



Photo: Eirik Jørgen Bue

Finally student at NTNU!

- A guide for students with disabilities

NTNU
The Disability Office



NTNU – Trondheim
Norwegian University of
Science and Technology

The Disability Office

You can find us at Student Service at Gløshaugen and Dragvoll. Please drop by, give us a call or send an email to arrange a suitable time to meet.

For more information, go to our websites:
www.ntnu.no/studenterservice/tilrettelegging
www.universell.no

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Finally student!

With this brochure in your hand, we hope to give you the guidance you need for your new life as a student at NTNU. You have many opportunities here! Even if you have a disability, it shouldn't stop you from studying what you are interested in and have abilities to complete. You won't find all the answers in this brochure, but we hope you will get an idea of what The Disability Office can provide. The goal is that you should be able to concentrate mostly on your studies and less about the practical problems and challenges that are related to studying with a disability. Here you may find some tips and advice on how you can organize your everyday life to achieve this.

NTNU aims to create a physical and educational environment that functions well for everyone. We are working towards universal solutions, but have not yet reached our goal. The Disability Office would therefore like to meet you, so that we can find solutions

that are suitable for your situation. The transition from college / high school to university may be quite big. The arrangements that you were used to at school, may not be offered at NTNU and the rights and possibilities for special arrangements may be different. It is therefore very important that you investigate this

as early as possible. The Disability Office is working especially with adjusting the study programs and exams for students with disabilities.

Good luck with your studies!

Best regards from Hanne, Reidar, Ingebjørg and Kari.



Do you need special arrangements?

There are many reasons why students obtain special arrangements and the measures vary greatly. In collaboration with you, we wish to find a way to improve your study situation.

Not everyone that needs special arrangements, think of themselves as a handicapped student. Various forms of adjustments can still improve the situation for many students. We therefore

hope that you will contact The Disability Office if the environment at NTNU prevents you from studying on an equal basis as your co-students. Disabled or not, the goal is that all our students should have equal opportunities, rights and duties.

With our wide definition of disability, we offer assistance for students with hearing, vision and movement disability, various chronic

diseases, reading, writing and mathematics difficulties, temporary disabilities like inflammations, injuries or back pain and psychological problems like exam anxiety.

It is you who know best what type of arrangements are required to meet your needs. Please contact The Disability Office as early in the semester as possible in order to enhance the possibility of finding the best solution for you.



What we can offer

If you require special arrangements for exams or during your studies, there are various measures and resources that can be utilized. It is a good idea to talk to us at The Disability Office to find out what would be the best options for you. We can provide tips, advice and offer assistance with applications. Here are some examples of possible measures that may be useful for you:

Adjusted workspace

At NTNU there are some study rooms that have adjusted workspaces. We also have some offices and desks available for students that need a permanent place to work. We adjust the workspaces according to our students' needs and requirements. Please contact us if you wish to apply for this.

Student Assistant

If you need extra help and support with your studies, a student assistant can be the solution for you. An assistant can help you with various tasks such as

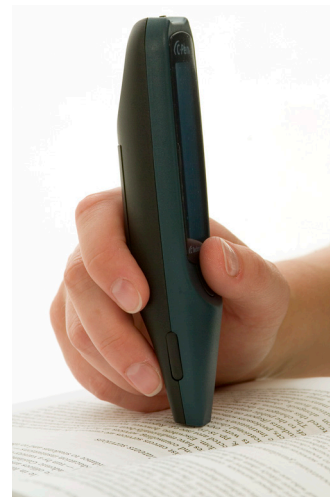
writing, taking lecture notes and also be of personal assistance.

If due to a disability, you are unable to take lecture notes yourself or miss lectures due to illness, it can be difficult to keep up in the subject. In situations like this, a note taker may be of assistance. Many lecturers also publish their notes online in order for students to access them.

Writing assistance is offered to students, who because of disabilities have physical difficulties with writing. The assistant can for instance be of help with writing term

papers. The assistant, who is also a student, can write while you dictate or insert text that you have already written.

Having a personal student assistant means that someone will meet you once per week to help organize and structure your studies in a good manner. You can also report your activities and goals to the assistant who will help you complete the tasks you want to accomplish. The personal assistant is also a student and has experience with student life and the challenges it may involve.



