

Regulations Concerning the Status of Students with Disabilities

Preamble

These regulations describe the status of students with disabilities, established pursuant to the [Decree of 7th November 2013 defining the higher education landscape and the academic organisation of studies](#), the [Decree of 30th January 2014 on inclusive higher education](#) and the [Orders of the Government of the French Community of 22nd June 2016 setting out the template and sections of the personalised support plan and of 6th March 2026 setting out the procedure for the submission, examination and resolution of complaints referred to in Article 16, paragraph 5, of the Decree of 30th January 2014 on inclusive higher education for students with disabilities](#).

TITLE I – ELIGIBLE STUDENTS

Article 1

§ 1 The status of students with disabilities (hereinafter ‘the status’) may be granted to a student with a recognised disability, a specific learning difficulty or a disabling condition, where the interaction of these factors with various barriers may prevent them from participating fully and effectively in academic life on an equal footing with others.

§2 This status may be granted if either of the following two conditions is met:

- a. The student can demonstrate the decision of a public body responsible for the integration of those with disabilities ([AVIQ](#) or the [Directorate-General for Persons with Disabilities](#)).
- b. The student has a detailed report on their level of independence within the higher education institution, drawn up by a medical specialist or a multidisciplinary team specialising in the relevant condition (= medical, speech and language therapy, neuropsychological and/or psychiatric records). This report must have been drawn up less than two years prior to the first application to a higher education institution.

TITLE 2 - GRANTING, RENEWAL AND EARLY WITHDRAWAL OF STATUS

CHAPTER 1 – COMMISSION

Article 2

§ 1 A Commission is established to decide on the granting, renewal and withdrawal of the status, and to decide on the reasonable adjustments set out in the Personalised Support Plan (PAI).

§2 It is composed of at least:

- a. a medical specialist, nominated by the Faculty of Medicine;
- b. a psychiatrist, nominated by the Faculty of Medicine;
- c. a doctor of neuropsychology, nominated by the Faculty of Psychology, Speech and Language Therapy and Education;
- d. a doctor of speech and language therapy, nominated by the Faculty of Psychology, Speech and Language Therapy and Education;
- e. members of the Student Affairs Service – Support for Students with Disabilities (hereinafter 'AE-ASH Service').

It invites any persons whose presence it deems useful to participate meetings in an advisory capacity.

§ 3 The Commission shall appoint a Chair from amongst its members for a renewable two-year term.

§4 The Commission meets minimum four times a year. The dates of the Commission meetings are indicated on the page dedicated to this status.

CHAPTER 2 – GRANTING AND RENEWAL OF STATUS

Section 1 - Granting of Status

Article 3

Only students regularly enrolled at ULiège¹ are eligible for the status.

Article 4

§ 1 Students must submit their application to the AE-ASH Service, which shall submit the application to the Commission, by completing the online form ².

§ 2 Applications may be submitted either by 15th October for the first semester or by 1st March for the second semester.

No applications will be examined outside the set deadlines, with the sole exception of a disability caused by a sudden and unforeseeable event outside the control of the applicant student, recognised as such by the AE-ASH Service.

§ 3 To be admissible, the application must contain all the following documents:

- a. a decision by a public body as referred to in Article 1, § 2, (a);
- b. the detailed report referred to in Article 1, § 2, b). This report must have been issued within the last two years at the time of the first application to a higher education institution and

¹ In case of a joint degree course, 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. However, the reasonable adjustments set out in the PAI by the referring institution will not necessarily be those granted by ULiège.

²A summary of the application is sent to the student's university e-mail address. If the student has not received this e-mail, the application has not been submitted.

must describe the disability/condition/impairment and its functional impact on the student's academic life. The disability must have persisted, without interruption, for a minimum period of three months from the date the application is submitted.

In addition, the student may provide, for information purposes, details of any reasonable adjustments they may have benefited from during their secondary education.

§4 In the event of a change of higher education institution during the course of study, the documents referred to in the previous paragraph remain valid and shall be forwarded to the new higher education institution upon its request, subject to the student's consent.

§5 In the event of a change and/or development in the student's disability over time, a new assessment may be requested by the AE-ASH Service and/or the Commission.

Article 5

The student will be sent confirmation of the Commission's decision to their university e-mail address within 30 working days of the Commission meeting (Article 2, § 4). The communication of this decision indicates the appeal procedures (Article 17).

Article 6

§ 1 In the event of a favourable decision, the status is granted to the student (hereinafter 'beneficiary student') for a maximum period of one academic year.

Any reasonable adjustments arising from the status shall be communicated by the Commission to the student within two months of the status being granted and shall be set out in the Personalised Support Plan referred to in Title III.

