LIÈGE université
Affaires juridiques

DOC.21.562/CA/04.06.2025

Regulations Governing Student with Disability Status at ULiège (ESH-ULiège)

CHAPTER I. PRINCIPLES

Article 1

In accordance with the decree of 30th January 2014 on inclusive higher education for students with disabilities, ULiège is committed to taking measures in favour of inclusive higher education.

This commitment takes the form, in particular, of reasonable accommodation, taking into account the University's available resources, as defined in Article 3, 9° of the Decree of 12th December 2008 on combating certain forms of discrimination[1].

These reasonable adjustments cover, for the benefit of the students concerned, the organisation, progress and support of their studies, including the procedures for assessments, work placements and professional integration activities. They must, however, be such that they do not, under any circumstances, alter or modify the requirements and competences required for the course in question.

Accommodation may be granted in the same way or in different ways, either for lessons, for assessments or for both.

CHAPTER II. GRANTING OF STATUS

Article 2

§1. Students wishing to obtain "ESH-ULiège" student status[2] must submit their completed application, together with any supporting documents[3], to the Student Affairs and Support for Students with Disabilities Service (AE-ASH) no later than 15th October (for the first semester) and 1st March[4] (for the second semester). The AE-ASH then submits the application to the "ESH-ULiège" Commission (Article 8), which is responsible for deciding whether to grant the status within 30 days.

No applications will be examined outside the set deadlines, with the sole exception of disability caused by a sudden and unforeseeable event outside the control of the applicant student.

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[1] "Reasonable adjustments are appropriate measures, taken on the basis of need in a concrete situation, to enable a person with a disability to access, participate and progress in [education], unless these measures impose a disproportionate burden on the person who has to adopt them. This burden is not disproportionate when it is adequately compensated for by existing measures within the framework of the public policy pursued in relation to disabled persons".

[2] In order to benefit from reasonable accommodation, a student must be recognised by the "ESH-ULiège" Commission within the meaning of Article 1, 3° of the aforementioned Decree of 30th January 2014, namely, to be "a student who has long-term physical, mental, intellectual or sensory disabilities whose interaction with various barriers may hinder their full and effective participation in higher education on an equal basis with others".

[3] Supporting documents may include:

- Either the decision of a public body responsible for the integration of those with disabilities;
- Or a detailed report on the applicant's autonomy, drawn up by a specialist in the medical field, or by a multidisciplinary team, less than two years before the student's first application to a higher education establishment.

[4] Beyond these dates, and in situations deemed exceptional, the Student Affairs Department reserves the right to examine any new application supported by detailed documentation.

The student must have been disabled for at least 3 months.

§3. The decision to grant the status is communicated to the applicant student by e-mail via their *@student.uliege.be* e-mail address. The status is granted for one academic year[5].

§4. Any application for renewal of status must be submitted by 30th September of the academic year concerned.

Article 3

If "ESH-ULiège" student status is recognised, the AE-ASH service will draw up a list of reasonable accommodations, in consultation with the Dean of the faculty concerned or their representative. The Dean determines the conditions for implementing these reasonable adjustments[6].

Article 4: Appeals

§1. If recognition of status is refused, the student may lodge an internal appeal with the Vice-Rector for Teaching. The appeal must be submitted by registered post within eight calendar days of receipt of the decision.

At the end of the procedure, the Vice-Rector for Teaching will inform the student within 15 working days of the date on which the internal appeal was lodged, confirming or rejecting the Commission's decision and stipulating the external appeal procedures referred to in § 2.

A copy of the decision is sent to the Dean of the faculty concerned and to the AE-ASH service.

The same procedure applies if reasonable accommodation is refused or not provided.

§2. In the event of an unfavourable decision, the student[7] may lodge an external appeal with the Inclusive Higher Education Commission (*Commission d'Enseignement supérieur inclusif* (CESI)). This appeal must be lodged by registered letter[8] or by e-mail within 5 working days of notification of the decision to refuse the internal appeal. The CESI will rule on the appeal within 15 working days of receipt of the appeal.

If the appeal is lodged during the holidays, the time limit is suspended during this period.

Article 5: Personalised Support Plan (*Plan d'accompagnement individualisé* (PAI))

If the student's status is recognised, the AE-ASH service analyses the student's material, educational, medical and psychological needs, in conjunction with the relevant parties, and draws up a Personalised Support Plan in consultation with the student, within two months of the request being made.

The Plan also specifies the commitments made by the student, who undertakes to respect them, failing which the accommodation may be terminated.

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[5] However, "ESH-ULiège" status may be granted for a limited period in certain situations of temporary disability (illness, accident, SURGERY, etc.). This period will be determined by the Commission on the basis of a detailed medical file.