The student assistants are often recruited from master programs such as teaching, counselling or psychology, and can also come from your own program. We always try to find the most suitable student assistant based on your specific needs.

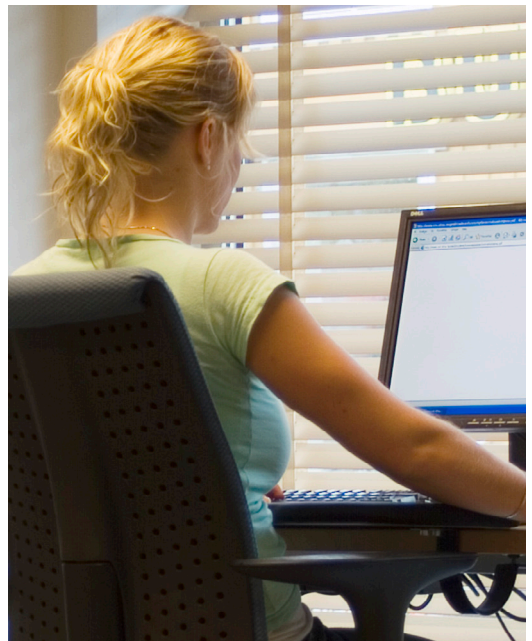
How can you get a student assistant? To get a student assistant you must book an appointment with an advisor at the Disability Office in the beginning of each semester.

During this meeting, you and the advisor will go through your needs and fill out a needs assessment. If you have previously had a student assistant, the meeting will also include an evaluation of this.

The deadline for getting a needs assessment and a possibility to get a student assistant during the semester are September 1st (autumn semester) and February 1st (spring semester).. You must

therefore make sure to arrange an appointment with an advisor before this deadline.

The needs assessment will be evaluated immediately after September 1st/ February 1st. It may take a few weeks before the Disability Office can find a suitable assistant. However, if you know someone who may be suitable for the job yourself this could reduce the waiting time.



Do not
remove!

Remember!

- Send your application for special exam arrangements to the examination office
- Remember the dead lines for applying:
15th September for the autumn semester
15th February for the spring semester
- Attach valid documentation
- Give notice if you will be absent at the exam

The final outcome depends on whether we manage to find a suitable assistant for you. If your education is supported by Nav, NTNU will apply for a refund of the expenses for a student assistant from them. It's possible for you to start working with the student assistant on an earlier stage if you have educational support from Nav. The support must be confirmed

by Nav and we therefore encourage you to discuss the need and possibility of an assistant with your contact person in Nav before you book an appointment with your contact an advisor at the Disability Office.

Courses

The Student Service offers various courses that can help to improve your student life. Courses for how to

master exam anxiety, how to improve your presentation skills and study techniques are provided every semester. In addition, they arrange courses for job searching, international job searching and interview techniques on a regular basis.

The Disability Office arrange study technique courses especially for students with dyslexia and for students with AD/HD. For more



information about these courses, go to the Student Service website: www.ntnu.no/adm/sss or ask at Student Service or at The Disability Office.

Housing

The student welfare organisation in Trondheim (SiT) offers the best services in Norway for students who need special housing arrangements. To a certain extent, they can also adjust the apartment according to your requirements. If you need special housing arrangements, you will gain priority if applying to SiT. For more information about the housing services, go to SiT's

