Dear National Coordinators/ Disability Coordinators/ International Relation Officers,

The International ExchangeAbility Team created this document in order to guide you and explain or specify some questions from the questionnaire. Here you will find not only explanations, but also examples, analysis of the checklists and the types of assistance. In case you need any explanations or want to ask something, please do not hesitate to contact us in the general email: exchangeability@esn.org or personally the responsible for the communication with countries and NCs (Vasiliki) via: ea-communication@esn.org.

General
1. **IMPORTANT: All the questions are about the university and the disability Unit, NOT the ESN Section.**

2. **The questionnaire has to be filled in and submitted by the webform provided on our site (exchangeability.eu) ONLY.**
    The PDF version is available for your own help, to have the questionnaire in your hands, during your walk around the University, if you wish to. But we don't accept questionnaires on the PDF version.

3. **In order to submit the questionnaire, you have to be logged in with your galaxy account.**
    If you are not logged in, the questionnaire will not be ESN validated and it will be considered as questionnaire sent from the university, not the ESN section, so it will have different elaboration.

4. **The 2ⁿᵈ part of the questionnaire (building form) can be repeated as many times as the number of the buildings you wish to fill in these questions for.** If your University has 3 buildings, you can click on the webform in order this part to come up 3 times.
    NOTE: The library is considered as a building. So, if you wish to see if the library is accessible, please fill this part of the questionnaire.

    Now, let's begin…

1ˢᵗ Part-General Information

University Online
3ʳᵈ Question: Website Accessibility
To answer to this question, you have to check the University website for its accessibility. How can you understand that the website is accessible?
There are some specific signs at the bottom of the website that are proofs and certifications of its

accessibility. Some of the signs are:

As you can see, there are three levels of conformance of web content accessibility guidelines (A/AA/AAA).

Also, if these signs don't exist on the website, there are other things you can observe on the website. Of course, there is a possibility for the website to have an option in its menu to be transformed to another accessible form.

Other ways to find out are some other technologies like: screen reader software, screen magnification software and subtitled or sign language videos.

4th Question: Secretariat Access

The secretariat, in order to be accessible, has to have a desk on the height of a sitting person, to have no obstacles on the way there (i.e. stairs) and to provide any help students with disabilities may need.

If the secret

The Disability Unit

7th Question: Material

Here, we need to tell us if there are materials for the assistance of the students with disabilities. For example,

Computers for people with disabilities with

Software specialized to people with disabilities

Printers

Braille printers

Books in Braille

Information and tracking material about the University i.e. audio map (material specified for people with disabilities which guide them inside the University. This can be a tactile or audio map or other signs showing the way)

Accessible notes (these notes by be provided by the professors or volunteers and can be audio or in braille or online)

Others

Welcome Service

NOT of your section, but the Welcome service your University may provide to all students (Erasmus and local students).

Assistance

Here, we are referring to all types of assistance to all types of disability.
Let's specify it a little:

Wheelchair users and other physical impairments
Students visually impaired
Students hearing impaired
Students with developmental and/or mental disorders (like autism or epilepsy)
Assistive projects:
Photocopy advantages (unlimited photocopies, books or notes in braille, additional accessible educational material)
Trained assistant (voluntary or not assistant trained by/ employee of the disability Unit)
Voluntary helper (he/she does not need to be trained and he/she can help either directly the student with disability or indirectly by participating to projects aiming to improve their student life.
Transport
Other

Residence Halls
1ˢᵗ Question: "Do you have accessible residence halls?"
In this question, we want to know if there is any dormitory that a student of your University can stay. If there is an accessible dormitory in the city, but a student from your University cannot stay there for any reason (it belongs to another University for example), then answer NO.

2ⁿᵈ Question: Services
Services: accessible rooms and places like the kitchen, toilets and bathroom, accessible entrance, signs inside private and public rooms and elevators in braille and many other services mentioned above.

Additional Services
In city
In this question, we are referring to any kind of services your city may provide to students or young people with disabilities.
Examples:
Accessible places in the city
Accessible means of transport
Assistance from corporate social awareness, NGOs or municipalities
Special offers or promotion for people with disabilities for transport, cinema etc.

In University
We want you to fill in any other possible actions from your University you didn't mention above.

Example: collaboration with NGOs or organizations of people with disabilities, actions for the sensitization about issues concerning people with disabilities (like conferences) and more.

2nd Part- Building Form (repeated part)

<u>Building Information</u>
<u>Entrance</u>
There are some specific requirements the entrance has to meet. For that, we adopt the list of **jaccede.com** (which is our partner):
Door opening:
· Manual
· Automatic door

The access is:
· step-free
· 1-step
· Ramp
· Low raised entrance (small step max 2cm)
· Elevator

<u>Elevators</u>
· Spacious (at least as much as it is needed in order to fit a wheelchair)
· With Braille marking
· Audio communication (for example, to announce the floors)

<u>Ramps</u>
· Mobile ramp
· Manual/ track hoist (it is called also patient lift/hoist. It is an assistive device that allows to people with low mobility to be transferred using hydraulic power).

<u>Facilities for assistance animal</u>
· Assistance animals (is it allowed for a person visually impaired to bring his own dog inside the University buildings?)

<u>Outside the building</u>
· The means of transport, in order to be accessible, they have to have a mobile ramp for wheelchair users,

a specific space inside the means of transport and appropriate light and audible marking (for example to announce variously the next station). The way from the station until the University building has to have no obstacles for people with disabilities.

·   Parking places for people with disabilities
·   Way finding: information and signs in the building, audio maps (to have maps or audio or light signs inside the buildings in order to help people to find their way)

<u>Means of escape</u>
Are the means of escape accessible? Check for audio and light marking. As the wheelchair users are concerned, if you answered previously that there are accessible lifts, entrance and ramps, then the means of escape are accessible for them.

Thank you all for filling in the questionnaire!!! :-)