

FOR AN INCLUSIVE UNIVERSITY

SUPPORT OPTIONS & CONTACT POINTS

Challenges and support for students with impairments and disabilities

- **Support for lecturers, students and graduates:**
Service center for studying with disabilities
- **Contact person for employees:**
Representative for severely disabled employees
(Schwerbehindertenvertretung)
- **Contact person for students & compensation for disadvantages:**
Zentrale Studienberatung, Representative for students with impairments, chronic illnesses and disabilities

Equal opportunities in view: First-generation university students

- **Courses at the beginning of the Bachelor's/Master's phase:**
 - Explain the course of lectures and exercises
- **Highlighting the support services for students**
 - Zentrale Studienberatung (ZSB)
 - Talentscouting
 - Paderborn chapter of the Arbeiterkind.de initiative
 - Study Compass funding program
 - AStA Social Office
Legal and tax advice, advice on financial aid
 - Social Counseling of the Studierendenwerk Paderborn Information on financial and social issues
- Provision of a rough **guide for final papers/internship reports**
- Explain the use of Panda and Paul
- Uniformly announce examination dates and rooms

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Support for international students

- **Setting examination dates**
 - do not only consider Christian holidays
- **International Office**
 - List of contact persons for administrative processes
 - Information on learning German
- **International student representation (ASV)**
 - Networking for international students
 - Support with finding accommodation or a job
 - Accompaniment to authorities
 - Advice on study and social issues
- **AStA Office for International Affairs**
 - Mediation for all questions

Gender Autonomy

- **Gender portal of the university**
 - Information and tips on gender-sensitive language
- Use primarily **neutral, general terms**
- **Avoid misgendering**
 - Do not guess the gender when using first names
 - Advice: Avoid salutations such as "Mr./Mrs."
- **Provide safe spaces**
 - Introduce yourself using pronouns if you feel comfortable doing so
 - Include pronouns in your e-mail signature
- Formulate **e-mail salutations** in such a way that everyone feels addressed
- Formulate **invitations to defenses and presentations** neutrally