



# GET A GOOD STUDY START

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3-steps mini guide to a  
successful study start.



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## **SPECIAL THANKS**

To Nota and The Danish  
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contributions to this guide.

## Get a good study start with this mini guide

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When you first start higher education, it is a whole new world that you need to learn how to navigate in. For many of the dyslexic youth, the beginning of such education can seem both overwhelming and unmanageable. In order to help you get a better study start, the Association has created this 3-step mini guide.

The purpose of this guide is to create an overview of the instruments which are available for dyslexics in higher education in Denmark. If you experience other disabilities (than dyslexia), you might have different opportunities and rights, than those which will be presented in this guide.

If after reading this guide, you would like further information, you are always welcome to contact the Danish Dyslexia Association's volunteer SPS study counselor (special educational support) for a conversation about your new study life. The Association's volunteering supervisors' contact information can be found on the Association's website; <https://www.ordblindeforeningen.dk/>

### Step 1. Contact the educational institution's SPS manager (special educational support)

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Already when you apply for admission to an education, you may draw attention to your need for SPS. If you haven't done that you must contact the educational institution's SPS manager or the SPS office as soon as you have received your admission letter from the education, you have been admitted to.

To receive a grant from SPS, you must be able to document your dyslexia. If you are unable to do so, the person responsible for SPS at your place of education can apply for you to be granted a dyslexia test.

It is important to get the formalities around your dyslexia in place as soon as possible, so that you can get your SPS ready for your study start. Your SPS ensures that you can get your education equally as everyone else, even if you have a disability such as dyslexia.

Once you have been to an interview with the educational institution's SPS manager, the SPS office forwards your SPS application to the Danish Agency for Education and Quality. When your application has been processed, you will receive a response to your application in your e-box with a possible grant.

### ***What is special educational support when you are dyslexic?***

SPS for people with dyslexia in the higher education programs is mainly provided in the form of support by compensatory reading and writing technology. You will typically be granted a reading and word suggestion program for your personal computer. Along with the IT aids, instructional hours also follow so you can get a good start when using your new tools.

It is also possible to be granted study support. During the study support hours, you will be working strategically and on a long-term basis with formulating and structuring academic material together with your study support guide. The focus will be on what you need to do, to complete an assignment, whether it be writing an assignment or reading an academic text. To begin with 20 hours are granted per semester but it can also be more or less.

Get more information via the National Agency for Education and Quality's website: <https://www.spsu.dk/for-elever-og-studerende>

You can also contact the Center for Outgoing Quality Work (CUK), the National Agency for Education and Quality.

*Phone hours: (+45 33 92 60 03)  
Monday-Thursday at 10.00-12.00 and  
13.00-14.00, Friday at 10.00-12.00,  
or by E-mail: [sps@stukuvn.dk](mailto:sps@stukuvn.dk)*

## Step 2. Nota – download or order your study materials

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As a dyslexic student and a member of Nota, you are free to download your textbooks and other study material available in the Nota library to your personal computer.

### ***Ordering textbooks - new production***

If the study books you need are not already present in the Nota Library, Nota can make them for you. It does require that you have an SPS grant. The SPS grant must be renewed every semester. The books are afterward delivered in the form of E-books.

### ***Exam material***

You must have an active SPS grant for Nota to make your exam material. The SPS grant must be renewed every semester. If you are going to an exam (written or oral), Nota can create the assignment in a way, where you can read it with the aids you are using. It is your educational institution that orders the exam paper on your behalf. You must

therefore contact your SPS manager for assistance with this matter.

The assignments must be ordered at least 4 weeks before the exam, for Nota to create the assignment. This means that you must contact your SPS manager even earlier so that you can be sure to have all the materials ready for your exam.

### **Possibilities as a member of Nota:**

- ◇ As a member of Nota, you can always download existing textbooks from Nota.dk
- ◇ With an active SPS grant, you can order new textbooks for your study, if you are not able to find them on Nota.dk
- ◇ With an active SPS grant, Nota can prepare your exam material so that you can read it with the aids you use

Get more information via Nota's website; <https://nota.dk/services/studieservice-2>

You can also contact Nota's School- and Study Service;

*Monday-Thursday at 8-15, Friday at 8-12.  
Tel. 39134600 or via E-mail to:  
[stud@nota.dk](mailto:stud@nota.dk)*

## Step 3. Apply for more time at the exam - Dispensation

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It is a good idea to familiarize yourself with the framework of your education. You will find the framework in your curriculum.

At most places, it is the study counselor or a study board that decides on the principles for processing dispensations and merit.



Contact your educational institution to hear how they do so.