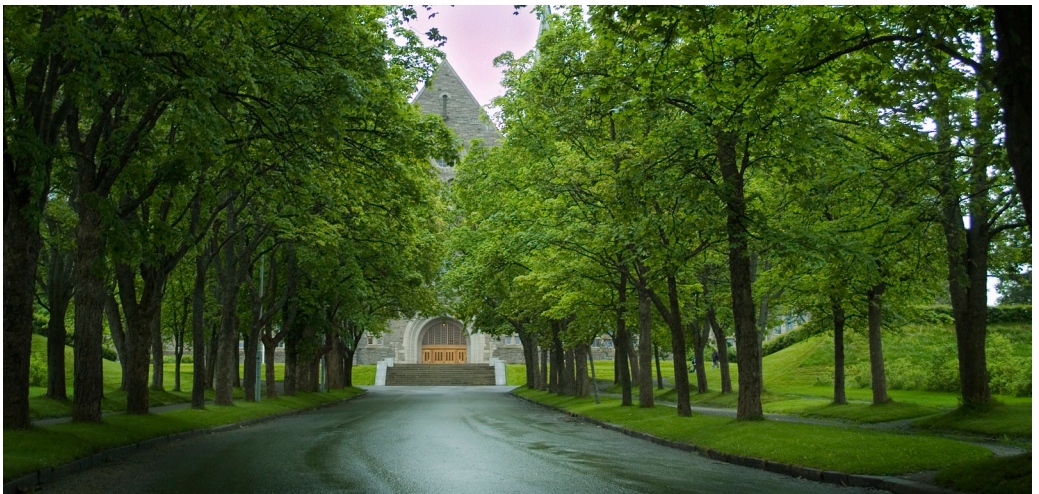
website: www.sit.no

Rules and regulations

You can find the most important rules that apply to you as a student at NTNU in the study handbook. You can buy this in the bookshop on your campus, but you can also find it on www.ntnu.no/studier/studiehandbok. There are also several laws and regulations that are important for students with disabilities. The Act relating to Universities and University Colleges applies to all educational places and students. The National insurance act, the act relating to the municipal health services and the act

relating to social services are also essential. Please contact The Disability Office if you would like to know more about your rights.

During your studies you will mostly be in contact with the Student Service and The Disability Office regarding your needs for special arrangements. However, it is still important to know about the other parts of NTNU that are also working to make life easier for students with disabilities.

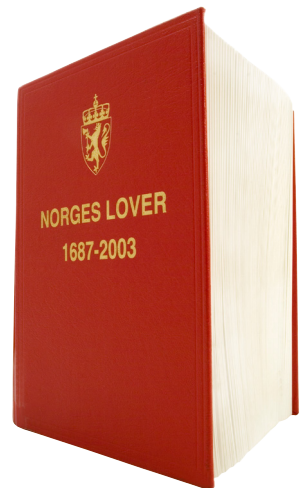


- **The Exam Office** will consider your application, if you are seeking special arrangements for an exam.
- **The council for students with disabilities (RFSF)** is a consultative body for the Learning Environment Committee (LMU). Its task is to follow up NTNU's obligations concerned to universal design and adaptations for students.
- **Each faculty has a contact person** for students with disabilities. They help to solve the challenges at department and faculty level. It may be smart to get

in touch with your faculty contact quickly, in order to start making the necessary arrangements for your study situation as early as possible.

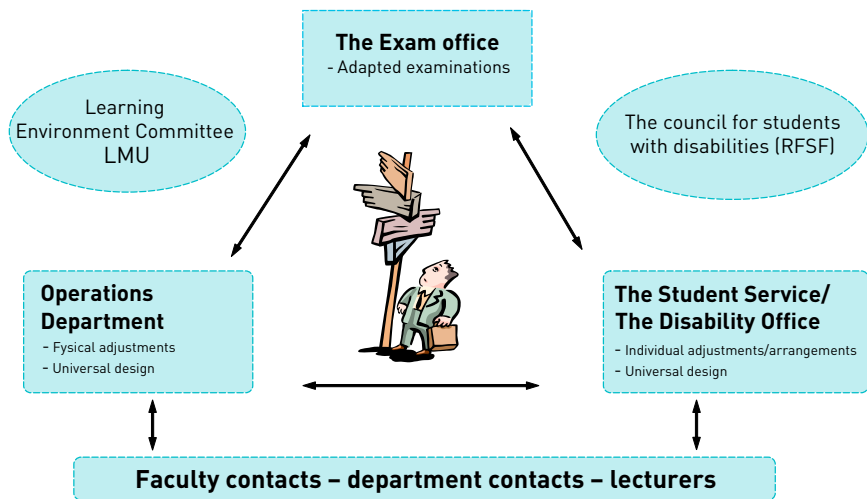
- **Operations Department** are responsible for the physical environment at NTNU and are continually working to improve accessibility for all our students.
- **The Learning Environment Committee (LMU)**, in cooperation with NTNU's management, will ensure that the university develops a high quality and safe study environment.

It is important that you can document your need for adaptations in your studies. Doctor's certificates and reports from psychologists or speech therapists are examples of this.





