numerous discounts with partners and a comprehensive range of events but also actively contribute to the establishment of the network. Furthermore, the membership makes it possible to support young academics with specific offers for entering the job market and to provide a platform for networking and exchanging experiences.

## ○ Career Center

When it comes to career entry and professional advancement exceptional challenges occur. As an interface between university and economy the **Career Center** supports with a professional programme, latest information and personal advice.

Students and graduates of the University of Graz receive personal and free **career guidance** and **career mentoring**. Furthermore an **extensive training programme** provides information and further qualification. Last but not least the annual **career fair, company presentations and networking events** help interested parties to get or stay in contact. At the same time the Career Center offers a wide range for **effective employer branding** at the University of Graz like company presentations, career fairs, advertising in career magazines and more.

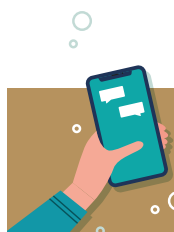
## ○ Promotion of young scientists

### Go to Promotion of young scientists

The **DocService** is a service point for everyone interested in doctoral studies, particularly for doctoral candidates and doctoral supervisors. We support university members active in the promotion of early stage researchers and the provision of excellent doctoral studies. Our services range from the organisation of events on topics related to doctoral studies to courses for doctoral candidates, from offering a website with a variety of information on doctoral education to individual counselling sessions.

The **Doctoral Academy** funds the active participation of doctoral researchers in their scientific communities as well as courses specifically designed for the doctoral level.

The **PostDoc Initiative** is intended to support postdocs in maintaining optimal conditions for their work and in promoting their professional development and to make the potential of this very active group of researchers more visible.



# CONTACTS

## 4students - Study info Service

**Phone:** +43 316 380-1066  
**Mail:** [4students@uni-graz.at](mailto:4students@uni-graz.at)  
**Web:** [studium.uni-graz.at](http://studium.uni-graz.at)

## Academic Affairs

**Phone:** +43 316 380-2192  
**Mail:** [studienabteilung@uni-graz.at](mailto:studienabteilung@uni-graz.at)  
**Web:** [studienabteilung.uni-graz.at/en/](http://studienabteilung.uni-graz.at/en/)

## Alumni Uni Graz

**Phone:** +43 316 380 - 1820  
**Mail:** [alumni@uni-graz.at](mailto:alumni@uni-graz.at)  
**Web:** [alumni.uni-graz.at](http://alumni.uni-graz.at)

## Anti-bias Circle Uni Graz

**Phone:** +43 316 380 - 5724  
**Mail:** [lisa.scheer@uni-graz.at](mailto:lisa.scheer@uni-graz.at)  
**Web:** [diversitaet.uni-graz.at/en/](http://diversitaet.uni-graz.at/en/)

## Austrian National Union of Students at the University of Graz (ÖH Uni Graz)

**Phone:** +43 316 380-2901  
**Mail:** [vorsitz@oehunigraz.at](mailto:vorsitz@oehunigraz.at)  
**Web:** [oehunigraz.at](http://oehunigraz.at)

## Career Center

**Phone:** +43 316 380 - 1048  
**Mail:** [careercenter@uni-graz.at](mailto:careercenter@uni-graz.at)  
**Web:** [careercenter.uni-graz.at/en/](http://careercenter.uni-graz.at/en/)

## Coordination Centre for Gender Studies and Equal Opportunities

**Phone:** +43 316 380 - 5721  
**Mail:** [koordff@uni-graz.at](mailto:koordff@uni-graz.at)  
**Web:** [koordination-gender.uni-graz.at/en/](http://koordination-gender.uni-graz.at/en/)

## Disability Resource Centre (ZIS)

**Phone:** +43 316 380 - 2227  
**Mail:** [doktorat@uni-graz.at](mailto:doktorat@uni-graz.at)  
**Web:** [docservice.uni-graz.at/en/](http://docservice.uni-graz.at/en/)

## ESN Uni Graz

**Mail:** [international@oehunigraz.at](mailto:international@oehunigraz.at)  
**Web:** [unigraz.esnaustria.org/](http://unigraz.esnaustria.org/)

## MORE initiative for refugees - Uni Graz

**Phone:** +43 316 380 - 1742  
**Mail:** [ukrainehilfe@uni-graz.at](mailto:ukrainehilfe@uni-graz.at)  
**Web:** [refugees.uni-graz.at/en/](http://refugees.uni-graz.at/en/)

## Psychological Counselling Center Graz

**Phone:** +43 316 814748  
**Mail:** [psych.ber@uni-graz.at](mailto:psych.ber@uni-graz.at)  
**Web:** [studierendenberatung.at/en/](http://studierendenberatung.at/en/)

## Treffpunkt sprachen

**Phone:** +43 316 380 - 2493  
**Mail:** [treffpunktsprachen@uni-graz.at](mailto:treffpunktsprachen@uni-graz.at)  
**Web:** [treffpunktsprachen.uni-graz.at/en/](http://treffpunktsprachen.uni-graz.at/en/)

## Unikid & Unicare

**Phone:** +43 316 380 - 2168  
**Mail:** [unikid-unicare@uni-graz.at](mailto:unikid-unicare@uni-graz.at)  
**Web:** [unikid-unicare.uni-graz.at/en/](http://unikid-unicare.uni-graz.at/en/)

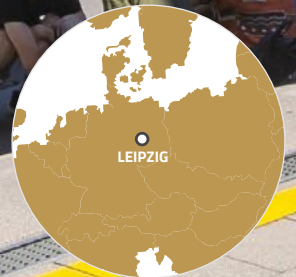
## Welcome Center

**Phone:** +43 316 380 - 3940  
**Mail:** [welcome@uni-graz.at](mailto:welcome@uni-graz.at)  
**Web:** [welcome.uni-graz.at/en/](http://welcome.uni-graz.at/en/)





UNIVERSITÄT  
LEIPZIG



Leipzig University



# Leipzig University

Excellent teaching and research require that all people can freely develop their potential. With its various offers, events and support programmes, Leipzig University aims to ensure equal opportunities for all gender, family compatibility, social diversity free of disadvantages, and barrier-free working and studying conditions at the university. The main contact points at Leipzig University are the **Equal Opportunities, Diversity and Family Unit** (Stabsstelle Chancengleichheit, Diversität und Familie), as well as **the Commissioner for equal opportunities** (link available only in German), the **Commissioner for students with disabilities and chronic illnesses** and the **International Centre** to support foreign students and scholars.

Leipzig University has signed **various charters** (link available only in German) through which it commits to certain standards in the areas of equity, diversity, and family friendliness. One example is the **Inclusion Action Plan** to implement the United Nations Convention on the Rights of Persons with Disabilities. It aims to regulate the efforts the university makes towards inclusive teaching and learning.

In addition, over the years Leipzig University could establish a strong network with the city of Leipzig as well as several organisations and service providers. A key role is played by the **Studentenwerk Leipzig**. Studying is very demanding, and everyday life can become a strain. Leipzig University helps students to cope with the various challenges and supports them with a wide range of offers before, during and after their studies. In addition, students are supported in difficult personal situations and in special student life situations and receive social and psychosocial counselling as well as legal advice. Special services are available for students with children, international students, refugees and students with disabilities.

Of course, numerous additional contact points, services, collaborations or information events exists at various university bodies beyond the ones mentioned here. Therefore, the following presentation is a selection of the most common services while raising no claim to completeness. All information is taken from the websites, which are pooled under **Contacts[KS1]**.





## BEFORE ENTRY

*Open days / Outreach activities / workshops for school children, internationals and refugees*

### ○ Student Advisory Service

For school children who would like to study after graduating from high school, there are numerous opportunities to look around the campus of the Leipzig University and gain insight into the university and the various courses of study. The events are mainly offered by the **Student Advisory Service**, which inform and advise prospective students and students before and during all phases of their studies.

- ✓ **Open Day:** The university opens its doors to prospective students so that they can get a taste of their chosen degree programme and meet fellow students and lecturers.
- ✓ **University Information Day:** Every spring, prospective applicants have an opportunity to get to know Leipzig University and receive comprehensive information about studying from different advisory teams.
- ✓ Within the framework of the project "**Plan A – Your plan. Your path. Your choice.**" **Student ambassadors** (*link available only in German*) from a wide range of departments answer pupils' questions about studying and show them around the campus.
- ✓ **Guided tours and talks:** Leipzig University offers talks and guided tours to give school children who are about to graduate a taste of campus life. The events are designed to help ease the transition from school to higher education. In a one-hour talk, school children will learn everything they need to know about studying at Leipzig University. Topics include: Leipzig University past and present, Degree programmes and their structure, Admission requirements, aptitude tests and important deadlines, Application and admission procedures, Student life in Leipzig.
- ✓ **Education fairs:** Education fairs are a great opportunity to get information about studying. The fairs are organised by the Federal Employment Agency.
- ✓ Within different **study education workshops** prospective students from German school year 11 and above can consider their study options or learn about how people perceive the teaching profession in a small group.





## BEFORE ENTRY

- ✓ Leipzig University cooperates with [ArbeiterKind.de](#) which informs schoolchildren and especially children from families without university experience (first generation students) about the possibility of studying, and supports them on their way from entering university to successfully graduating and starting a career.

### ○ Studentenwerk Leipzig

In cooperation with the International Centre of Leipzig University and other HE institutions, the [Studentenwerk Leipzig](#) organises a special information day for prospective international and refugee students.

Moreover, the [Studentenwerk Leipzig](#) offers additional counselling services to international students and refugees, and advice is given on questions regarding financing the studies, moving to Leipzig for studying, on studying with children or studying with disability or chronic illnesses, even before their studies start.

### ○ International Centre

The [International Centre](#) offers counselling and referral advice for prospective international students, including students with a refugee background. Also, it collaborates with the Studienkolleg and advises on study requirements and preparation courses for internationals.

### ○ Studienkolleg Sachsen

The [Studienkolleg Sachsen](#) (*link available only in German*), in close collaboration with the International Centre, offers various linguistic and subject-specific support for prospective students:

*Two semester [preparatory course programme](#) for degree-seeking international students.*

*German language courses for degree-seeking international students.*

*[German language courses for refugees and asylum seekers](#) who pursue a degree or who forcefully had to interrupt their studies in their home country.*

*A language and orientation course of about three weeks for Erasmus and exchange students.*



## AT ENTRY

### ○ Welcome week & Buddy-Programs



**Welcome week** for international students.

During the welcome week, newly enrolled international and exchange students get all the information they need about studying at Leipzig University and living in Leipzig. It covers:

*Enrollment at Leipzig University.*

*Information about Health Insurance.*

*Information about administrative procedures to be completed following the arrival in Leipzig.*

*Getting to know the city.*



**Buddy-Programs** for international students.

The aim of the Buddy Program is to promote the social and professional inclusion of international students at Leipzig University and thus to contribute to increasing the academic success of this group of students.

Buddies answer students' questions or help find someone who can assist with understanding and responding to letters and documents related to studies or government agencies, provide help with questions about academic work, such as preparing a presentation or questions about the structure of student papers, and more.



## ACCESSIBLE ADMISSION TO STUDY

### ○ Hardship cases

**Hardship cases** for applicants with health impairments.

About two percent of the study places are reserved for applicants with health impairments. Students can apply, for example, if they have an illness with a tendency to worsen or if their health impairment restricts them in their choice of profession or occupation. If the hardship application is approved, the affected students are entitled to the improvement of the average grade, the improvement of the waiting period or certain compensations in the qualifying examination.