[6] https://www.enseignement.uliege.be/etudianthandicap

[7] The student if they are over 18, their parents or the person with parental authority if they are under 18.

[8] ARES CESI, 180 Rue Royale, 1000 Brussels.

It is signed by the student, the representative of the academic authorities, i.e. the Dean or the member of the Faculty appointed for this purpose, and the student's advisor in the AE-ASH service.

If one of the parties fails to sign, the Personalised Support Plan will not be active and the planned arrangements will not be put in place.

The Personalised Support Plan is valid for one academic year and is re-evaluated each year. Reasonable arrangements are therefore not automatically renewed in whole or in part or in the same way from one academic year to the next.

Article 6: Monitoring the Implementation of the Personalised Support Plan

The implementation of the Personalised Support Plan is subject to ongoing evaluation by the AE-ASH service. During the academic year, at least one coordination and evaluation meeting is organised between the student and a member of the AE-ASH service.

Article 7: Modification of the Personalised Support Plan

§1. At the request of one of the parties, the Personalised Support Plan may be amended. Amendments must be agreed in writing by both parties.

§2. If no agreement is reached, the student may lodge an internal appeal with the Vice-Rector for Teaching. The appeal must be submitted by registered post within eight calendar days of receipt of the decision.

§3. If, at the end of the internal appeal procedure referred to in §2, an agreement has still not been reached, the student may refer the matter to the CESI, which will rule on the request for amendments within 15 working days of this referral.

Article 8: Termination of the Plan During the Course of the Year

§1. In exceptional circumstances, the plan may be terminated by mutual agreement during the course of the year, at the request of the student and the AE-ASH service. Minutes of the discussion on this matter are signed by the student, the Dean of the faculty concerned and the AE-ASH service.

§2. If no agreement is reached, a statement of non-agreement is drawn up and signed by all the parties. The beneficiary student may refer the matter in writing, within 8 calendar days, to the Vice-Rector for Teaching.

§3. An appeal against the decision referred to in §2 of this article may be lodged with the CESI within 5 working days of notification of refusal by the "ESH-ULiège" Commission. The CESI has 15 working days following this referral to decide on the appeal.

CHAPTER III. OFFICIAL BODIES: THE “ESH-ULIÈGE" COMMISSION AND FACULTY TUTORS

Article 9: The "ESH-ULiège" Commission

§1. The University has set up a “ULiège Students with Disabilities” Commission (*Commission "Etudiant ULiège en Situation de Handicap*" (ESH-ULiège)) made up of a specialist doctor, a psychiatrist (proposed by the Faculty of Medicine), a doctor of neuropsychology and a doctor of speech therapy (proposed by the Faculty of Psychology, Speech Therapy and Educational Sciences) and members of the AE-ASH service.
The members of the Commission are appointed by the Board of Directors.

§2. Members serve a 2-year mandate, which is renewable. The Board of Directors decides on the composition of the Commission at its June meeting at the latest.

§3. Depending on the specific issues involved, the Commission may call on the services of an expert to provide information on the particulars of a case. The role of this expert is to provide information and they do not take part in the vote.

Article 10: Function of the Commission

The Commission may only deliberate if the majority of its members are present.

Commission decisions are taken by a majority of the members present.

Votes may be cast electronically.

Article 11: Faculty Tutors

At the May meeting, each faculty appoints, by section/department and for a renewable two-year term, a member of the academic staff who is the main contact for "ESH-ULiège" students.

This person is designated as the "faculty tutor" and, in close collaboration with the AE-ASH service, is responsible for doing everything possible to help and facilitate, within the section/department, any useful steps that would enable the "ESH-ULiège" student to achieve their objectives.

CHAPTER IV. OBLIGATIONS LINKED TO THE “ESH-ULIÈGE" STUDENT STATUS

Article 12

The student, when granted the status, undertakes to report regularly to the administrative department on the evolution of their situation and to provide the department with any information useful for the proper management of their status. In the event of non-compliance with the commitments made to the AE-ASH service (and included in Point 7 of the PAI), the arrangements cannot be put in place.

CHAPTER V. JOINT DEGREES

Article 13

The decision on the request for recognition of disability is taken by the academic authorities of the referring establishment. This recognition is also valid for all partner establishments in the joint degree programme.

On the other hand, the reasonable arrangements determined in the PAI by the referring establishment cannot automatically be transposed to the PAI of other establishments, in accordance with the principle set out in Article 1, Paragraph 2.

The joint degree agreement sets out the procedures for drawing up, implementing and monitoring the PAI for each beneficiary student.