Section 2 - Renewal of Status

Article 7

Students who were granted this status the previous academic year and who wish to retain their status must apply for renewal using the online form³ This application can be submitted until 30th September included. Failing this, the student will lose their status for the relevant semester, unless an exemption is granted by the AE-ASH Service for duly justified reasons.

In the event of a change and/or development in the student's disability over time, a new assessment may be requested by the AE-ASH Service and/or the Commission.

TITLE 3 – PERSONALISED SUPPORT PLAN, ADJUSTMENTS

CHAPTER 1 – PERSONALISED SUPPORT PLAN (PAI)

³A summary of the application is sent to the student's university e-mail address. If the student has not received this e-mail, the application has not been submitted.

Section 1 – Development, signing and implementation of the PAI

Article 8

§ 1 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. Where appropriate, the AE-ASH Service then draws up the student's PAI, in consultation with the student.

§ 2 The PAI sets out, in particular, the support arrangements and reasonable adjustments in relation to material, educational, medical and psychological aspects.

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 (or, in this case, the higher education institution which) must adopt them⁴. 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.

§ 3 These reasonable adjustments cover, for the benefit of the students concerned, the organisation, progress and support of their studies, including the procedures for learning activities, 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 for the course in question.

Reasonable adjustments may, where appropriate, be granted on a case-by-case basis depending on the student's circumstances and/or the nature of the learning activity (lectures, laboratory sessions, assessments, etc.).

§4 The PAI also sets out the duties and obligations incumbent upon the student benefiting from the arrangements. A student who fails to fulfil their commitments shall be given formal notice by the AE-ASH Service to remedy the situation. Failing this, the adjustments as set out in the PAI may be terminated early, in accordance with Article 11.

Article 9

§ 1 The PAI is the subject of a tripartite agreement. The PAI is signed by the student⁵, the AE-ASH Service, and the representative of the academic authorities, (i.e. the Dean or the member of the Faculty appointed for this purpose).

§ 2 Firstly, the PAI is submitted to the student concerned for signature. If they fail to sign the PAI in the given timeframe, the planned adjustments will not be put in place.

§ 3 The PAI is then signed by the AE-ASH Service.

§4 Finally, the PAI is forwarded to the Dean for a decision. The Dean has a period of ten working days from the date of receipt to give their approval via the dedicated platform⁶.

⁴Taking into account, in particular, the material and human resources available.

⁵If the student is under 18, the PAI is signed by their parents or by a person with parental authority or their representative.

⁶If the Dean does not respond within ten working days, the PAI is automatically approved.

In the event of a disagreement, the Dean shall give reasons for their decision. In such cases, the case is then referred back to the competent person for further review. If no relevant alternative to the contested development can be proposed, the person responsible for the case may refer the matter to the ESH Commission for review. The decision handed down by the ESH Commission is then final.

§5 Once the PAI has been signed by all three parties, the information is then forwarded to the persons concerned.

Article 10

The implementation of the PAI is subject to ongoing evaluation by the AE-ASH Service.

During the academic year, at least one coordination and assessment meeting between the student and the AE-ASH Service is organised.

Section 2 - Amendment and early termination of the PAI

Article 11

At the request of the beneficiary student or AE-ASH Service, the PAI may be modified. Amendments to the PAI must be agreed in writing by both parties.

The AE-ASH Service and the student shall give priority to consultation and/or mediation, involving the lecturer/professor and the Faculty where necessary, in order to reach a solution satisfactory to all parties concerned.

In the absence of an agreement, the student may lodge an appeal in accordance with Article 17.

Article 12

In exceptional circumstances, the beneficiary student and the AE-ASH Service may, during the academic year, terminate the PAI by mutual agreement.

In the event of a disagreement that cannot be resolved through consultation, the final decision rests with the AE-ASH Service.

The student may lodge an appeal against the decision of the AE-ASH Service in accordance with the procedures set out in Article 17.

CHAPTER 2 – PERSONALISED SUPPORT

Article 13

The beneficiary student has an academic tutor, appointed from the academic or permanent scientific staff of the department to which the beneficiary student belongs. The academic tutor acts as a point

of contact for students with disabilities and works in collaboration with the AE-ASH Service. The academic tutor may be assisted by a faculty administrative tutor.

Article 14

The beneficiary student is accompanied by the AE-ASH Service, responsible for liaising between the beneficiary student and ULiège by providing administrative and logistical support throughout the academic year.

The Service's responsibilities are as follows:

1. to welcome the student making the application;
2. to review the application, examine the file and analyse the student's needs with them, and submit the application to the academic authorities for a decision;
3. to draw up a personalised support plan in consultation with the beneficiary student;
4. to ensure the implementation of the personalised support plan;
5. to participate in information and guidance initiatives aimed at students in the final year of secondary education;
6. to coordinate awareness-raising and information initiatives, as well as training for those involved in the personalised support plan, as set out in Chapter IV of the Decree of 30th January 2014 on inclusive higher education;
7. to coordinate the activities of staff at the higher education institution and those involved in the personalised support plan;
8. to continuously evaluate the personalised support plan and adapt it, where necessary, in line with the needs of the student receiving support;
9. to select student mentors and organise their support services.

