

Digitalisation of requests for accommodations and customisations for accessible and inclusive teaching

For good, accessible, and inclusive teaching, the collaboration of everyone (academic staff, technicians, students, the Inclusion Unit, etc.) is necessary, and this takes time.

WHAT'S NEW?

As from the start of the second semester of the 2024-25 academic year, procedures will be digitalised for requesting and assigning the necessary accommodations and customisations to make teaching more accessible and inclusive.

It will no longer be necessary to fill out forms or send emails to the Inclusion Unit to request accommodations and customisations for classes, except for certain adaptations that require complex organization (e.g., the installation of software for lecture transcription, specific aids, or other accommodations granted only in cases of severe certified conditions). In these cases, a request must be sent to: inclusione.studenti@unipd.it

HOW WILL REQUESTS BE SENT TO THE INSTRUCTOR

In accordance with new statement on the processing of personal data belonging to special categories, UNIWEB will send teachers, via Moodle, the names of those who have reported a disability, specific learning difficulties (SLD), and other certified needs (SEN). It is possible to opt out (to do so, see Article 10 of the statement "**How to exercise rights**").

DESCRIPTION OF THE NEW PROCEDURE

The instructor can see the course enrolment of students with specific needs through a code to the right of the student's name. **The code is visible only to the instructor and not to classmates.** Each code corresponds to possible accommodations aimed at making teaching as accessible and inclusive as possible for the students.

Once you have accessed Moodle, **we recommend contacting the instructors via email or during office hours** to identify the most appropriate accommodations to ensure optimal accessibility in lessons. It is advisable to come up with a well-thought-out and carefully considered proposal before meeting the instructor. Therefore, **it is important to identify those accommodations which are most suitable and strictly necessary.** In case of difficulties, students can request assistance from the Inclusion Unit at inclusione.studenti@unipd.it.

If you would like to review the resources available to instructors, you can refer to this Moodle page: <https://elearning.unipd.it/dlm/course/view.php?id=2052>. These are general guidelines; they do not need to be applied universally or at all times but, at the same time, the list is not exhaustive.