## AT ENTRY

### ○ Social Counselling

**Social Counselling** service of Studentenwerk Leipzig for students with disabilities and chronic illnesses provides individual counselling to students:

*Advice on and filling of applications for impairment-related needs.*

*Search for barrier-free housing.*

*Organisation of studies with disabilities/chronic diseases, e.g. part-time studies, leave of absence, individual/personalized study plan, etc.*

*Advice on study financing.*



## FINANCIAL SUPPORT AND SCHOLARSHIPS

### The Studentenwerk Leipzig's Department for Grants.

Young people should be enabled to choose the education or training that matches their abilities and likings. BAföG (Bundesausbildungsförderungsgesetz) is granted whenever parents cannot afford their children's education and the education or training is eligible for funding. The Studentenwerk Leipzig's **Department for Grants** (Education Assistance Office, in short BAföG office) advises students of the universities and academies in Leipzig with regard to financial assistance according to the German Federal Training Assistance Act. The financial support is also available to refugees and holders of certain humanitarian residence titles.

The "**Hilde Domin programme**", administered by the German Academic Exchange Service (DAAD) and funded by the Federal Foreign Office (AA), serves to support students and doctoral researchers who are at risk of being formally or de facto denied educational or other rights in their country of origin.

**The Philipp Schwartz-Initiative** (*link available only in German*) of the Alexander von Humboldt Stiftung financially supports **refugee scholars** and awards fellowships.



## AT ENTRY



### ACCOMMODATION SUPPORT

The **Studentenwerk Leipzig** offers 5,200 students a home in student residences for their time being in Leipzig. About 40 percent of their residents come from foreign countries, so they offer special services and information to make it easier for them to settle, e.g. by providing tutors and buddies.

For new, in particular **international students**, the Studentenwerk tutors offer the service of collecting a few basic household articles (e. g. pans, pots, plates) at no extra charge.



### LINGUISTIC SUPPORT

#### Studienkolleg Sachsen

In addition to the preparation courses, students can improve their German language skills while studying in the form of study-related language exercises offered by the **Studienkolleg Sachsen** (*link available only in German*) such as German for Lawyers, but also conversation courses, courses on written text production, language exercises focusing on grammar exercises or on German pronunciation.





# STUDY FRAMEWORK

## ○ Counselling/ Guidance/ Tutoring

The **t.e.a.m. ability program** (*link available only in German*) offers female students with a disability or chronic illness active support for successful studies and an easier transition to work. They can take advantage of workshops geared to their needs, build important networks and shape their further (study) path together with other female students and mentors. The offer is a cooperation between Leipzig university and the college "**Inklusion an Hochschulen - gendergerecht**" (*link available only in German*) of the Hildegardis-Verein e. V. The association explicitly supports women with impairments, as they are particularly often affected by multiple discrimination.

If you have **doubts or second thoughts** about your studies, the counsellors of the project "**Plan A – Your plan. Your path. Your choice**" offer free and confidential help if you deal with doubts about the choice of studies, fears and doubts, contact difficulties, depressive moods, financial or other social hardships.

## ☑ Studentenwerk Leipzig

The Studentenwerk Leipzig is a service provider with a social mission. They assume a central counselling function and work closely with Leipzig University. The **counselling and support services** help students to master their studies even in situations that are not quite easy. Special support is available to **students with children**, **international students**, including students with a **refugee background**, and **students with disabilities**. The **Office for Educational Funding** also advises students on funding under the Federal Training Assistance Act. It offers advisory services on the following topics:

*Questions about the right of residence in Germany.*

*Access to studies (orientation and referral advice).*

*Communication with authorities, health insurance companies, landlords.*

*Working while studying (types of jobs, e.g. mini-jobs, working students, self-employed; social security contributions and taxes; work permit).*

*Orientation on changes in study status and effects on study financing.*

*Health insurance.*

*Examination of possible claims to social benefits (prerequisites, information on the application procedure, e.g. for housing allowance, child benefit, ALG II).*

*Advice and orientation in difficult life situations.*



## STUDY FRAMEWORK

- ✓ **The psychosocial counselling service by the Studentenwerk** is realised in collaboration with the Faculty of Medicine of Leipzig University and the Leipzig University Hospital. This ensures high counselling standards as well as the integration of the latest therapeutic developments. The offer ranges from group offers and open consultation to individual counselling by appointment. The Studentenwerk Leipzig offers special support for refugees and international students.
- ✓ **The psychosocial counselling of the Student Council** (Student\_innenRat) of Leipzig University is a first low-threshold contact point. Here you can take a common look at different areas of life, situations and challenges in order to develop solutions, strategies or specific offers of support.
- ✓ Social network for refugee and local students and academics "**Chance for Science**." Chance for science is a social network for scientists, academics and students who forcefully fled their country or are banned from exercising their research. It is intended to serve the exchange with colleagues of the departments here in Germany and to facilitate networking and access to libraries, conferences and other university events as well as research groups.
- ✓ **LGTBQIA+ Information portal.** The Equal Opportunities Office aims to support and empower bisexual, lesbian, gay, trans\*, inter\*, non-binary, and queer students and allies through actions, events, and counseling services.
- ✓ **Information portal on sexualized discrimination and violence.** This information portal discusses sexualised violence as well as trans\*phobia and queer\*phobia.

### ○ Individual Studies

- ✓ **Studying with disabilities and compensation for disadvantages.** Due to health impairments disability, chronic illness, pregnancy, childbirth, breastfeeding or family responsibilities of students, difficulties may arise during their studies in organising their studies or in taking examinations. In these cases, students with impairments can apply for compensation for disadvantages. In this way, equal opportunity participation in studies and examinations is made possible. Depending on the individual case, the following can be considered as compensation for disadvantages: modification of course and examination achievements, (submission) deadlines or attendance requirements, or the individual adaptation of other teaching and examination conditions.







## STUDY FRAMEWORK

### ✔ **Studying with caring responsibilities/ child(ren)** *(link available only in German)*

Leipzig University tries to support students with children in their double burden by offering a more flexible study organisation. If pregnancy or maternity leave leads to a restriction in studies, an individual solution for further study planning or alternative examination possibilities can be discussed with the study offices of the respective faculty. Pregnant students can usually take a leave of absence for one semester, and students with children can take a leave of absence for up to six semesters (parental leave). In order to adequately take into account the special responsibility that students with children take on, Leipzig university has an inter-faculty regulation for part-time studies. In addition, part-time studies can be granted to students caring for close relatives within the meaning of the Nursing Time Act **PflegeZG** *(link in German)*.

### ○ **University bodies and students' associations**

The **Equal Opportunity, Diversity and Family Unit** *(link available only in German)* is committed to promoting equal opportunity, diversity, the inclusion of persons with disabilities and chronic illnesses, as well as the efforts to reconcile **work and family life** at the Leipzig University through funding programmes, international conferences, action weeks, film series and other offerings.

In addition, the following commissioners represent vulnerable, disadvantaged and/or underrepresented groups in the student body:

### ✔ **Commissioner for Equal Opportunities and women's representative.**

The Commissioner for Equal Opportunities works towards equal opportunities for all genders throughout the university. They can take a stand on all equality issues, especially in appointment procedures and in the hiring of academic and artistic staff. Furthermore, all 14 faculties elect a Commissioner for Equal Opportunities. Together, they form the Equal Opportunities Council.

### ✔ **Commissioner for Students with Disabilities and Chronic Illnesses.**

The task of the Commissioner is to support the students with disabilities and chronic illnesses concerned in exercising their right to equal opportunity in their studies.

### ✔ **Other Commissioners and representatives.**



## STUDY FRAMEWORK

Several councils and boards were also formed at different Leipzig University bodies to advise, give feedback or represent groups of students or employees to exercise their rights.

✔ **Committees and advisory boards on equal opportunities** (*link in German*).

✔ **Senior Representative Council.**

By seniors for seniors: The Senior Representative Council promotes communication between senior students and the Department of Continuing and Distance Education. Its role is to represent your interests as a senior student to the University.

✔ **Student Council** (Student\_innenRat Universität Leipzig).

According to the statutes of the central student council (Student\_innenRat Leipzig University), the student body of the university is divided into 32 student councils. Each of these student councils is represented by its Student Representative Council (FSR). The FSRs are responsible in particular for the subject-specific concerns of the students they represent and their study matters.

The **Equality and Life Policy Unit** (RGL) actively promotes equal rights for all genders and diverse lifestyles at the university and in Leipzig.

The **Foreign Students** Unit aims to promote tolerance, inclusion as well as intercultural exchange and offers free advice to anyone who is already studying at the University of Leipzig or who wants to start studying here.

The **Social Issues Unit** is responsible for the socio-political topics in higher education policy, such as student financing (especially BAföG), labour law (academic assistants, working students), studying with children, studying with psychological problems or chronic illnesses.

The **Anti-Racism Unit** counteracts racist, anti-Semitic, right-wing extremist and nationalist tendencies and actions in the university environment, especially against the background of general political and social tendencies.

The **Inclusion Unit** is responsible not only for raising awareness of people with disabilities at the university, but also for supporting and asserting the interests of students with disabilities and for networking and exchanging information with initiatives and organisations with the same goals.





# STUDY FRAMEWORK

## ○ Linguistic support

**Tandem Modules and Programs by the Language Center.**

The Language Center offers modules for autonomous foreign language learning as well as language learning in **tandem** (*link available only in German*). Students can complete these modules independently of their field of study.

## ○ Childcare

**Daycare centre UniKat** (*link available only in German*).

Good childcare facilities are very important for a modern university in order to allow young scientists to better combine work and family. In cooperation with the sponsor "Kindervereinigung Leipzig e.V.", Leipzig University has established permanent child care or flexible care during events or vacations.

**Childcare facilities** by the Studentenwerk Leipzig.

The Studentenwerk Leipzig offers various childcare facilities for students' children. They focus on different approaches and thus ensure broadly based childcare services. Moreover, the "Zappelkiste" is operated by the association Studentische Eltern Leipzig e.V. in premises of the Studentenwerk. It is a child-friendly apartment with a kitchen, a bedroom, a bathroom, a large playroom and an office with Internet access. Here, student parents can meet to exchange ideas and find a place to play, rest, meet and study. Further offers are:

*The Library offers numerous services for use with a child (extra lending, barrier-free access, workrooms).*

*Breastfeeding and diaper changing facilities at various locations of the University of Leipzig.*

*Opportunity for disadvantage compensation.*

*Possibility of part-time studies for students with caring responsibility.*



# GRADUATION AND TRANSITION TO THE JOB MARKET

## ○ **Studentenwerk Leipzig**

The **Studentenwerk Leipzig** has its own student job office for students who want to work besides their studies and offers a vast variety of student jobs in different domains. Moreover, they advise vulnerable students (Internationals, students with disabilities or students with children) on financing the transition from study to work, on rights on the labour market, in the application process, on change of status (study to work) and effects on financial benefits.

## ○ **Career Service for Internationals**

The **Career Service** has special offers for international students who face additional challenges when studying and looking for a job. Therefore, the Career Service supports international students and alumni with the transition into professional life and offers, among other things, information and advice on the German labour market and legal framework, an application document check, workshops/seminars/lectures, for example intercultural training or application process in Germany.

## ○ **Help across the finish line**

**Plan A – Your plan. Your path. Your choice. Help across the finish line.**

Students may unexpectedly face major challenges just before they graduate.