As a person with dyslexia, you can apply to the educational institution for dispensation, for example in the form of extra time for your exam. The dispensation can be given for both written and oral exams.

It is the educational institution that assesses whether you can have your exam time extended. The educational institution makes a concrete assessment of what adjustments you will need in your exam situation.

At some educational institutions, it is possible to apply for an extended time for all exams with a single application, whereas elsewhere you must apply for each exam separately.

If you are attending an education that requires you to apply for a dispensation for each exam, then you can try to contact your study advisor or study board and inquire about the possibility of obtaining a total dispensation for all your written exams. The way how extended time is granted varies from institution to institution.

It is essential that you remember to apply well in advance and adhere to the educational institution's deadlines. Therefore, do yourself the favor of familiarizing yourself thoroughly with the educational institution's application deadlines concerning exam registration and application for dispensation etc. That way you may avoid unnecessary challenges.

Once the educational institution has processed your application, you will receive their response directly in your digital post. If you are not satisfied with their decision, it is possible to appeal it. It

will be stated in your letter how you can appeal.

## Frequently asked questions

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Below, the Association has answered the most common questions that students from higher education tend to ask:

### **Common questions:**

1. Can I get a disability allowance (extra SU) when I am a student with dyslexia?
2. Can I be awarded SPS if I participate in a user-paid course or education?
3. Can I get SPS, in the form of IT aids and personal support for my student job?
4. Are there any special opportunities for dyslexics when they finish their higher education?

### **Answer to Question 1;**

No, you cannot receive a disability allowance solely based on your dyslexia.

You can read more about the rules on the SU Board's website via this link; <https://www.su.dk/su/saerlig-stoette-til-foraeldre-handicappede-mv/handicaptillaeg>

### **Answer to Question 2;**

No, you cannot get SPS for a user-paid course or training. You can read more about which educations allow SPS via this link; <https://www.spsu.dk/for-elever-og-studerende/sps-naar-du-er-studerende-paa-en-videregaaendeuddannelse/videregaaende-uddannelser-med-sps>

### **Answer to Question 3;**

No, you cannot be granted SPS support for your student job.

If, on the other hand, you participate in an internship as part of your education, you have the opportunity to apply for SPS funds for usage during your internship. It is your SPS manager who can help you get aids for use during your internship.

It is possible to apply for aids via the Danish Agency for Labor Market and Recruitment (also called STAR) to use in an ordinary job.

You can read about the possibilities via this link;  
<https://star.dk/indsatser-og-ordninger/handicapomraadet/hjaelpmiddel/>

#### **Answer to Question 4;**

There are various support schemes for people with disabilities. These schemes are created to make it easier for people with disabilities to get a job after graduation. As a dyslexic you can, among other things, use the icebreaker scheme and the possibility of priority when applying for a job in the public sector.

#### **The Icebreaker Scheme**

As a dyslexic, there are various options once you finish your education. For example, the Icebreaker scheme is a special wage subsidy for those who have a disability (dyslexia is regarded as a disability).

The purpose of this scheme is to provide recent graduates, with disabilities, work experience in a field which their new education has qualified them for, as well as a network that can strengthen them in his or her further job search.

You can read about the possibilities via the following link;  
<https://star.dk/indsatser-og-ordninger/handicapomraadet/loentilskud-til-nyuddannede-isbryderordningen/>

#### **Priority access**

As a dyslexic, you can make use of "Priority Access" for a job interview if you

are applying for a position within the public sector. Public employers are obliged to provide priority access to people with disabilities who are applying for vacancies in the public sector. If you tick the field 'Priority Access' in the application form, you will be called for a job interview if you meet the formal education requirements.

You can read more about the possibilities via the following link;  
<https://star.dk/indsatser-og-ordninger/handicapomraadet/fortrinsadgang/>

You can also read more about the various schemes on the Danish Agency for Labor Market and Recruitment's website;  
<https://star.dk/indsatser-og-ordninger/handicapomraadet/handicapkom-penserende-ordninger/>

## **Relevant websites and further information**

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On the following websites you can find further guidance on the possibilities for people with dyslexia, that may be relevant for those attending higher education.

<https://www.ordblindeforeningen.dk/>  
<https://www.ordblindhed.dk/>  
<https://www.spsu.dk/>  
<https://nota.dk/>  
<https://star.dk/>  
<https://www.su.dk/forside>

The Danish Dyslexia Association has also published a guide on study techniques, which you can access via the Association's website.

*This guide is a general guide only. For individual and specific guidance, the student is referred to their educational institution, SPS representative or the relevant agencies.*