Accessibility at NTNU





Other contact information



The Student Welfare Organisation in Trondheim

www.sit.no

Phone: 73 59 32 50

Kolbjørn Hejes vei 4
7465 Trondheim

E-mail: sit@sit.no

Psychosocial Health Services

Bregneveien 65

7050 Trondheim

Phone: 73 55 16 60

E-mail: psykososial.helsetjeneste@sit.no

The Chaplaincy Services

<http://org.ntnu.no/dnksit>

Phone: 73 59 19 80/
73 59 81 60

NTNU Dragvoll
7491 Trondheim

E-mail:

studprest@adm.ntnu.no

SiT Housing

Phone: 73 55 16 00

Frode Rinnansvei 1

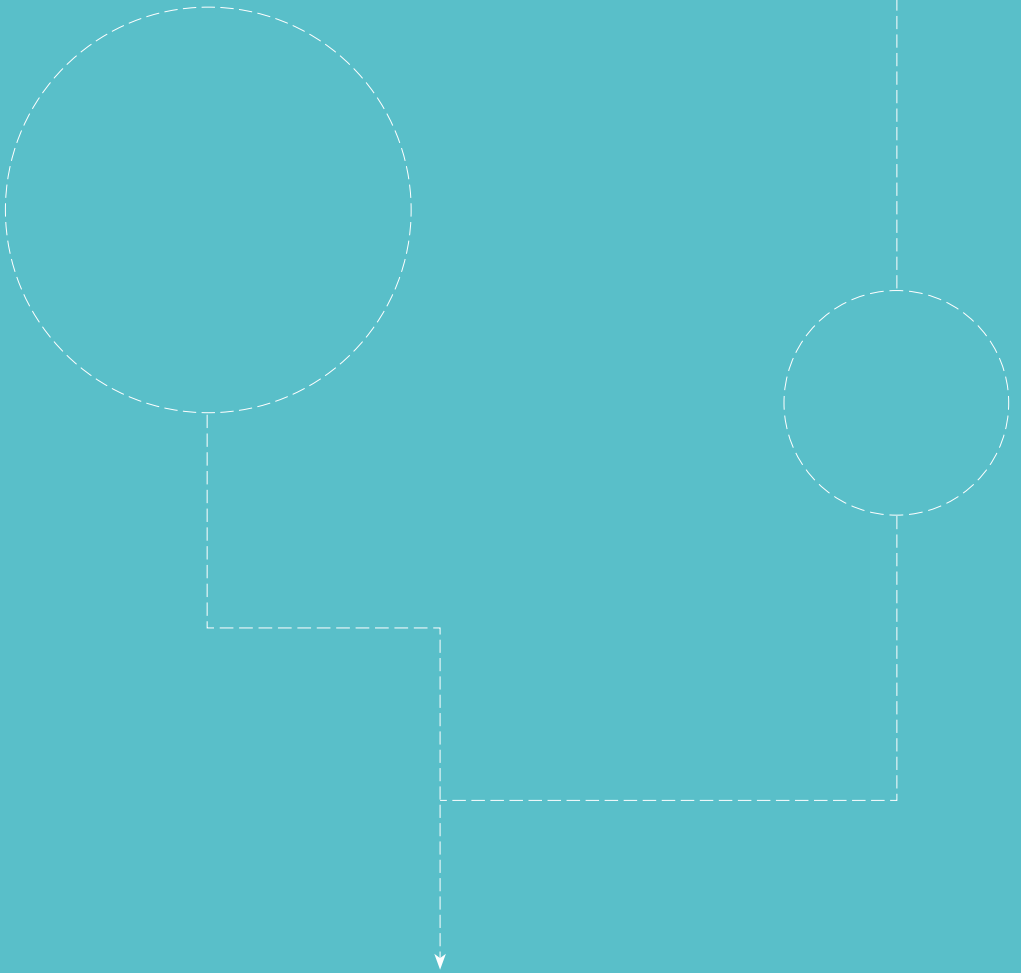
7050 Trondheim

E-mail: bolig@sit.no



- Contact The Disability Office early
- Every faculty has a contact person for students that need special arrangements





The Norwegian University of Science and Technology (NTNU) in Trondheim represents academic eminence in technology and the natural sciences as well as in other academic disciplines ranging from the social sciences, the arts, medicine, teacher education, architecture to fine art. Cross-disciplinary cooperation results in innovative breakthroughs and creative solutions with far-reaching social and economic impact.