## ○ **International Doctoral Candidate Initiative**

**International Doctoral Candidate Initiative.**

The association is organised in cooperation with the International Centre and aims to promote exchange between international doctoral researchers, strengthen social networks, and support academic development.

## ○ **Science finds the city**

**Science finds the city** (*link available only in German*).

“Wissenschaft findet Stadt” offers female students from all disciplines insights into the Leipzig city administration as a potential employer. The Leipzig city administration offers a wide range of professional perspectives and career opportunities.







# GRADUATION AND TRANSITION TO THE JOB MARKET

## ○ T.e.a.m ability programme

**T.e.a.m ability programme** (*link available only in German*).

The T.e.a.m ability programme actively supports female students with a disability or chronic illness in all phases of their qualification, from promoting successful studies to facilitating the transition to a career. Moreover, the **t.e.a.m. programme** offers female doctoral candidates, postdocs, postdoctoral candidates and junior professors coordinated mentoring, workshops and networking opportunities in various programme lines.

## ○ International Alumni Network

**International Alumni Network.**

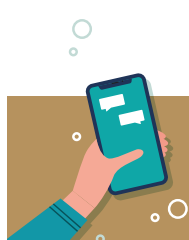
Leipzig University's international alumni network, or LAI for short, fosters contact between the University and its alumni from all over the world. It currently comprises over 2300 alumni from more than 110 nations. The alumni work comprises three areas:

*Maintaining and strengthening contact with the University's international alumni.*

*Encouraging the exchange of knowledge and experience among alumni.*

*Enabling international cooperation.*





# CONTACTS

## Commissioner for Equal Opportunities and Women's Representative

**Phone:** +49 341 97-30090

**Mail:** [chancengleichheit@uni-leipzig.de](mailto:chancengleichheit@uni-leipzig.de)

**Web:** [uni-leipzig.de/en/equality](http://uni-leipzig.de/en/equality)

## Equal Opportunities, Diversity and Family Unit

Provides information for students with caring responsibility, disabilities or chronic diseases, about equal opportunities and many more.

**Phone:** +49 341 97-30090

**Mail:** [chancengleichheit@uni-leipzig.de](mailto:chancengleichheit@uni-leipzig.de)

**Web:** [uni-leipzig.de/en/equality](http://uni-leipzig.de/en/equality)

## Commissioner for Students with Disabilities and Chronic Illnesses

**Mail:** [barrierefrei@uni-leipzig.de](mailto:barrierefrei@uni-leipzig.de)

**Web:** [uni-leipzig.de/en/studying/guidance-and-services/studying-in-special-circumstances/studying-with-disabilities](http://uni-leipzig.de/en/studying/guidance-and-services/studying-in-special-circumstances/studying-with-disabilities)

## Student Advisory Service

Advice on all study-related questions or advisory service.

**Phone:** +49 341 97-32044

**Mail:** [ssz-studienberatung@uni-leipzig.de](mailto:ssz-studienberatung@uni-leipzig.de)

**Web:** [uni-leipzig.de/en/studying/guidance-and-services/student-advisory-service](http://uni-leipzig.de/en/studying/guidance-and-services/student-advisory-service)

## Leipzig University Guidance and Services

**Web:** [uni-leipzig.de/en/studying/guidance-and-services](http://uni-leipzig.de/en/studying/guidance-and-services)

## Studienkolleg Sachsen

**Web:** [stksachs.uni-leipzig.de/en](http://stksachs.uni-leipzig.de/en)

## International Centre

**Mail:** [international@uni-leipzig.de](mailto:international@uni-leipzig.de)

**Web:** [uni-leipzig.de/en/international](http://uni-leipzig.de/en/international)

## Studentenwerk Leipzig

**Mail:** [info@studentenwerk-leipzig.de](mailto:info@studentenwerk-leipzig.de)

**Web:** [studentenwerk-leipzig.de/en](http://studentenwerk-leipzig.de/en)

## Career Service

**Web:** [uni-leipzig.de/en/studying/guidance-and-services/career-service](http://uni-leipzig.de/en/studying/guidance-and-services/career-service)

## Student Representative Councils

**Mail:** [gf@stura.uni-leipzig.de](mailto:gf@stura.uni-leipzig.de)

**Web:** [stura.uni-leipzig.de/en/fachschaftsraete/](http://stura.uni-leipzig.de/en/fachschaftsraete/)

## Language Centre

**Mail:** [sprachenzentrum@uni-leipzig.de](mailto:sprachenzentrum@uni-leipzig.de)

**Web:** [sprachenzentrum.uni-leipzig.de/hi.site,postext,tandem-Programm.html](http://sprachenzentrum.uni-leipzig.de/hi.site,postext,tandem-Programm.html) *(link in German)*







**UNIVERSITÉ  
JEAN MONNET**  
SAINT-ÉTIENNE



**Université Jean Monnet  
Saint-Étienne**



# Université Jean Monnet Saint-Étienne

The following developments are based on the networks in which the Jean Monnet University of Saint-Etienne takes part. UJM's policy is based on access for all to the university, from the pursuit of studies to integration into the job market. (Future) students can benefit from specific arrangements and assistance from networks of players inside and outside the institution, depending on their personal situation.







## BEFORE ENTRY

### ○ Students with disabilities

The network of 26 Regional **Centers for University and School Works** (CROUS) is a public service of the State placed under the supervision of the Ministry of Higher Education, Research and Innovation. The CROUS, public institutions of the State, have the mission of promoting the improvement of the living conditions of students, on a daily basis, to guarantee them the best chances of success. It concerns all students and future students, including the vulnerable ones. Future students with disabilities can contact the CROUS in their region to find out about the aid and assistance they can receive as part of their higher education.

### ○ Social assistance

Before entering the university, future students with poor socio-economic background can get information from the **CROUS** about the different social and financial aids available to them in the context of their studies.

The CROUS is present at the various **Student Fairs** that take place each year in the major cities of France. These fairs are open to future students, their parents, and education professionals (universities, private schools, institutes, etc.) in order to inform them about their post high school orientation. Future students are given all the information they need about the financial support available to them according to their profile.

Forums and open house weeks also allow prospective students to discover the environment that awaits them. **Student associations, health and insurance organisations** are also present to inform visitors about the challenges that await them and the support available to them. These events actually bring together all the internal and external actors who work in a network to promote the inclusion of all students, regardless of their vulnerability.

### ○ Equality

The **Blaise Pascal Foundation** (*available only in French*) organises bi-annual calls for projects carried by associations in order to facilitate the access of individuals to mathematics and computer science over the whole territory. Particular attention is paid to projects aimed at young women or at people with limited access to mathematics and computer science, and/or located in regions with little mediation. The Foundation carries out actions at all levels from kindergarten to university, and in all territories to fight against biases in the perception of mathematics and computer science, and fights self-censorship, especially of women, people with disabilities, young people from disadvantaged backgrounds or territories far from scientific life.



## BEFORE ENTRY

### ○ Women to STEM

**Girls, maths and computing: a luminous equation Days** *(available only in French)*

Acting now for greater diversity in scientific and technical sectors, this is what associations **Women & Mathematics** and **Animath**, with the help of the **Blaise Pascal Foundation**, offer by organizing the "Girls, Maths and Computer Science: a luminous equation" Days.

The **Camille Jordan Institute**, a mathematics research laboratory (under the supervision of UJM, Lyon1, University of Lyon, INSA Lyon, Ecole Centrale de Lyon and the CNRS) is also involved in the organisation of the event.

During these days, young female volunteers come to learn about jobs related to mathematics and computer science, work on the weight of stereotypes related to these disciplines and meet women scientists working in these fields. On the program, a conference, a workshop on professions and stereotypes, a speed-meeting with professionals and a play-forum.





## AT ENTRY



### STUDENTS WITH DISABILITIES

#### ○ Arrangements for exams, competitions and/or studies

Students with disabilities can apply for reasonable adjustments concerning studies and/or exams according to their specific needs and situations: the assistive technologies and/or human resources available at the university will be set up to guarantee equal opportunities, and facilitate access to knowledge.

Jean Monnet University has put in place a **procedure for implementing exam accommodations, competitions and/or studies**<sup>3</sup>. The student must make himself known to the competent services in order to constitute a file.

The assistance of students with disabilities is handled by the **Disability Office**<sup>4</sup> (Bureau Accueil Handicap - BAH), in cooperation with other offices of the university.

The process starts during the registration of the student or during the year prior to his/her entrance at the university. Indeed, a request to accommodate academic requirements needs to be done with the Disability office. This request requires an appointment with a doctor of the **University Health Service**<sup>5</sup> (MPU) who gives a medical opinion on the changes needed to the academic requirements. Once the process is completed, each university's component, through their schooling service, notify the student and take on his/her assistance for the alternate requirements decided. Next to this academic arrangement, the **Career center**<sup>6</sup> (Cap Avenir) and the Disability Office work together on some arrangements to support those students onto the job market (note taker, tutor, etc ...).

<sup>3</sup> Procedure for implementing exam accommodations, competitions and/or studies (available in French only).

<sup>4</sup> Studies and Handicap (full version available in French only, for an english version, [see here](#)).

<sup>5</sup> University Health Service (see the english [version here](#)).

<sup>6</sup> Cap Avenir (available in french only).



## AT ENTRY



### HOUSING

The **CROUS social workers** welcome students with disabilities and intervene putting into place individual arrangements in the Crous **accommodations** according to their specific needs. They work in partnership with the BAH representatives of the university, the MDMPH (Regional House for Disabled People), the MPU and specialised institutions. The Crous offers 295 adapted accommodations in 35 university residences in Greater Lyon, Saint-Etienne and Roanne<sup>7</sup>. We commonly speak of “PMR housing”, for People with Reduced Mobility (*Personne à Mobilité Réduite*)<sup>8</sup>.



### SOCIAL ASSISTANCE

#### ○ Housing and grant

The **CROUS social service** receives all the students of the academy of Lyon. The service works in liaison with the administrative services of the **CROUS**, the **Universities** and other **organisations**. Its role and its missions are:

*To welcome and listen to students in case of difficulties: personal, family, psychological, medical, administrative, financial, etc,*

*To accompany them in their efforts and in the search for solutions, throughout their studies. Inform them about the formalities concerning student life (budget, housing, social coverage, student jobs, administrative problems, special situations, etc.)*

*Direct them to external partners.*

*Helping them to apply for financial support and grants.*

<sup>7</sup> Accommodations for students with disabilities – Crous of Lyon (available in French only)  
[crous-lyon.fr/logements/logements-pmr/](https://crous-lyon.fr/logements/logements-pmr/)

<sup>8</sup> Since the law of February 11, 2005, known as the law “for equal rights and opportunities, participation and citizenship of people with disabilities”, the accessibility of all places for all is a developing axis.





## AT ENTRY



### INTERNATIONAL STUDENTS

#### ○ Student Welcome Desk (SWD)

In a context of strong increase of students' vulnerabilities, particularly as regards the international students welcomed on our territory, the **SWD** participates fully to improve the reception and facilitate the inclusion of the international students. The Students Welcome Desk aims to improve the welcome and facilitate the integration of international students, while giving them the opportunity to discover the richness and values of Saint-Etienne and its metropolis, and of Roanne. The SWD operation is coordinated for higher education institutions by the **COMUE Université de Lyon** and piloted locally by the **UJM's International Mobility Office**. The **Saint-Etienne SWD** is run collectively by **a number of different higher education institutions of the city** (UJM, EMSE, ENISE, ESADSE, ENSASE, EN3S, EM Lyon de Saint-Etienne), **the City of Saint Etienne and Saint Etienne Métropole**.

