



Status of students with disabilities at ULg (ESH-ULiège)

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Chapter I. General Provisions

Art.1

It is created within the University of Liège, a status for students with disabilities.

Art.2

§1.- The University undertakes to make every effort, within the resources available and within the limits of reasonable accommodation, to enable students who have been granted the status to successfully complete their university studies.

§2.- The ESH-ULiège student undertakes upon himself/herself to respect the conditions of application of this regulation.

Chapter II. Granting of the status

Art.3 Granting criteria

§1.- The ESH-ULg student status is granted automatically by the "ESH-ULiège" Commission, based on a file, to students whose disability is already recognised by an authorised body.

§2.- For all other cases, requests will be examined on the basis of a detailed file.

§3. - the "ESH - ULiège" Commission reserves the right to request additional documents or tests for the purpose of completing the record and enlightening more thoroughly the situation of the student, as well as to provide the necessary reasonable accommodations.

§4.- The costs incurred by this additional information shall be borne by the student.

Art.4 Decision of the "ESH-ULiège" Commission

The Commission gives its decision within the month following the submission of the complete application file, except when the Commission applies article 3§3. The decision is motivated and communicated to the student by letter.

The "ESH-ULiège" status is granted for an academic year. The situation of the student will be reassessed each year. However, the ESH-ULiège status can be granted for a limited period in certain cases of temporary disability (illness, accident, operation...). This will be determined by the Commission on the basis of a detailed medical file.

Art.5 Appeals available to the student

In case of refusal and if they find that an error was committed during the procedure, the student can submit an appeal to the Vice-Rector of Teaching. The appeal must be submitted, by registered mail, no later than fifteen days from the reception of the decision.

Art.6 Procedure-Application file

Any request for the status must be submitted by the student to the "ESH-ULiège" Commission no later than 31 October of the academic year in question and according to the terms which will be set by the Commission.

Any renewal of the ESH-ULiège status must be made no later than 30 September of the academic year in question.

Beyond this date, the commission reserves the right to examine all new requests accompanied by a detailed file.

Information on the terms and ad hoc forms are brought to the attention of the students and available on the University website.

Art.7 List of ESH ULiège students

Each year, the list of students having obtained the "ESH-ULiège" student status is communicated to the Rector, upon his request.

Chapter III. Bodies: The "ESH-ULiège" Commission, the academic tutors, the Support Service for Students with Disabilities

a) Commission Art.8

§1.- A "ULiège Student with Disabilities" Commission (ESH-ULiège) is constituted within the University.

§2.- The Commission is composed of a doctor, a psychologist, a psychiatrist and 2 members of the Teaching and Student Administration attached to the Support Service for Students with Disabilities.

The members of the Commission are appointed by the Board of Directors:

- regarding the doctor, on the proposal of the Faculty of Medicine
- regarding the psychologist, on the proposal of the Faculty of Psychology and Education Science
- regarding the psychiatrist, on the proposal of the Department of Clinical Sciences: Psychiatry and Medical Psychology of the Faculty of Medicine
- regarding the 2 administrative members, on the proposal of the Heads of the Teaching and Student Administration

§3.- The term of the appointed members is two years, and is renewable. The Board of Directors makes a decision on the composition of the Commission no later than its meeting during the month of May.

§4.- The members of the ESH-ULiège Commission are held to the professional confidentiality laid out in article 458 of the Penal Code.

§5.- Depending on specific issues, the Commission can seek out the assistance of an expert in order to clarify certain particularities of the file. These experts have an informative role and do not participate in the vote.

§6.- The Commission designates a president from among its members. The member of the administrative staff (ASH manager) ensures the role of secretary.

Art.9

§1.- The Commission is responsible for granting the status of ULg student with disabilities. It defines the particular accommodations to which this status provides them the right. It ensures that this regulation is maintained.

§2.- The commission is authorised to request additional information, including (medical, psychological, speech therapy...) exams if it deems them essential to the evaluation of the file.

Art.10

The Commission can only come to a decision if the majority of its members is present. In case of necessity, the votes can be cast electronically.

The decisions of the Commission are taken with the majority of its members present.

b) Faculty tutors Art.11

During the meeting in the month of May, each faculty designates, by section/department, and for a duration of two renewable years, a member of the academic body who is the privileged interlocutor of ESH-ULiège students.

