



Students with disabilities at the University of Liège

“ULiège Students with Disabilities" Status (ESH-ULiège)

Status approved BE September 2015

ULiège has created, with the approval of the CA of October 2010, a status for students with disabilities. The objective is to enable the student who is granted the status to realise, through the implementation of reasonable accommodations, their university study project in the best possible conditions. The ¹of January 2014 reinforces this wish.

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¹ http://www.galilex.cfwb.be/document/pdf/39922_000.pdf

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FOR WHOM?

Any ULiège student with disabilities, which is to say with a motor or sensory disability, a health problem, a learning disability, a mental disorder or an accident/operation (with a disability of at least 3 months), can submit an ESH-ULiège status request. The status can be granted to any student regularly enrolled² at the university who makes the request on the basis of a detailed medical file.

UNDER WHAT CONDITIONS?

The granting conditions are in accordance with the regulations approved by the Board (CA), as well as with the "Landscape" and "Inclusive Higher Education" decrees. The ESH-ULiège student status is granted by the "ESH-ULiège" Commission³:

1. automatically to students whose disability is already recognised by an approved official body (the Agency for Quality of Life⁴ and/or the Ministry of Social Affairs⁵).
2. on the basis of a detailed medical/speech therapy/neuropsychological/psychiatric record for any other case.

The ESH-ULiège status is granted for one academic year or on a temporary basis (disability of at least 3 months) for individuals who are injured or having undergone an operation. The situation of the student will be re-evaluated each year.

WHAT ACCOMMODATIONS?

Students who have obtained the ESH-ULiège status may benefit from various accommodations/arrangements validated by the commission after analysis of a complete file. They are considered on an individualised basis thanks to the follow-up of the support service for students with disabilities (ASH), so as to better meet the real needs of the student.

² The "ESH-ULiège Student" status can only be granted to students who are already enrolled in the University of Liège.

³ Appendix

⁴ <http://www.awiph.be/>

⁵ <http://handicap.fgov.be/>

Personalised accompaniment and support

The administrative coordinator⁶ of the student facilitates the administrative management of the file (reception of the request, constitution of the file...). They provide the ESH-ULiège student with individualised listening, support and follow-up throughout the year depending on his/her needs and requests. The coordinator accompanies the student in his/her integration within the university in order to enable them to carry out his/her study project in the best conditions. The ASH department is the privileged interlocutor of the ESH-ULiège student and the relay between said student and his/her academic tutor.

Specific Faculty supervision

The academic tutor⁷ is the privileged contact of the ASH department within the section/department in which the student is enrolled.

Accommodations as part of studies (schedules, courses, exams, facilities, lightening of the academic year...)

Possible lightening/reduction of the study year

The ESH-ULiège student who so wishes has the right, no later than 31 October, to lighten their study year.

The programme is determined by the student and their academic tutor, and requires the approval of the jury or Study Council concerned. However, under no circumstances can the year be composed of less than 16 credits.

Specific terms and conditions for teaching activities, assessments and exams

Through the academic tutor and/or the ASH department, and depending on the organisational possibilities, the ESH-ULiège student may benefit according to the needs related to their situation:

- from teaching activity accommodations (laboratory, seminars, date of submission of work...),
- accommodations regarding the facilities in which the courses and other teaching activities take place (accessibility of the premises, special equipment related to their difficulties...),
- accommodations regarding the evaluation and examination terms (transformation of a written exam into an oral one, or from an oral exam to a written one, additional time...).

⁶ Appendix

⁷ Appendix

Methodological advice thanks to priority access to the Study Guidance Service

Insofar as possible, the ESH-ULiège student who so wishes may benefit from priority access and follow-up from the "Study Guidance" service in order to take advantage of methodological advice (schedule management, work organisation...).

Reflection on their choice of study and profession thanks to priority access to the University Orientation Service

Insofar as possible, the ESH-ULiège student who so wishes may benefit from priority access and follow-up from the "University Orientation" service in order to reflect on their choice of study and/or profession.

Access to the CHU services

The ESH-ULiège student has priority access to the University Hospital (CHU) services related to their difficulties, depending on the possibilities of these services. The terms are defined by the established agreements between the university services and those of the CHU.

Parking place available to students with reduced mobility

Two places are reserved for ESH-ULiège students with reduced mobility on all parking areas of the various course location sites.

WHEN?

The student has never benefited from the ESH-ULiège status⁸

Deadlines for submitting a new application	
First quarter	31 October
Second quarter	15 March

The student has already benefited from the ESH-ULiège status.