Information sessions in French and English to inform, guide and accompany international students on issues of health, housing, daily life, residence permits, etc. are scheduled.

#### ○ French courses for exchange students

The **International Centre of French Language and Civilisation** (CILEC) is Jean Monnet University's school for French tuition. It has provided French language and civilisation courses to international students of all levels, beginner (A1/A2), intermediate (B1/B2) and advanced (C1/C2), for more than 30 years. Located in modern, accessible and perfectly equipped premises, CILEC is at your service to help you make quick and efficient progress in learning the French language.

The CILEC offers an **Extensive French Course** to Exchange students in order to improve their written and spoken skills. Students can follow a module of 24 class hours (two hours per week) from Mid January to beginning of April, free of charge for exchange program students. The centre provides you free access to a media library open in the afternoons (assistance by an archivist/teacher) and an activities office regularly organising outings, cultural visits and lots of other fun things to do. In order to enrol, students must register **on the online form** in December, an online test will be sent and must be done before the beginning of January.



## STUDY FRAMEWORK

### ○ Students with disabilities

The **Disability Office**<sup>9</sup> (*Bureau Accueil Handicap - BAH*) of the university is there to support students throughout their studies. It offers various aids to students with disabilities, including: educational support, extra time for exams, help with note taking, support on campus, a campus accessibility visit, the loan of specific equipment (dictaphone, specific software, etc.). A work room equipped with a computer is also dedicated to students for tutoring sessions or personal work.

The **University Health Service**<sup>10</sup> (*Médecine Préventive Universitaire - MPU*) of the university is made up of a medical, paramedical and social team with doctors, a nurse, a social worker, a psychologist and a dietician. The service has for mission:

- to inform, prevent and guide on all matters relating to health;*
- to offer medical and nursing prevention consultations, vaccinations;*
- to issue medical certificates (practice of sports in competition, others);*
- establish specific follow-up and guidance through psychological and nutritional consultations;*
- to welcome students with disabilities and offer specific facilities adapted to studies;*
- to offer social support to students with disabilities and to students suffering from health problems through the presence of a social service.*

### ☑ Application for renewal of facilities.

The request for renewal of exam and/or study accommodation concerns only students who have already benefited from an arrangement of exams and/or studies for the previous academic year at Jean Monnet University. The renewal request must be sent to the **BAH**.

<sup>9</sup> Studies and Handicap (full version available in French only, for an english version, [see here](#)).

<sup>10</sup> University Health Service (see the english version [here](#)).



## STUDY FRAMEWORK

### ✓ Housing and daily life difficulties.

The **CROUS** accompanies students with vulnerabilities in matters related to housing and daily life difficulties. Within the framework of this support, the social service assistants work in partnership with : the **BAH**, the **MPU**, specialised institutions, associations, the **MDMPH**<sup>11</sup> and the **MLA**<sup>12</sup>.

The **Regional House for People with disabilities**<sup>13</sup> (*Maison départementale et métropolitaine des personnes handicapées - MDMPH*) is a reception point in Lyon for people with disabilities to obtain information and respond to their requests. The MDMPH facilitates the steps taken by people with disabilities to access their rights. It examines requests and allocates resources to compensate for the disability.

**Maison Loire Autonomie (MLA)**: The Loire Department has created the Maison Loire Autonomie to meet the needs of the elderly and people with disabilities. The MLA is a one-stop shop for support and assistance in the Saint-Etienne area to answer questions about compensation requests.

**APACHES**<sup>14</sup> (association des professionnels d'accompagnement du handicap dans l'enseignement supérieur) is an association of professionals working with disabilities in higher education. The association aims to federate all the support structures for students and staff with disabilities in higher education. The **Guide Handicap & Higher Education** is available in french only on the website of the UJM, as well as short videos introducing different topics (Access to higher education, The choice of studies, The choice of institution, The right to compensation, Reporting a disability when applying to university, After admission, Towards the corporate world).

<sup>11</sup> Maison départementale métropolitaine des personnes handicapées website (available in french only).

<sup>12</sup> Maison Loire Autonomie website (available in french only).

<sup>13</sup> Regional house for people with disability's website (available in french only).

<sup>14</sup> Apaches website (available in french only).



## STUDY FRAMEWORK

### ✓ **International mobility.**

The UJM **Disability Office**, together with the **International Mobility Service**, guides vulnerable students through the process of preparing for international mobility<sup>15</sup>. Students are also advised on the facilities present and then accompanied by the disability service of the host university. These services are also available to foreign students wishing to pursue studies at UJM.

### ○ **Students with poor socio-economic background**

#### **Social support and requests for exceptional financial aid.**

**Social workers CROUS/MPU** are available to respond to requests from students in a precarious social situation with aid relating to housing, food aid, aid for medical expenses, unpaid bills, over-indebtedness, etc. through the aid fund managed by the CROUS.

Aid for specific study-related costs can also be requested by students through the University's exceptional aid fund (supplies, books, specific equipment, transport-accommodation involved in an internship, etc.). To apply for this aid, students must make an appointment with a social worker, indicating: the field of studies, the reason for the request and the student's telephone number.

**FASEE**<sup>16</sup> (Fédération des Associations de Saint-Etienne Etudiantes), which brings together a large number of student associations of Saint-Etienne and its region, all sectors combined, and its **AGORAé**<sup>17</sup> offer the distribution of food parcels and hygiene products to Saint-Etienne students.

<sup>15</sup> Student mobility and inclusion - UJM Website [univ-st-etienne.fr/en/campus-life/inclusion.html](http://univ-st-etienne.fr/en/campus-life/inclusion.html)

<sup>16</sup> FASEE represents the students with its elected members on the boards of the UJM (board of directors, council for training and university life, component councils of the faculties) and the CROUS of Lyon/Saint-Etienne and organises festive, cultural and sporting events with the participation of all of its member associations (website only in french).

<sup>17</sup> Solidarity student grocery store managed by FASEE (website only in french).





## STUDY FRAMEWORK

**Secours Populaire**<sup>18</sup> is a French nonprofit association that provides food aid, clothing, access to and maintenance of housing, access to healthcare, socio-professional integration, access to culture and more generally access to rights for all. The Saint-Etienne branch of Secours Populaire offers three services to students.

1. the Secours Populaire store: second-hand items at very low prices (clothing, household linen, crockery, books, etc.).
2. Distribution of free food and clothing packages is available if the student meets certain conditions.
3. The Pop'shop to give, buy or volunteer (new linen, dishes, new or second-hand clothes, stationery, books and hygiene products).

The **list of social and financial aid**<sup>19</sup> available to students can be found on the UJM website.

### ○ Student in employment or caring responsibilities:

The **Department of Training and Professional Integration of UJM, with the faculties and institutes**, agreed on specific study design for certain categories of students:

According to the "**General study regulations 2022-21**" plan<sup>20</sup> (*Règlement Général des Etudes 2021-22*) – Annexe2 "study design", students working at least 10 hours per week can claim a total or partial exemption from attendance, upon presentation of an employment contract for a period of at least 3 months at the schooling service or a certificate of the employer indicating the weekly working time and expiry of the employment contract.

Students with caring responsibilities can claim a total or partial exemption from attendance upon presentation of the family record book and after evaluation of the needs, the terms of accommodation are determined by the Faculty or Institute. Any student, in case of pregnancy during the academic year may benefit from specific arrangements or partial exemptions, according to the terms determined by the Faculty or Institute.

<sup>18</sup> Website in french only.

<sup>19</sup> Website in french only.

<sup>20</sup> University website and document available in French only.



## STUDY FRAMEWORK

### ○ Senior (and non seniors) students

The **University for all Network**<sup>21</sup> (Université pour Tous - UPT) allows adults of all ages - whatever their level of education - to attend lectures and participate in the cultural outings offered. UPT works in partnership with a network of 14 UPT branches, covering the whole territory. Its mission is to disseminate culture and provide knowledge in all fields of teaching.

Everyone can come, for pleasure, to attend the conferences every working day between October and May, and participate in the proposed cultural outings.

### ○ Violence and discrimination

Jean Monnet University, we apply zero-tolerance towards all forms of violence and discrimination (rape, sexual assault, sexual harassment, moral harassment, sexist contempt, sexual exhibition, cyberbullyin, etc.). Witnesses and victims of these actions can contact the **Violence and Discrimination Alert and Support Unit**<sup>22</sup> of the university.



<sup>21</sup> University for all network (available in French only).

<sup>22</sup> Social and financial aids (available in French only).



# GRADUATION AND TRANSITION TO THE JOB MARKET

## ○ Professional integration

**The 100% Handinamique Federation** (*Fédé 100% Handinamique*)<sup>23</sup> is a national federation that aims to support the training and professional integration of young people with disabilities. To this end, it supports the national deployment of a network of young people with disabilities (students or young graduates) and a network of student associations dedicated to disability in universities and business schools. It then mobilises and accompanies its student volunteers in the implementation of actions for the success of young people with disabilities: tutoring of high school students with disabilities (PHARES program), sponsorship towards employment, socialisation, opinion campaign, consultation and meeting employers.

The **RDV Pro**<sup>24</sup> of the **Jean Monnet University Foundation**<sup>25</sup> promotes meetings between UJM students and professionals from all backgrounds who are looking for specific skills. These events are organised and managed by the University's faculties and are intended for a UJM audience only - or candidate in the case of work-study programs. Communication actions are coordinated by **Cap Avenir** and funding is provided by the UJM Foundation.

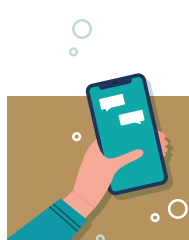
**Association for the management of the fund for professional insertion of people with disabilities** (*Association de Gestion du Fonds pour l'Insertion Professionnelle des Personnes Handicapées - AGEFIPH*) **law n° 87-517 of July 10, 1987**, is in charge of supporting the development of employment of people with disabilities. To do this, it offers services and financial aid for companies and individuals.



<sup>23</sup> Website available in French only.

<sup>24</sup> Website available in French only.

<sup>25</sup> Website available in French only.



