

GUIDELINES FOR ACCESSING SUPPORT SERVICES FOR CAREGIVERS

THE UNIVERSITY CENTER FOR INCLUSION

The University Center for Inclusion (Centro di Ateneo per l'Inclusione – CAI) promotes and pursues actions in the field of inclusion and equal opportunities for students, researchers, faculty members, and technical-administrative staff, as well as for all those who, in various capacities, are part of the Academic Community, with the aim of supporting situations of distress and vulnerability both within the university setting and in relation to personal life circumstances.

Through its two services, the Inclusion Service and the Counseling Service, the Center provides services, support measures, and accommodations to students and university staff who may experience situations of vulnerability and difficulty.

WHO IS A CAREGIVER

A caregiver is a person who voluntarily provides care and assistance to a loved one who is not self-sufficient and requires long-term support.

In order to **obtain formal recognition of caregiver status**, Regional Law no. 2 of March 28, 2014 requires the completion of a self-declaration form pursuant to Article 46 of Presidential Decree no. 445 of December 28, 2000, stating that the individual is a caregiver and specifying the relationship with the assisted person.

The self-declaration must be submitted or delivered to the Caregiver Desk (Sportello Caregiver) of the Municipality/District of residence and/or presented when the assisted person is taken into care by the social and healthcare services of the Municipality/District of residence.

For the Emilia-Romagna Region, the website [Sono Caregiver](#) provides access to the self-declaration form, contact information for Caregiver Desks, and more detailed information regarding the various support measures available.

The University of Parma is committed to the wellbeing of all students and staff members and wishes to support them during times of vulnerability that life may bring, circumstances which may also affect the smooth continuation of academic studies and professional activities.

To this end, **the University, through the University Center for Inclusion (CAI), is committed to supporting also those who have not yet obtained formal recognition of caregiver status.**

1 – STUDENTS

Balancing university studies with the care of a non-self-sufficient family member is a significant challenge.

Through the CAI, the University of Parma provides several resources to support you throughout your academic journey:

- online meetings with professors in order to facilitate communication while reducing the need for travel;
- personalized tutoring to help you organize your academic commitments;

- flexibility in exam scheduling, where compatible with the needs and organization of the Degree Program, in order to accommodate your caregiving responsibilities;
- the possibility of moving between parallel course sections, for courses organized across different groups or locations, so that you may choose the attendance option most compatible with your schedule and needs;
- facilitated access to teaching materials, by requesting the possible availability of recorded lectures or other materials;
- adaptation of laboratory activities to your needs, where possible and except in courses for which attendance is legally mandatory;
- part-time enrollment, where permitted, in order to distribute the study workload over a longer period of time;
- psychological counseling as support in coping with difficulties;
- career guidance services to support the transition from university to the professional world, in collaboration with the relevant University offices.

For additional opportunities and possible benefits, please consult the [CAI website](#) on the page dedicated to [Caregivers](#).

How to request support

You may write to cai@unipr.it and send the attached form, duly completed and signed in all its parts.

Your request will be handled by a dedicated professional, who will contact you to arrange an appointment during which your difficulties, requests, and the different available options may be discussed.

In particular, regarding academic-related needs, the Director of the Center, who also serves as the Rector's Delegate for Inclusion and Psychological Counseling, will liaise with the relevant professors in order to assess the feasibility of the identified measures.

If you wish to access [psychological counseling services](#), you should write to counseling@unipr.it, specifying that you provide care and assistance to a loved one, as we have a psychologist specifically trained and dedicated to these needs.

2 – UNIVERSITY STAFF

All members of the Academic Community (faculty members, researchers, technical-administrative staff, PhD candidates, research fellows, and contract staff) who experience difficulties due to their caregiving responsibilities toward a loved one may:

- request **psychological support** by writing to counseling@unipr.it;
- participate in **self-help and peer-support groups** by writing to cai@unipr.it;
- verify the possibility of receiving financial contributions for socio-assistance interventions, according to the procedures established by the relevant [University Regulations](#).