Last updated on
2025-06-13

Handbook for students studying with a disability

Department of Psychology

Stockholm University

Content

Content **2**

Introduction **3**

About your Nais-certificate **3**

This handbook **4**

Different adjustments and support measures **4**

Sit-in examinations 4

General information about study support for sit-in exams 4

How to apply for study support for a sit-in exam 5

After you have made an application for support for a sit-in exam 6

Before the exam 6

Important things to note concerning study support at sit-in exams. 7

Note-taking support 8

General Information about Note-taking Support 8

Getting Started with Note-taking Support 8

Take-home exams, hand-in assignments and similar 9

Recording lectures for own use. 9

Lecture materials in advance 9

Planning of studies 10

Adapted course literature 10

Mentoring 10

Contact and more information **10**

Other resources at SU **11**

Academic Writing Service 11

The University Library 11

Introduction

Disability study support for students with long-term disabilities is organized at Stockholm University both through the central Disability Services and the subject departments.

Disability Services:

- A central unit at Stockholm University, working towards students in all subjects
- Issue and renew certificates with recommended supports, after a student makes an application in the Nais-system
- Enter recommended supports for sit-in exams in Ladok

The subject departments:

- Give information about support in studies at the specific department
- Routines may be different between departments
- Do not have access to the Nais system – students must email their certificate

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

If you do not have a Nais-certificate you must first make an application for support in the Nais-system. Information on how to apply can be found here.

About your Nais-certificate

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

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

If this date is approaching, and you want to continue using disability study support, you need to contact the central Disability Services to get your certificate renewed. Contact information can be found here.

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

This handbook

In this handbook you will find information on how to get your disability study support in place on your courses at the Department of Psychology.

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

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

Different adjustments and support measures

Sit-in examinations

General information about study support for sit-in exams

Registration/signing up in Ladok is required for all sit-in exams. Application for study support is done in Ladok when you sign up for a sit-in exam.

All supports and adjustments related to sit-in exams are entered in Ladok, by the staff at Disability Services, at the time your Nais-certificate is issued.

No other information besides supports and adjustments related to sit-in exams are transferred from Nais to Ladok, and only staff responsible for administering study support at Disability Services and the subject department has access to the information about your supports in Ladok.

The supports and adjustments which are entered in Ladok are valid until a specific date. Once this date has passed you can no longer apply for study supports at sit-in exams. If you need to continue using support you must have your supports renewed by contacting staff at Disability Services, their contact information can be found here. The Department of Psychology **cannot** help you get your supports renewed in Ladok, or approve support for an exam which you cannot apply for in Ladok.

Specific information for the spring and autumn terms 2025

During the spring term of 2025 only two departments, of which the Department of Psychology is one, are trying out the new function of application for study support in Ladok.

The supports will be visible for all exams when signing up in Ladok. This means that if you are also registered to courses offered by other subject departments you will see the application for support when signing up even if this is not applied at the exam.

Therefore, it is important that you carefully follow the instructions for applying for study support for exams which each department gives you.

During the autumn term of 2025 work will continue to introduce application for support in Ladok at the rest of the subject departments at SU. Be extra attentive during this time to any new information provided by the departments.

How to apply for study support for a sit-in exam

Please watch this video to see how to sign up for an exam with support in Ladok.

The deadline for signing up for an exam, including support, is **14 days before the exam date.**

Special deadlines may apply around holidays, in which case information is made available on the department's website and in Athena. **If you do not sign up on time, you will not be able to take the exam.**

If you experience any issues with sign up/registration for exams, please contact studyadmin@psychology.su.se**.**

Since we are **unable** to assist you after the deadline has passed, it is important that you **do not wait until the last day to sign up.**

After you have made an application for support for a sit-in exam

After you have signed up and made an application for study support you application is processed by study support staff at the Department of Psychology. When a decision has been made you are notified via email.

After your application has received a decision by the department the information is sent to the central Examination Services who arrange the exam itself, allocate seats, and make bookings for supports such as computers and separate rooms.

Please observe that certain supports, for example separate rooms, are subject to availability. When applicable, you can see this information in Ladok.

If, for instance, there are not enough separate rooms for you to receive one, Examination Services will change the decision in Ladok and you receive a new email notification concerning this.

Before the exam

Before the exam you search for your exam venue via the schedule. The schedule can be found in Athena or you can search for it with the course name here.

To see your room and placement for an exam:

- Click on the schedule row for the exam. If there are several rows for one exam you can click either one.

- A new web page with the exam's details will open. To find out your exam room, enter your 12-digit Swedish ID number with a hyphen (YYYYMMDD–XXXX) in the box" and click on the green button "See schedule".

Please note that the allocation of rooms becomes visible five days before the exam, at the earliest, and can happen as late as two days before the exam.

Only extended time, separate room and smaller group are displayed in the schedule. Other supports (for example computer, text-to-speech) are not visible in the schedule even if you have applied for and have received an approval of these.

Important things to note concerning study support at sit-in exams.

- An application I Ladok for study support at an exam can **only** be made by you as a student. An administrator or study counsellor cannot add an application for support for you.

- You need to sign up for **each** separate sit-in exam you want to take. Signing up, including application for support, is required for **both** regular exams and re-exams.

- Pay attention to the last date of validity of your study supports in Ladok and have these renewed **well in advance** before the deadline for a sit-in exam you are going to take.

  The department **cannot** help you receive study support at a sit-in exam if you can no longer apply for support in Ladok. You must contact Disability Services to have your supports renewed in Ladok.

If the deadline for signing up for the exam passes while you are waiting to have your supports renewed you **will not** be able to use supports for the exam. If you still sign up before the deadline you can take the exam, but without study support.

- If up do not want to use one or more supports at an exam, you can choose to not make an application for those supports when you sign up for the exam.

Note-taking support

General Information about Note-taking Support

Note-taking support is always dependent on a fellow student being willing to take on the assignment as a Note-taker. Expressions of interest are collected for courses and program terms before the start of the term.

Getting Started with Note-taking Support

Contact studiestod@psychology.su.se**,** attach your Nais-certificate if you haven't already submitted it to the department, and include the following information:

- The course or program term you are enrolled in
- That you need note-taking support

If we have received an expression of interest from a Note-taker in the same course/program term, you will receive a reply with the Note-taker's contact details so you can get in touch.

If we currently have not received any expression of interest for your course/program term, you may contact studiestod@psychology.su.se again a bit later to check if a Note-taker has become available.

You yourself contact the Note-taker directly regarding the arrangement of the support, and you will jointly agree on when and how the notes will be delivered. The most common method is to send the notes by email after class, but this is not a requirement from the

department if you both prefer another method instead. Please note that your Note-taker may often be taking notes for multiple students at the same time, so it is important that the arrangement works for everyone.

Take-home exams, hand-in assignments and similar

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

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

Recording lectures for own use.

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

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

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

Lecture materials in advance

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

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

Planning of studies

Book an appointment with the study counsellor for your program or course. You will find all contact information here on our webpage.

Adapted course literature

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

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

Mentoring

Contact Disability Services. See more information on their website.

Contact and more information

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

It is important that you always use this e-mail address for questions as several people at the department are involved in arranging study support and answering your questions.

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

Other resources at SU

Academic Writing Service

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

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

Please see more information here on their webpage.

The University Library

Stockholm University Library is an important resource for where you, besides borrowing and ordering course literature, also get you access to scientific literature, journals and databases.

At the library there are experts who can teach you how to search, select and critically exam scientific resources for your essay or thesis.

Please see more information here.