# CONTACTS

## Disability Office (Bureau Accueil Handicap - BAH)

Phone: +33 4 77 42 17 22

Mail: [accueilhandicap@univ-st-etienne.fr](mailto:accueilhandicap@univ-st-etienne.fr)

## University Health Service (Médecine Préventive Universitaire MPU)

Phone: 04 69 66 11 00

Mail: [brigitte.poizat@univ-st-etienne.fr](mailto:brigitte.poizat@univ-st-etienne.fr) (Director)

## International Office (Direction de l'International)

Phone: +33 4 77 43 79 70

Mail: [accueil-international@univ-st-etienne.fr](mailto:accueil-international@univ-st-etienne.fr)

## Student Welcome Desk (International Office)

Phone: +33 4 77 43 79 70

Mail: [welcome-student@univ-st-etienne.fr](mailto:welcome-student@univ-st-etienne.fr)

Facebook: [@SWDSaint-etienne](https://www.facebook.com/SWDSaint-etienne)

## International Centre of French Language and Civilisation (CILEC)

Phone: +33 4 77 43 79 73

Mail: [cilec@univ-st-etienne.fr](mailto:cilec@univ-st-etienne.fr)

## Career Service (Cap Avenir)

Phone: : 04 77 42 17 16

Mail: [capavenir@univ-st-etienne.fr](mailto:capavenir@univ-st-etienne.fr)

## Secours Populaire

Phone: +33 4 77 32 13 30

Mail: [contact@spf42.org](mailto:contact@spf42.org)

## FASEE (Fédération des Associations de Saint-Etienne Etudiantes)

Mail: [contact@fasee.fr](mailto:contact@fasee.fr)

Website: [fasee.fr](http://fasee.fr)

## AGORAé Saint-Etienne

Mail: [agorae@fasee.fr](mailto:agorae@fasee.fr)

Website: [fasee.fr](http://fasee.fr)

## Violence and Discrimination Alert and Support Unit

Phone: +33 7 62 67 96 43

Mail: [cellule.alerte.ujm@univ-st-etienne.fr](mailto:cellule.alerte.ujm@univ-st-etienne.fr)

## University for all Network

Phone: +33 4 77 43 79 32

Mail: [sonia.mekaoui@univ-st-etienne.fr](mailto:sonia.mekaoui@univ-st-etienne.fr)



1222 • 2022  
**800**  
ANNI



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

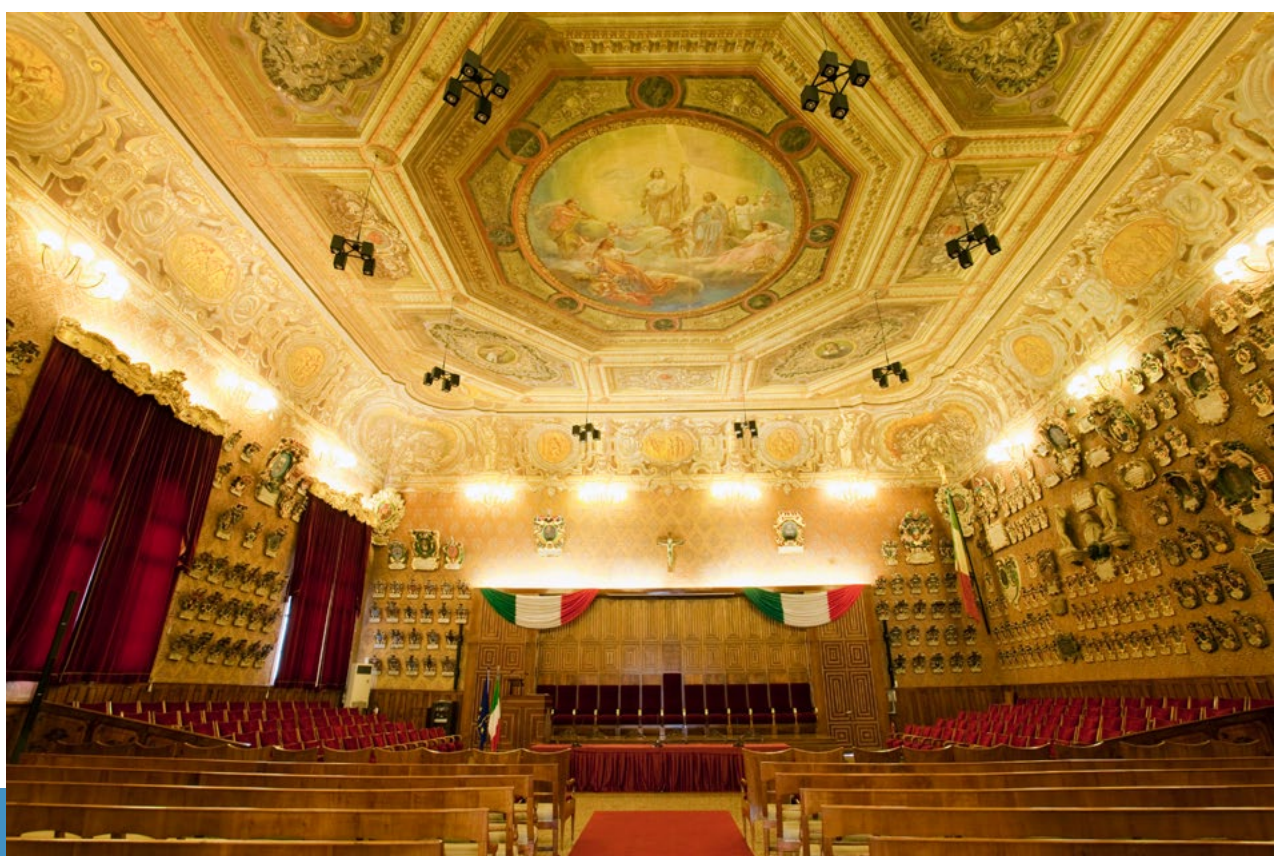


**University of Padua**

# University of Padua

The focus of University of Padua's governance is highly oriented to "promoting equal opportunities for access and professional growth [...] without regard to gender, religion or belief, race or ethnic origin, disability, age or sexual orientation, through the development of specific measures that manage and enhance diversity".

"Quality activities and services - for all - will follow the logic of equality while respecting the differences that characterize our University. This includes equal opportunities, inclusiveness, accessibility, global presence, transparency, and access to knowledge."<sup>26</sup>



<sup>26</sup> Speech by the former Rector Rosario Rizzuto (A.Y. 2015-2021), during the inauguration of the 2015/2016 academic year.





## BEFORE ENTRY

*Open days / specific activities / workshops for school pupils*

### ○ Students reception

The **Student Service** Office is in charge of welcoming future students, in particular students with disabilities, specific learning disorders or other vulnerabilities. Since the presence of disabilities, learning difficulties or other conditions may involve additional efforts, the University of Padua provides support for study and active participation in university life. The Inclusion Unit staff (in collaboration with the Guidance and Tutoring Unit staff) offers dedicated interviews to assess individual needs, to better address the entrance tests and plan a quality study pathway.

### ○ Guidance Initiatives

**Guidance Initiatives** (*link available only in italian*).

The Guidance and Tutoring Unit staff proposes a series of initiatives to help students, including vulnerable students, to make an informed choice: **open days** (*link available only in italian*), which are guided tours of academic places with a presentation of services; initiatives to present the University's training offer ("**Scegli con noi**" *link available only in italian*), support in the transition between high school and university ("**A tu per tutor**" *link available only in italian*); pathways for self-reflection, on one's own expectations and future scenarios ("**MYO - My Opportunities**" and "**Incontriamoci: seminari tematici**" *link available only in italian*).

### ○ The La.R.I.O.S Laboratory for Research and Intervention in Vocational Guidance

**The La.R.I.O.S Laboratory for Research and Intervention in Vocational Guidance.**

The Laboratory is made up of numerous professionals and scholars who carry out research, training and counselling activities in the field of career guidance and planning. The counselling activities are addressed to those who are interested in reflecting on their educational and professional future, specifically preadolescents, adolescents, parents, young adults, adults.



## BEFORE ENTRY

### ○ Meet Unipd

#### Meet Unipd.

The Recruitment Unit – Global Engagement Office's Staff organises online meetings during which prospective international students will receive information about Undergraduate and Postgraduate programmes, application and entry requirements, tuition fees and funding opportunities, accommodation, student services, living in Padua and much more.

### *Recognition of prior learning / prior experiences*

### ○ Recognition of previous studies

#### Recognition of previous studies.

Student Office and Admissions and Welcome Unit of International Office supports students and follows procedures to recognise related study experience and credit it to degrees as a form of recognition of prior learning.

### ○ National Coordination for the Evaluation of Refugee Qualifications (CNVQR)

CIMEA, the Italian information center on academic recognition, pursuant to the Lisbon Recognition Convention, has activated the National Coordination for the Evaluation of Refugee Qualifications (CNVQR). This is an autonomous decision by CIMEA, in line with its institutional tasks and responsibility, following the increase in migration flows towards Italy and Europe that has resulted in more and more requests for recognition of refugee qualifications by Italian higher education institutions.

The CNVQR is an informal network of experts from the administrative sector within higher education institutions. It deals with recognition of qualifications and shares evaluation procedures, problem cases, sources of information and methodological practices to follow when evaluating qualifications held by refugees, even with little or no documentation. The University of Padua has joined CNVQR on 20 September 2017.





## AT ENTRY



### WELCOME WEEK, ORIENTATION DAYS

#### ○ Freshers welcome

**Freshers welcome** (*link available only in italian*).

The University of Padua dedicates various initiatives to new freshmen. At “**Università Porte Aperte**” (*link available only in italian*), presidents of the degree courses or their delegates, accompanied by tutors, welcome freshers; a moment to introduce those who have enrolled in the first year to the new cycle of university studies and to the organisation of teaching, services and various opportunities.

At “**Unincontro**” graduates (*link available only in italian*), researchers and experts discuss with students the life and prospects of the university and the world of work.

#### ○ Welcome Days

The Welcome Days are addressed to all incoming students taking part in a mobility programme (Erasmus+ for Studies, SEN Coimbra Group, Swiss European Mobility Programme, ARQUS Alliance Mobility Programme, Erasmus Mundus Joint Master Degree, Bilateral Agreements, Double & Joint Degrees).

Students are introduced to the University and the city of Padua and provided with all the information needed to ensure a great and fruitful stay at University of Padua.

#### ○ SAOS desk

**SAOS desk** assists incoming international students in organising and completing the most important procedures related to their legal stay in Italy: support for residence permit (first application, renewal and transfer/conversion), family reunion (special agreement with the Immigration Office of the Police Headquarters).

The SAOS desk keeps in touch with the local Employment Department and the Sportello Unico/UTG Padova, where foreign workers submit all the papers needed for them to settle their working status.



## AT ENTRY

### ○ Opportunities for refugees

The University of Padua supports various initiatives for receiving refugees, asylum seekers and persons in a refugee-like situation. Here are some of the resources and opportunities:

- ✔ **Unipd 4 Afghanistan**, scholarships to support Afghan students who find themselves or may possibly find themselves in a dangerous situation following the worsening of the political situation in Afghanistan;
- ✔ **University Corridors for Refugees - 3.0** (Ethiopia - 2021/2023), scholarships for refugee students (in cooperation with UNHCR);
- ✔ **CRUI Scholarship for refugee students** (*link available only in italian*), service-based scholarships provided by the Ministry of the Interior to students with international protection (with refugee status or beneficiaries of subsidiary protection) .

All available scholarships are regularly updated at [this page](#).



## ACCESSIBLE ADMISSION TESTS

### ○ Entry tests for students with disability or learning disabilities

**Entry tests for students with disability or learning disabilities.**

Candidates with a valid certification of disability or with a diagnosis of specific learning disorder can request a personalised entrance test. International candidates who have a legalised translation into Italian or English of the certification or diagnosis issued in their country of origin may also request a personalised entrance test.

### ○ Courses on understanding entrance test questions

**Courses on understanding entrance test questions** (*link available only in italian*).

The Guidance and Tutoring Unit staff proposes courses on understanding entrance test questions to familiarise with the admission tests. These courses help the development of certain strategies aimed at creating a balanced approach to the test, with a focus on self-assessment (all the courses are held in italian).



## AT ENTRY



### ACCOMMODATION SUPPORT

#### ○ **Esu – Azienda Regionale per il Diritto allo Studio**

**Esu – Azienda Regionale per il Diritto allo Studio** (*link available only in italian*).

ESU (the regional company for the Right to University Education) provides accommodation for about 1400 students from outside Padova in its 10 halls of residence, which are situated in the city centre or near to the university buildings. University guesthouses are also available for short term stays.