CHAPTER 3 – STUDY ARRANGEMENTS

Article 15

Beneficiary students may apply to reduce the length of their programme of study in accordance with the conditions set out in Article 54 of the General Regulations governing studies and assessments.

The reduced workload is determined by the beneficiary student and their academic tutor and/or the AE-ASH Service, in agreement with the relevant exam board.

Article 16

As far as possible, the beneficiary student has priority access to and support from [the Study Guidance Service](#) (help with working methods, time management, etc.) and the [University Orientation Service](#) (reflection on the choice of studies, professions, etc.).

TITLE X – APPEALS PROCEDURES

CHAPTER 1 – INTERNAL APPEALS AGAINST DECISIONS RELATING TO THE GRANTING OR RENEWAL OF STATUS, THE PROVISION OF REASONABLE ADJUSTMENTS, CHANGES TO THE PERSONALISED SUPPORT PLAN (PAI) OR THE TERMINATION OF A CURRENT PAI DURING THE ACADEMIC YEAR

Article 17

In the event of an unfavourable decision concerning the granting (Article 5) and renewal (Article 7) of status, the provision of reasonable adjustments (Article 8), the amendment of the PAI (Article 11) or the termination of the PAI during the academic year (Article 12), the student ⁷may lodge an appeal with the Vice-Rector responsible for Education.

This appeal must be lodged within 5 working days of receipt of the decision.

The Vice-Rector's decision is communicated to the student within 15 working days of receipt of the appeal. A copy of the decision is sent to the Dean of the faculty concerned and to the AE-ASH Service. The notification sets out the procedures for exercising the right of appeal.

CHAPTER 2 – COMPLAINTS RELATING TO THE IMPLEMENTATION OF THE PAI

Article 18

If a student considers that an irregularity has marred the implementation of the PAI as approved, they may submit a complaint to the Government Commissioner⁸.

To be deemed admissible, the complaint must include:

1. the student's first name and surname, their place of residence, their telephone number and their institutional email address;
2. the precise subject of the complaint and the grounds on which it is based;
3. the legal name of the institution and, in the case of a joint degree programme, the legal name of the reference institution referred to in Article 82 of the Decree of 7th November 2013 defining the higher education landscape and the academic organisation of studies, if this is not the same as the institution defined in Article 1, 3° ;
4. the title of the teaching unit(s) or learning activity(ies) to which the irregularities alleged in the complaint relate;
5. the content of the PAI.

The complaint should preferably be lodged by email⁹, or delivered in person with proof of receipt, or by registered post with proof of receipt.

If the complaint relates to irregularities in the implementation of the PAI in the context of learning activities, it must be lodged within 15 working days of the discovery of the irregularities. Where the complaint relates to irregularities affecting the PAI during an assessment, it must be lodged from the date of the assessment in question up to three working days from the date on which the results of the assessments in question are communicated.

Within five working days of the complaint being lodged, the Commissioner shall forward the supporting evidence to ULiège⁸. ULiège has a period of seven working days from the date of this forwarding to provide the necessary documents to support its case.

⁷If the student is under 18, the appeal is submitted by their parents or by a person with parental authority.

⁸ The working days between the 24th December and 1st January, as well as those between the 15th July and 15th August are not taken into consideration in the calculation of deadlines.

⁹ To the e-mail address commissaire@uliege.be.

⁸ To the e-mail address recours@uliege.be

Within five days of receiving the evidence provided by ULiège, the Commissioner shall rule on the evidence and issue an opinion on the appeal lodged by the student.

A copy of the decision is sent electronically to the AE-ASH Service and to the Dean of the faculty concerned. A copy shall also be sent to the student at the email address and residential address stated in the complaint.

If the Commissioner's opinion concludes that one or more irregularities have occurred, ULiège is required to report to the Commissioner on how the irregularity has been rectified before the end of the academic year or by 30th September where the irregularity relates to an assessment in the second semester.

CHAPTER 3 – EXTERNAL APPEALS AGAINST DECISIONS RELATING TO THE GRANTING OR RENEWAL OF STATUS, THE PROVISION OF REASONABLE ADJUSTEMENTS, CHANGES TO THE PAI OR THE TERMINATION OF THE PAI DURING THE ACADEMIC YEAR.

Article 19

If the student wishes to contest the decision of the Vice Rector for Teaching, they 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 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 normal deadlines are suspended during this period.