This privileged interlocutor is referred to as "faculty tutor" and ensures, through close collaboration with the ASH department, that everything is put in place in order to help and facilitate, within the section/department, all useful procedures (particularly regarding the potential plan for extending the study year, the organisation of exam terms, etc.) which would enable the ESH-ULg student to meet their objectives. They will also be sure to inform the entire jury of the particular status of this student and will plan with them the implementation of established accommodations.

The list of all academic tutors is communicated to the Board of Directors for information.

c) The administrative coordinator (manager of the ASH department) Art.12

The administrative member of the ESH-ULiège Commission (namely, the manager of the ASH department) is the administrative coordinator. On this basis, they are responsible for the secretariat of the Commission of which they are member. They are responsible for receiving

the first request of the student, of making sure that this file is complete in order for it to be presented to the Commission for review. They ensure the implementation, follow-up and updating of the procedures tied to the status of ESH-ULiège students. Each year, they draw up with the student an activity report and make all the proposals useful for the improvement of the status.

Art.13

The manager of the ASH department is a member of the ESH-ULiège Commission. They are responsible for overseeing the application of particular provisions decided by the Commission to facilitate the realisation of the student's project. They are attentive to the latter and propose, if needed and with the approval of the latter, the new accommodation requests rendered necessary by the evolution of the student's health situation. They ensure individual follow-up and support, contact with the external bodies and services internal to ULiège and, in particular, with the faculty tutors so that the accommodations are as adequate as possible in relation to the needs of the student. They also coordinate the students designated "educational accompanists". At the end of the academic year, they draw up, with the student, an activity report and make all the proposals useful for the improvement of the status.

Chapter IV. Accommodations granted to the "ESH-ULiège" student Art.14

These accommodations are set on the basis of a typology approved by the ASH-ULiège Student Commission; they are, however, considered in an individualised fashion, thanks to the follow-up of the ASH department, in order to better meet the needs of the student.

Art.15 Lightening of the study year

§1.- The ESH-ULiège student who so wishes has the right to request a lightening of the course load depending on the terms defined in the study and exam regulations.

§2.- The programme is determined by the student and their tutor, with approval by the jury concerned. However, under no circumstances can the programme for the year contain less than 16 credits.

Art.16 Specific terms regarding teaching, evaluation and exam activities

Via the academic tutor and depending on organisational possibilities, the ESH-ULiège student could benefit from:

- teaching activity accommodations (example: laboratory, seminar, submission date of work),
- accommodation regarding the location in which the courses and other teaching activities take place (site accessibility, special equipment related to their difficulties),
- evaluation and exam term accommodations.

Art.17 Provision of an administrative coordinator (the manager of the ASH department)

Said coordinator facilitates the administrative management of the file: reception of the request, constitution of the file...

Art.18 Individual follow-up and support by the ASH Department

The latter ensures that the ESH-ULiège student has individualised support and follow-up throughout the year depending on their needs and requests. They accompany the student in their integration within the University in order to allow them to achieve their study project in the best possible conditions. The ASH department is the privileged representative of the ESH-ULiège student and the relay between said student and their tutor.

Art.19 Support from a faculty academic tutor

The latter ensures, through close collaboration with the ASH department, that everything is put in place in order to help and facilitate, within the section/department, all useful procedures which would allow the ESH-ULiège student to reach their objectives.

Art.20 Priority follow-up by the "Study Guidance" Service

Insofar as possible, an ESH-ULiège student who so wishes will be able to benefit from priority access and follow-up by the "Study Guidance" Service.

Art.21 Priority access to the "University Orientation" Service.

Insofar as possible, an ESH-ULiège student who so wishes will be able to benefit from priority access and follow-up by the "University Orientation" Service.

Art.22 Access to the CHU services (to be specified)

The ESH-ULiège student benefits from priority access to the CHU services related to problems that may occur, depending on the possibilities of these services. The terms are defined on the basis of established agreements between the university services and those of the CHU.

Art.23 Parking

Parking places are reserved to ESH-ULiège students with reduced mobility on all parking lots of the various sites of course locations.

Chapter V. Obligations related to the ESH-ULiège student status

Art.24

The ESH-ULiège student agrees to report regularly to the manager of the ASH department on the evolution of their situation and to communicate all information useful to the proper management of their status.

Art.25

The ESH-ULiège student agrees to participate, when they are held and to the extent of their possibilities, institutional information activities (open houses, information sessions...)

Art.26

At the end of the academic year, the student having benefited from the ESH-ULiège student with disabilities status will be asked to complete the evaluation sent by the ASH at the end of the year.