#### ○ **Residences, colleges, apartments**

**Residences, colleges, apartments.**

Students from outside Padova can also choose between private residences and colleges holding agreements with the University or private flats. The University of Padua has signed agreements with private residences to reserve places for international students.

#### ○ **Sassa Service**

The **Sassa Service** (*link available only in italian*) aims at providing an answer to the search for accommodation by Erasmus+ students for Studies & SEMP, Coimbra, Joint Degrees and other bilateral exchanges, researchers, and all those who come to Padua as part of the network of international exchanges created by the University.

#### ○ **Housing Office of the University of Padua**

The **Housing Office of the University of Padua** aims at supporting international students who come to Padua for a Bachelor's or Master's degree programme with a wide array of services, such as: orientation in the private accommodation market; English translation of the contracts and explanation of their content; help in finding suitable accommodation, according to individual needs; support in dealing with accommodation paperwork (declaration of hospitality, tenancy agreement, etc.).



## AT ENTRY



### LINGUISTIC SUPPORT

#### ○ University Language Centre

##### University Language Centre.

The CLA (Centro Linguistico di Ateneo) provides French, English, Spanish, German and – starting from the 2nd semester 2018/19 – also Russian courses. The courses are free and last for a total of 30 academic hours. Furthermore the CLA provides multimedia-laboratory facilities, meetup groups and self-taught courses. These courses are free for all Erasmus students (both incoming and outgoing), refugees and the first course it's free for all students.

#### ○ Tandem Learning

**Tandem Learning** is an exchange between two native speakers of different languages which enables both to improve their language skills through conversation or other forms of communication. It's a precious peer to peer mentoring that allows both participants to better learn and practice a foreign language.







## STUDY FRAMEWORK

### ○ Inclusive teaching methodologies<sup>27</sup>

#### ✓ Teaching 4 Learning

T4L is to be regarded as a development plan for teaching skills and e-learning for Padua University teachers. Following a request from a Department or School, the university will organise workshops in Innovative Teaching and New Technologies.

#### ✓ Progetto Didattica Inclusiva<sup>28</sup> (Inclusive Higher Education Project)

The project (a training course articulated in different modules dealing with various kinds of disabilities and learning disorders) targets teachers at the University of Padova. The Inclusive Higher Education project working group involves the Heads of Inclusion and Disability for each department, the Digital Learning and Multimedia Office, students and lecturers. Students with disabilities, temporary impairments, health conditions that do not allow attendance, can take part in teaching activities using portable multimedia workstations.

### ○ Guidance / tutoring / counselling

#### ✓ Tutoring Service

The Tutoring Service supports students throughout their University career. Tutors help students to manage their study time and to deal with any organisational difficulties, such as completing study plans. They also help them to plan for examinations. Tutors are students enrolled in single-cycle degrees, Master's degrees, doctoral degrees or specialisation degrees, and they receive special training so that they can perform their role effectively.

There are different types of tutors, that receive a tailored training in relation to the support they need to provide, e.g. Schools Tutor, Tutor for Inclusion, Tutor for students in detention, Tutor Buddy for International/ Erasmus students, etc.

<sup>27</sup> For a general overview please consult this link: [unipd.it/en/course/innovative-teaching](https://unipd.it/en/course/innovative-teaching).

<sup>28</sup> Link available only in Italian.



## STUDY FRAMEWORK

### ✓ Referees and services for inclusion and disability

Each University department has appointed a professor as Head of Inclusion and Disability for issues concerning inclusion, disability, learning difficulties, underrepresented, disadvantaged, vulnerable students and staff. They collaborate with the Rector's Delegate for Inclusion to promote inclusion policies for the benefit of all members of the University community: students, technical and administrative staff, and professors. They have a "bridge function" between students and colleagues in order to promote inclusive learning environments, active participation in university life and the right to a quality study pathway for all.

### ✓ Healthcare and Primary Services

Among the healthcare services, there is the **Psychological Assistance Service**, a point of reference for any students encountering psychological difficulties during their studies (anxiety, relationship problems, academic performance), which provides counselling so that students can play a productive role in University life. Furthermore there is the **Psychiatric Consultancy Service**, that offers students expert advice on psychological or personal problems, difficulties or unease.

Consultation consists of three diagnostic or evaluative sessions, plus one session based on the structured interview method. Sessions are on a weekly basis, and at the end of the course, the S.C.P. offers a brief series of therapy or recommends health care structures that can offer students additional advice.

### ✓ Progetto Mentorship/Mentorship project

The project 'Mentorship - Towards an Italian network of inclusive universities' was set up with the support of the Department for Civil Liberties and Immigration of the Italian Ministry of the Interior (Moi), the Coordination Office for the Mediterranean of the International Organisation for Migration (IOM), in partnership with the Conference of Italian University Rectors (CRUI) and in collaboration with the Ministry of University and Research (MUR). It includes 10 universities in Italy. The team at the University of Padua consists of student mentors, coordinated by Professor Andrea Gerosa and the staff of Admissions and Welcome Unit. The project is intended for international students enrolled in years subsequent to the first of Bachelor's, Master's, and Single-cycle degree programmes.



## STUDY FRAMEWORK

### ○ Personalised study plans

#### ✓ Support for lesson attendance, individual study and examinations

Participating actively in university life is possible only by providing students with the necessary supports to attend lessons, help them develop a good study method and shape the right conditions during their examinations. Since the presence of disabilities, learning difficulties or other conditions may involve additional efforts, the Inclusion Unit staff offers dedicated interviews to assess individual needs, to better address lessons, exams and plan a quality study pathway.

#### ✓ Supports for students in detention *(link available only in italian)*

Since 2003 the University of Padua has activated a project at a regional level that helps students in detention to obtain their degree. There are dedicated tutors that help them during their studies and there is a common study area where students in detention can have limited access to the internet. Furthermore, there is the possibility to arrange a commission that examines students in detention in their structure.<sup>29</sup>

### ○ Participation in cultural and sport activities for students with disability run by the university

#### Leisure, sport and volunteering

The University of Padua, in partnership with many organisations (CISV, Italian Paralympic Committee, Baskin Padova, STEP Abano...), supports the participation of students with disabilities and learning difficulties in sports, cultural and associational activities.

<sup>29</sup> These supports are organized with the guidance of the [Conferenza Nazionale dei Delegati dei Rettori per i Poli Universitari Penitenziari](#) (National Conference of Rectors' Delegates for University in Prison) promoted by the CRUI (Conference of the Rectors of Italian Universities). The Conference aims at coordinating the activities of those Italian universities that promote university education in prison. The University of Padova sits in the Board.



## STUDY FRAMEWORK

### ○ Participation in university bodies and students' associations (representation)

**Student Council** (*link available only in italian*).

The "Student Council" is the body which represents students at university level and coordinates student representation in central and peripheral structures. It appoints student representatives to the University committees and expresses its mandatory opinion on the most important decisions affecting the student community. It is composed of student representatives in the Academic Senate, in the Board of Directors, in the Committee for University Sport, in the Board of Directors of the ESU of Padua, of a representative in each Department Council and of a representative of students with disabilities.

### ○ Participation in international mobility of vulnerable groups

#### ✓ International mobility

In order to promote the full participation of students with disabilities or learning difficulties in international mobility programmes, the Inclusion Unit organizes specific initiatives for incoming international and current University of Padova students who wish to participate in an exchange programme. These supports aim to make the study experience abroad not only possible but also fulfilling, regardless of one's disability, learning difficulty, or vulnerability.

#### ✓ Scholars at Risk (SAR)

Scholars at Risk (SAR) is an international network of higher education institutions. Its main objective is to promote academic freedom and protect scholars who are risking their lives or whose jobs are at stake. The University of Padua is a member of SAR Italy, a partnership between Italian universities and research institutes. For the period 2019-2021, the coordination of SAR Italy is carried out by the Universities of Padua and Trento, which have already started reception and advocacy practices in the past years.

### ○ Grants and scholarships

#### Financial benefits and accommodation

To promote the right of students with disabilities to study and participate in university life, the University of Padova provides financial benefits and the opportunity to apply for the accommodation services of Padova's Regional Body for the Right to University Education (ESU).





## STUDY FRAMEWORK

### ○ ESU Benefits for students with disability

The **ESU** provides benefits for accommodation for students with disabilities equal to or higher than 66%.<sup>30</sup> The ESU offers students with motor disabilities 26 rooms in halls equipped with an adapted bathroom and room to host a companion. Two flats with smart-home technology are also available. Furthermore, visually impaired students can apply for accommodation with tactile markers, room for a guide-dog and a companion. ESU also provides accommodation for hearing-impaired students; these rooms come with fax machines and light alert systems.

### ○ Part-time job opportunities at the University

#### ✓ Student collaborations (200 hours)

The University of Padova offers both Italian and international students the chance to work up to 200 hours within different University offices and services (e.g. international admission office, departmental libraries, computer laboratories etc.).

#### ✓ Tutoring

There is also the possibility, for students of master courses or in the last years of bachelor courses, to become tutors and support students throughout their University career.

### ○ ESU Benefits for students with disability

#### Fee-waivers

Students who, due to work or family commitments or for health reasons, feel they can only devote part of their time to study may choose to enrol part-time. This choice, once made, binds the student for two academic years, during which he or she may earn a maximum of 72 credits. Part-time enrolment entails payment of the full first instalment of fees, while the second and third instalments are reduced.

<sup>30</sup> For more information please consult this link: [https://www.esu.pd.it/it/Documents/Benefici%20ed%20Interventi/ITESUPD\\_Interventi\\_per\\_la\\_disabilit%C3%A0.pdf](https://www.esu.pd.it/it/Documents/Benefici%20ed%20Interventi/ITESUPD_Interventi_per_la_disabilit%C3%A0.pdf) (information only in italian).



# GRADUATION AND TRANSITION TO THE JOB MARKET

## ○ Career guidance and information services (in cooperation with enterprises / trade associations)

### ☑ Job placement

The University of Padua supports the matching of job supply and job demand by maintaining direct contact and continuous dialogue with companies and institutions. It promotes employment opportunities in Italy and abroad for students and graduates through: a job vacancies online showcase, company presentations and four dedicated career days during the academic year.

### ☑ Università Aperta (Open University)<sup>31</sup>

Open University is a series of career days / events promoted by the Career Service of the University of Padova. These events are organised in collaboration with Confindustria and Assindustria (trade associations) and with individual businesses. From 2015 to 2018 there have been improving actions to work for the inclusion of graduates with disabilities.

During the Career Day "Open University 2015", yearly organised by the Stage and Career Service, the Inclusion Sector started a trial inside the long-planned actions to provide the job placement for graduates with disabilities. With the Career Service collaboration, the 70 participating companies in Open University have been contacted by email to point out their interest to perform free focused meetings to choose graduates with disabilities certified by Law 68/1999 (compulsory recruitment).

## ○ Specific programmes to promote employment of students with vulnerability

### ☑ The Work Integration Service *(link available only in italian)*

It creates and develops paths for social and working integration addressed to people with disabilities, to foster the recruitment by companies and more generally, institutions and other organisations.

### ☑ Job guidance counselling

Students and graduates who need support in finding their way to access the job market can book an individual interview with the Career Service staff.

<sup>31</sup> Link available only in italian, for further information please consult also this link: [unipd.it/en/career-days](http://unipd.it/en/career-days).