Deadlines for submitting a new application	
First quarter	30 September

⁸ After these deadlines, the commission reserves the right to examine all new requests accompanied by a detailed file.

HOW?

1. The student must complete the online request form via the link: <https://my.ulg.ac.be/qve>⁹ and include all required documents. This procedure is also valid for all status renewals. Each year, the student must provide the necessary documents to obtain the status.
2. The student must contact the ASH department (by email or phone) to arrange an appointment in order to take stock of their situation and finalise their request.

The ASH department contact details :

University of Liège - Directorate General for Education and Training QVE - Support Service for Students with Disabilities (ASH) Place du 20 Août, 7 - Bldg. A1 – 4000 LIÈGE
 Tel: +32 4 366 53 61 - Email: ash@uliege.be

3. The ESH-ULiège Commission will analyse the student's file; they will then be informed by postal mail of the decision.
 - If the response is positive, they will be considered as a "ULiège Student with Disabilities" for the academic year in progress (or for a determined period in case of temporary disability). The commission also validates the reasonable accommodations that will be put in place after the signing of the Individualised Support Plan (PAI).
 - If the response is negative because the file is deemed incomplete by the commission, the latter reserves the right to request additional documents or exams in order to complete the file and further clarify the student's situation, and thus to provide the necessary reasonable accommodations. The costs incurred by this additional information are the responsibility of the student.
 - If the response is negative because the file does not meet the criteria for granting the status and if the student finds that an error has been committed during the procedure, the student can submit an appeal to the Vice-Rector for Teaching. The appeal must be submitted, by registered letter, no later than fifteen days after reception of the decision.
4. The student will then need to electronically sign their PAI via MyULg. The PAI "officialises" the mutual commitment in their study project (rights and obligations of each of the parties are there mentioned). The PAI will also be electronically signed by the administrative coordinator of the ASH department and by the Dean of their faculty.
5. The student then makes contact with their [academic tutor](#)¹⁰. The latter will facilitate all useful procedures and will assist in the implementation of accommodations that the student requests depending on their activity programme.

⁹ Notice: this form is only accessible to students enrolled in the 2017-2018 academic year.

¹⁰ Appendix

6. The student fills out at the end of the academic year an evaluation in order to describe the potential contributions of this status to their training programme and the proposals useful for the improvement of said status.

APPENDIX 1

THE ESH-ULIÈGE COMMISSION

The commission is responsible for granting the "ULiège student with disabilities status" (ESH-ULiège). It defines the special accommodations to which this status could give right. It ensures the respect of the application of the regulation as defined by the Board of Directors of ULiège during its 19 October 2010 meeting.

The commission is made up of a doctor, a psychiatrist, a psychologist and members of the Support Service for Students with Disabilities (ASH) depending on the Directorate General for Training and Teaching. The members of the commission are appointed by the Board of Directors. They are held to professional confidentiality as laid out in article 458 of the penal code.

Depending on specific issues, the commission can call upon experts in order to clarify the particularities of a file. These experts have an informative role.

The commission is authorised to request additional information, including (medical, psychological, psychiatric, neuropsychological, speech therapy...) exams if it deems them essential to the understanding of the file.

The decisions of the commission are taken with a majority of the members present or represented.

APPENDIX 2

THE ADMINISTRATIVE COORDINATOR OF THE SUPPORT SERVICE FOR STUDENTS WITH DISABILITIES (ASH)

The administrative coordinator of the ASH department is responsible for receiving the initial request of the student, of ensuring that the file is complete so that it can be presented for evaluation by the commission. The coordinator takes care of the implementation, follow-up and updating of the procedures related to the ESH-ULiège student status.

During the meetings of the ESH-ULiège commission, the administrative coordinator is responsible for ensuring the application of special provisions decided by the Commission for facilitating the realisation of the student's project. The coordinator is available to said student and proposes, when appropriate and with their agreement, the new accommodation requests rendered necessary by the evolution of the health situation of the student.

The administrative coordinator ensures individual follow-up and support, contact with the external bodies and internal services of ULiège and, in particular, with the academic tutors so that the accommodations are as adequate as possible in relation to the student's needs. 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 proposals useful for the improvement of the status.

APPENDIX 3

THE ACADEMIC TUTOR

Each faculty designates, by (and for) section/department, a member of the academic body who is the privileged interlocutor of ESH-ULiège students.

This privileged interlocutor is designated as an "academic tutor" and makes sure, through close collaboration with the ASH department, to put in place everything in order to help and facilitate, within the section/department, all useful procedures (notably regarding the potential extension of the study year, of the organisation and terms of exams, etc.) which would enable the ESH-ULiège student to reach 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 the established accommodations.