# GRADUATION AND TRANSITION TO THE JOB MARKET

## ✓ **Mentor and Me Project** *(link available only in italian)*

In collaboration with the **Alumni Association** *(link available only in italian)*, the University of Padua has launched a mentoring project whose aim is to support students, graduates and PhDs by providing them with professional guidance. Mentors are managers and experts who provide mentees with their expertise in various sectors of interest, offer them the opportunity to explore career paths and the skills required in today's labour market, and provide support and guidance in making professional choices.

The enrichment of the mentee and also of the mentor stems precisely from the possibility of exchanging views and establishing a relationship of trust.

## ○ **Graduate follow-up**

### **Surveys on graduates**

The surveys on graduates of the University of Padua aim to verify the steps taken to find a job, the skills used and the effectiveness of educational programmes; it also collects advice and suggestions from students and graduates.

The project involves a series of telephone interviews carried out on a sample of graduates from the University, selected by course of study.





# CONTACTS

## Student Services Office - Inclusion

**Phone:** +39 049 8275038

**Mail:** [inclusionestudenti@unipd.it](mailto:inclusionestudenti@unipd.it)

## Student Services Office-Guidance and Tutoring

**Phone:** +39 049 827 5006

**Mail:** [orienta@unipd.it](mailto:orienta@unipd.it)

## Student Services Office- Guidance and Tutoring

**Phone:** +39 049 827 5044

**Mail:** [tutorato@unipd.it](mailto:tutorato@unipd.it)

## Student Services Office- Benefici

**Phone:** +39 049 827 5035

**Mail:** [benefici.studenti@unipd.it](mailto:benefici.studenti@unipd.it)

## La.R.I.O.S. – Laboratory for Research and intervention in vocational guidance

**Phone:** +39 049 8276464

**Mail:** [larios@unipd.it](mailto:larios@unipd.it)

## Career Service

**Phone:** +39 049 8273075

**Mail:** [placement@unipd.it](mailto:placement@unipd.it)

## Centro Linguistico Ateneo (CLA)

**Phone:** +39 049 827 6185

**Website:** [cla.unipd.it/en/](http://cla.unipd.it/en/)

## Admission and welcome

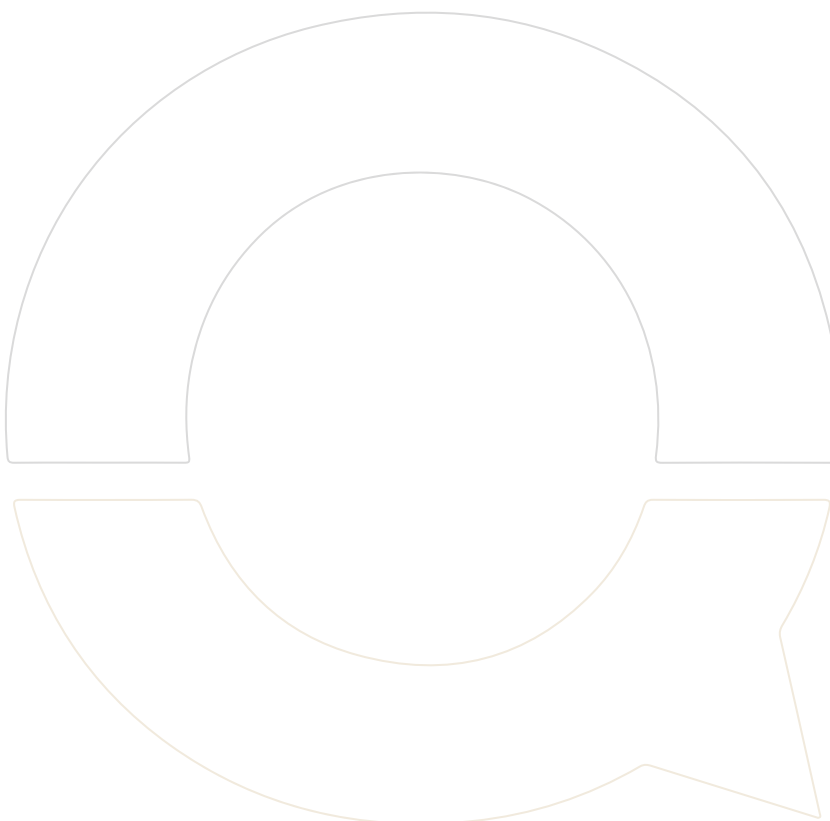
**Phone:** +39 049 8276831

**Mail:** [international.admission@unipd.it](mailto:international.admission@unipd.it)

## Projects and Mobility Office

**Phone:** +39 049 8273061

**Website:** [erasmus@unipd.it](mailto:erasmus@unipd.it)







**Vilniaus  
universitetas**



**Vilnius University**



# Vilnius University

Vilnius University seeks to be open not only to the diversity of scientific ideas and disciplines but also to the diversity of the community members in terms of gender, language, nationality, citizenship, social origin or status, faith, beliefs, convictions, sexual orientation, family status and disability.

The University possesses invaluable potential for synergies that can undoubtedly contribute to implementing all three substantial missions of the University: studies, science and service to the public. The individual, social and cultural diversity of the University's community is and must remain an inexhaustible source of creativity and innovation for the University and its research and study activities.<sup>32</sup>



<sup>32</sup> For more information: [vu.lt/en/about-vu/equal-opportunities#strategy-for-the-period-of-2020-2025](https://vu.lt/en/about-vu/equal-opportunities#strategy-for-the-period-of-2020-2025)



## BEFORE ENTRY

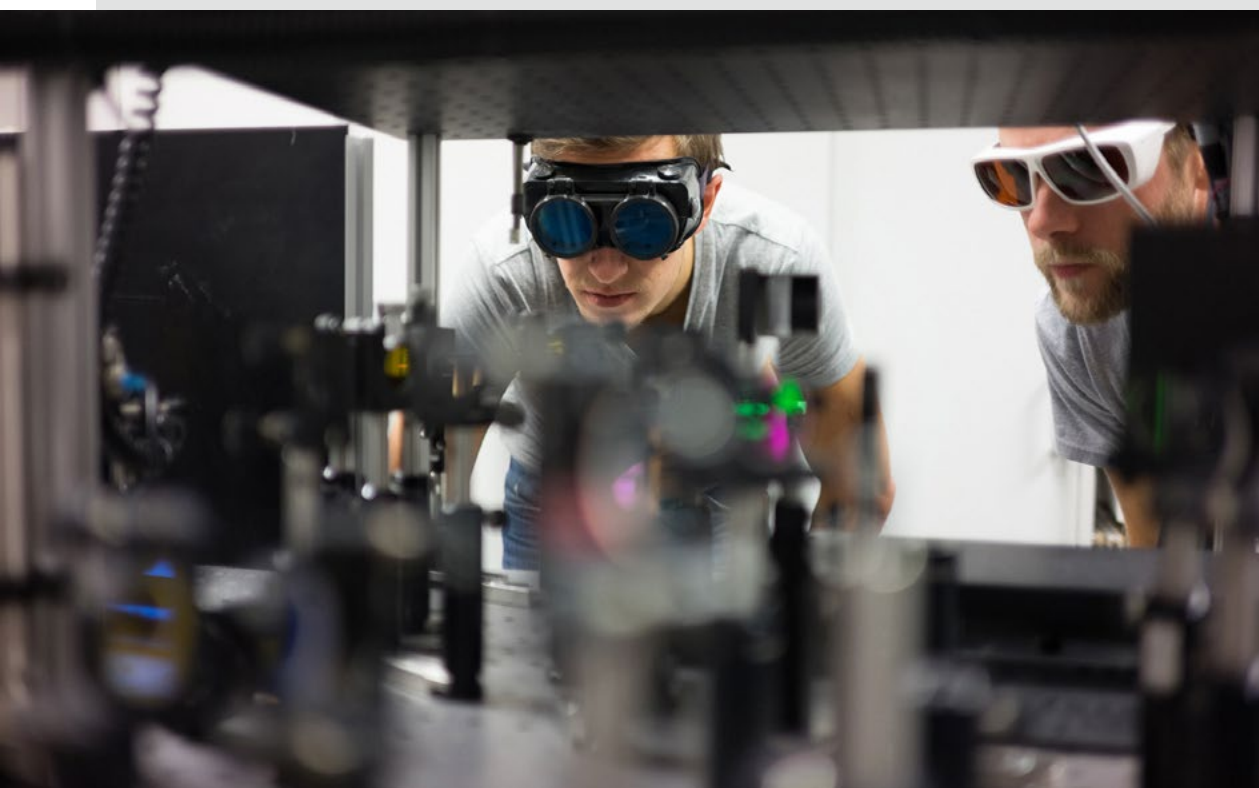
### ○ Information and counselling for students with a disability

#### **Information and counselling for students with a disability.**

Vilnius University Community Development Department keeps a collaboration with some special schools for students with disabilities. Students come for counselling on various study programmes, requirements, and possible support and adjustment possibilities. For people with all kinds of disabilities the Community Development Department provides information and counselling.

### ○ Volunteer mentorship programme

**Volunteer mentorship is a programme** where students can support pupils with poor socio-economic background, disabilities, other difficulties. Students and children do homework together, spend their leisure time meaningfully and safely, communicate in an informal environment, creating an equality-based relationship.





## AT ENTRY



### Orientation Days

**Orientation Days** are organised at the beginning of each semester for all international students. It is free of charge and all students can join it. The series of events introduces practical information about studies, services and possibilities for students, organising meetings with faculties coordinators etc.



### 450th Anniversary Scholarship<sup>33</sup>

450th Anniversary Scholarship is a special scholarship established by Vilnius University for future students from socially vulnerable families. The scholarship is distributed by a committee (specialists from various university departments).



### Information and counselling for applicants from Ukraine

Vilnius University stands in solidarity with the people of Ukraine who currently face Russian aggression.

Citizens of the Republic of Ukraine who want to continue their studies at Vilnius University are invited to write an email together with all available relevant information about their studies, i. e. degree, program, year of study, etc.

**arQus**  
European University Alliance



<sup>33</sup> For more information: [vu.lt/site\\_files/Apie\\_VU/MONITORING\\_OF\\_DIVERSITY\\_AND\\_EQUAL OPPORTUNITIES\\_SITUATION\\_IN\\_VILNIUS\\_UNIVERSITY\\_IN\\_2020.pdf](https://vu.lt/site_files/Apie_VU/MONITORING_OF_DIVERSITY_AND_EQUAL OPPORTUNITIES_SITUATION_IN_VILNIUS_UNIVERSITY_IN_2020.pdf), p. 62-63





# STUDY FRAMEWORK

## ○ Studies and disability

### Studies and disability

Reasonable adjustments and support for students with disabilities are provided via collaboration between the Disability Affairs Coordinator and contact persons at academic departments (they communicate with lecturers/other faculty staff). The Disability Affairs Coordinator, at the request of the student, prepares a recommendation on the personalisation of the study process and submits it to the core academic unit. The recommendation identifies the individual needs of the student arising from a disability and sets out specific ways to meet them.

By making the recommendation, the Disability Affairs Coordinator acknowledges that he/she is familiar with the documents confirming the student's disability. On the recommendation of the Disability Affairs Coordinator, the core academic units prepare and approve the study personalisation plan. The study individualisation plan is prepared taking into account the recommended study process adjustment methods and the specifics of a study programme and unit.

The study individualization plan structurally indicates specific ways of individualization suggesting the adjustment in four main areas of the study process: study environment; lectures or other contact classes; assessment of learning achievements and other aspects of studies).

## ○ Trainings and awareness-raising events

### Trainings and awareness-raising events

In order to raise the competencies of the community in the field of disability, training for the community on various topics is organised in collaboration with NGOs and students with a disability. Monthly remote seminars were organised during the current study year (2021-2022).

The occasion of the International Day of People with Disabilities annually commemorates conferences seeking to analyse various topics of higher education and disability.



## STUDY FRAMEWORK

### ○ Volunteering project<sup>34</sup>

A programme on support from peer volunteers (note-taking, assistance), in collaboration with Students' Representation. The VU Community Development Department, together with the VU Students' Representation (SR), launched a volunteering project designed to provide assistance to students with disabilities. Assistance was provided taking individual needs into account, mostly in the form of note-taking assistance for students with hearing impairments, it is hoped that the project can be developed in the future too.

### ○ Psychological Support

#### Psychological Support

Vilnius University students can receive professional psychological support when they experience a whole range of psychological difficulties, affecting their well-being, relationship with others, academic life and daily functioning. Expressing solidarity with the people of Ukraine, Vilnius University expanded its **services of psychological support**. Ukrainian citizens get information on how to take care of their emotional state and well-being. Assistance is provided both by mail and by phone in Russian and in English.

### ○ Sexual Harassment and Discrimination

#### Sexual Harassment and Discrimination

As a matter of prevention in this area, Vilnius university aims to provide possibilities for employees and students to reveal sensitive information while maintaining complete confidentiality ("Trust line" for guidance and support in case of discrimination/sexual harassment). The University seeks to develop and ensure an organisational culture that enables everyone to feel safe and accepted, to foster his/her individuality and to realise his/her potential. All the reports are considered by a special committee (consisting of psychologists, lawyers).

### ○ Grants and scholarships

#### Grants and scholarships

<sup>34</sup> For more information: [vu.lt/site\\_files/Apie\\_VU/MONITORING\\_OF\\_DIVERSITY\\_AND\\_EQUAL\\_OPPORTUNITIES\\_SITUATION\\_IN\\_VILNIUS\\_UNIVERSITY\\_IN\\_2020.pdf](https://vu.lt/site_files/Apie_VU/MONITORING_OF_DIVERSITY_AND_EQUAL_OPPORTUNITIES_SITUATION_IN_VILNIUS_UNIVERSITY_IN_2020.pdf), p.48



## STUDY FRAMEWORK

### ○ **Public financial support for students**

**Public financial support** is provided to students with 45 percent or lower working capacity; students who are single residents and from families (people living together) are entitled to receive or receive social benefits in accordance with the Law of the Republic of Lithuania on The Law on Cash Social Assistance for Poor Residents; to students who are not older than 25 years of age and have been placed under guardianship (care) before reaching the age of majority or their parents (having a sole parent) have died. Financial support measures are provided to citizens of the Republic of Lithuania and people who have declared their permanent place of residence in the Republic of Lithuania if they meet all of the concrete requirements.

### ○ **One-off social grants**

One-off social grants are granted by Vilnius University. The grants are provided to students of the first cycle, second cycle, third cycle and integrated studies in the event of death of family members, natural or other disasters, illness or other similar cases.

### ○ **The Grand Duchy of Lithuania Scholarship**

#### **The Grand Duchy of Lithuania Scholarship**

Vilnius University stands in solidarity with the people of Ukraine who currently face Russian aggression, and, as an act of support, is determined to speak out about violations of human rights, academic freedom and restrictions on higher education, as well as to publicly support the sovereignty of an independent Ukraine. Vilnius University expanded the Grand Duchy of Lithuania Scholarship that was established in the summer of 2020 for Belarusian students who had experienced political repression, in order to make available for them the opportunity to study at Vilnius University free of charge, as well as provide them additional financial incentives. This scholarship is now accessible to students from Ukraine whose studies have been disrupted.

In order to maintain continuity of academic life, the Grand Duchy of Lithuania Scholarship makes it possible for applicants to Vilnius University to apply for both Bachelor's and Master's studies. The University covers their study expenses, while the most gifted students receive a monthly stipend during their first academic year.



## STUDY FRAMEWORK

### ○ Financial support for citizens of the Republic of Ukraine who are already studying

#### Financial support for citizens of the Republic of Ukraine who are already studying

Ukrainian citizens who are already studying at VU and facing financial difficulties are exempt from tuition fees.

Ukrainian citizens who are already studying at VU and facing financial difficulties can apply for a one-time social scholarship by filling in an application. Additional documents are not required, but a motivation letter and justification are needed.

### ○ Scholarships for Exchange Studies

#### Scholarships for Exchange Studies

Lithuanian authorities conclude cultural agreements with foreign countries to promote cultural links and co-operation in the fields of education and science. Scholarships for short-term (1-2 semesters) studies are offered for candidates who are students of higher education institutions of the following countries: The Eastern Partnership countries, ASEM countries, Lithuania priority export market countries. Tuition fee for studies is covered by the Republic of Lithuania and directly transferred to Vilnius University.

### ○ Dormitory fee

#### Dormitory fee

Ukrainian citizens who are already studying at VU and facing financial difficulties are exempt from the dormitory fee.

### ○ Dormitories for students with a disability

#### Dormitories for students with a disability

12 accessible rooms are available for students with mobility impairments. The rooms are located on the ground floor of the dormitory. The rooms have a separate entrance with a ramp.

### ○ Vilnius University Students' Representation

**Vilnius University Students' Representation** organises awareness-raising events about the issues and the needs of students with disability, conducts research on the issues of vulnerable students and runs programme „Be etikečių“ implemented in 2010. The programme oriented actively on the issues on the themes of social exclusion and human rights.





## STUDY FRAMEWORK

### ○ Catholic Chaplaincy

#### Catholic Chaplaincy

Vilnius University chaplain and assistants provide spiritual counselling and support. The University chaplain can be addressed with regard to the sacraments of Baptism, Eucharist, Marriage or Confirmation, as well as in case of loss. The Chaplain of Vilnius University organises discussions, a book review on the topic of LGBT+ seeking to express dialogue and show consensus on how the Catholic Church and the LGBT+ Community can enter into a relationship of respect and compassion.

### ○ The University LGBT+ Group

**University's LGBT+ group** is an association, uniting Vilnius University's LGBT+ students, workers, alumni and also people who support this organisation.

Volunteers from other higher education institutions are also taking part in this activity. University's LGBT+ group works in supporting the LGBT+ community at Vilnius University. University's LGBT+ raises important questions relating to the VU LGBT+ community not only at the University, but also on a national level.

University's LGBT+ educates the society in subjects regarding LGBT+ and human rights and raises questions about the predominant norms of human sex. University's LGBT+ organises different discussions, lectures, workshops welcoming all who are interested in these topics.





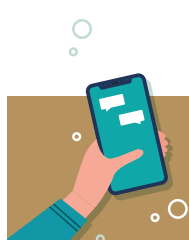
# GRADUATION AND TRANSITION TO THE JOB MARKET

## ○ Career Guidance

### Career Guidance

Career counselling provided by Career Centre for all students (not specific for students with disabilities). Vilnius university Community Development department collaborates with [SOPA](#) (social employment agency) which helps people with disabilities and other difficulties in finding employment.





# CONTACTS

## Disability Affairs Coordinator

Phone: +370 5 2193161

Mail: [skaiste.grudzinskaite@cr.vu.lt](mailto:skaiste.grudzinskaite@cr.vu.lt) / [negalia@cr.vu.lt](mailto:negalia@cr.vu.lt)

## Coordinator for Students Financial Support

Phone: +370 5 219 3235

Mail: [jurgita.alonderyte@cr.vu.lt](mailto:jurgita.alonderyte@cr.vu.lt)

## Coordinator for Students Financial Support

Regarding the Grand Duchy of Lithuania Scholarship

Mail: [asta.vaitkeviciene@cr.vu.lt](mailto:asta.vaitkeviciene@cr.vu.lt)

## Sexual Harassment and Discrimination

Mail: [trust@cr.vu.lt](mailto:trust@cr.vu.lt)

## Psychological Support helpline

Phone: +37069934818 (in Russian)

Phone: +37065899392 (in English)

Mail: [padek@vu.lt](mailto:padek@vu.lt)

## Student affairs and career office

Phone: +370 5 219 3277

Mail: [ask@vu.lt](mailto:ask@vu.lt)

## Career Guidance

Phone: +370 5 236 6253

Website: [careercentre@vu.lt](mailto:careercentre@vu.lt)

## Volunteer Activity Coordinator, Community Development Department

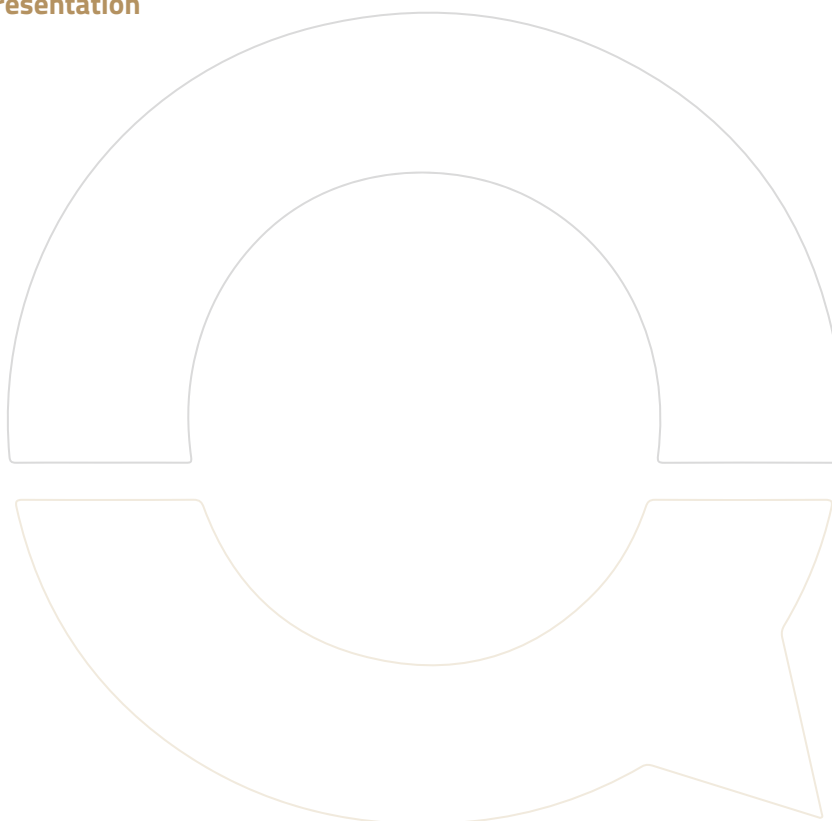
Phone: +370 5 239 3295

Mail: [savanoryste@vu.lt](mailto:savanoryste@vu.lt)

## Vilnius University Students' Representation

Phone: +3705 268 7144

Website: [info@vusa.lt](mailto:info@vusa.lt)



Vilnius  
universitetas



European University Alliance



UNIVERSITETET I BERGEN



UNIVERSIDAD  
DE GRANADA



UNIVERSITÄT  
LEIPZIG



UNIVERSITÉ  
JEAN MONNET  
SAINT-ÉTIENNE

1222-2022  
800  
ANNI



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA



Vilniaus  
universitetas

*Universitetet i Bergen*

*Universidad de Granada*

*Universität Graz*

*Universität Leipzig*

*Université Jean Monnet Saint-Étienne*

*Università degli Studi di Padova*

*Vilniaus Universitetas*



Co-funded by  
the European Union

@ArqusAlliance



arqus-alliance.eu