

CHARTER FOR WELCOMING AND SUPPORTING STUDENTS WITH DISABILITIES

UNIVERSITY OF CAEN NORMANDIE



1. Preamble

This charter refers in particular to the following texts and documents:

- Code de l'action sociale et des familles, in particular article L 114;
- Education Code, in particular articles D.613-26 and seq;
- Law No. 2005-102 of 11 February 2005 on equal rights and opportunities, participation, and citizenship for people with disabilities;
- Circular No. 2011-220 of 27 December 2011 on the organisation of school and higher education examinations and competitions for candidates with disabilities;
- University Disability Charter of 4 May 2012, signed by the Conference of University Presidents (CPU), the Ministry of Higher Education and Research, and the Ministry of Labour, Social Relations, and Solidarity;
- Guide to supporting disabled students at university - CPU 2012 ;
- Common regulations for studies 2022-2027 of the University of Caen.

2. General principles, objectives, and target audience

2.1. Objectives and general principles

The aim of this charter is to consider the specific needs of various disabilities to ensure that as many people as possible can access the courses offered by the university.

To this end, it sets out the general principles that should govern relations between the University of Caen Normandy and students with disabilities, within the framework of laws and regulations.

This charter therefore aims to:

- Encourage the integration of students with disabilities;
- Support students with disabilities, with the aim of promoting their independence and equal opportunities in their university studies;
- Improve the coherence and clarity of the arrangements for students with disabilities at the University of Caen Normandy.
- Promote equity in the care of students with disabilities.

2.2. Target audience

This applies to students who, during their university studies, have a disability as defined in Article L. 114 of the French Social Action and Family Code. According to this article,

"A disability is any limitation of activity or restriction of participation in social life experienced by a person in their environment due to a substantial, lasting, or permanent impairment of

one or more physical, sensory, mental, cognitive, or psychological functions; a multiple disability; or a disabling health disorder.”

Candidates affected by a limitation of activity not covered by the definition of disability in the aforementioned Article L. 114 of the Code de l'Action Sociale et des Familles do not fall under the provisions of this charter. However, their cases will be considered in accordance with the rules governing the organisation of studies and examinations (see the university's study regulations).

3. Recognition of disabled student status: the various stakeholders involved

Various stakeholders, structures, and partners are involved in welcoming and supporting students with disabilities throughout their studies and student life. They may be internal or external to the university, and may specialise in disability issues or operate under general legislation.

In all cases, it is the university, under the responsibility of the disability officer, that steers the implementation of the disability master plan, manages the reception and support system, and brings together the various stakeholders, structures, and partners.

3.1. The main stakeholders

The Student Health Service (SSE)

The Student Health Service consists of health professionals responsible for providing students with medical, psychological, and social care throughout their university studies.

In particular, it contributes to supporting and integrating students with disabilities.

Relais handicap santé (RHS)

The Relais Handicap Santé is a service attached to the Direction des études et de la vie étudiante (Department of Studies and Student Life - DEVE). This department, under the authority of the university president, is responsible for welcoming and supporting students with disabilities. It serves as their main, though not exclusive, point of contact. The Relais provides various forms of assistance (human or technical), depending on the assessment of the student's needs for reasonable adjustments, in coordination with the SSE and the faculties.

It can provide support at any point during the student's academic journey, upon request. It is a place where students are welcomed and listened to.

The faculties

The faculties (teaching teams, administrative and support staff) play a key role in welcoming, supporting, and managing the education of all students. Each faculty appoints an academic disability advisor and an administrative advisor, whose role is to serve as a liaison between the student with a disability, the university, the teaching staff, and the Relais Handicap Santé.

Heads of faculties are authorised by the President of the University, through a delegation of signature, to sign decisions regarding examination arrangements for students with disabilities. They are also responsible for ensuring that these decisions are properly implemented.

The cross-functional team

The University of Caen Normandy has a cross-functional team composed of at least one representative of the SSE, one from the Relais Handicap Santé, and the educational and/or administrative disability adviser of the faculty. This cross-functional team serves as a body for consultation and mediation. Referrals to the multidisciplinary team may be made by:

- Students, by submitting a written request to the SSE or the Relais Handicap Santé;
- the SSE;
- the Relais Handicap Santé
- the faculty's educational and/or administrative disability adviser, or, in the absence of such an adviser, by a person designated by the faculty.

3.2. Student Life Services

The Carré International (CI)

The Carré International is a university department that supports students wishing to go abroad during their studies (for a study period or work placement). It also serves as a test centre for certain qualifications. Test arrangements can be made for students with disabilities; before registering, they should contact the Carré International Certifications office at least 2 months before the planned test date. The application will be reviewed, and appropriate solutions will be proposed in accordance with the regulations in force for each certification. Students wishing to go abroad or take a certification exam should contact the Carré International directly.

The Common Documentation Service (SCD)

The Common Documentation Service offers a range of resources, including books, periodicals, and specialised collections. Students with disabilities benefit from special services such as extended loan periods, free interlibrary loans, and provision of equipment. Two disability advisers are available to provide a personalised support (scd.handicap@unicaen.fr).

The University Physical and Sports Activities Service (SUAPS)

The SUAPS offers a wide range of activities, including basketball, aquagym, swimming, archery, badminton, fitness, yoga, climbing, rowing, shooting, weight training, and more. These activities are available across the different sites and campuses. Whatever your disability, the SUAPS can provide advice and offer personalised solutions to help you take part in the sport or activities of your choice.

Les maisons de l'étudiant (MDE) / \simeq *Student Union building*

The MDEs are welcoming spaces dedicated to students. They offer a range of services, including an auditorium, an exhibition area, a cafeteria, a space for student associations, self-service computers and Wi-Fi access, information about accommodation in the city and temporary jobs opportunities, Léocarte charging points for university restaurants, etc. They also host shows, film screenings, concerts, and various events throughout the academic year.

Espace Orientation Insertion (EOI) / \simeq *Career and Academic Guidance service*

The "Espace Orientation Insertion" is a service responsible for welcoming, informing, and advising students as they build their educational pathways and develop their career plans. It offers support with guidance – whether academic or professional – as well as assistance in finding internships and jobs. It also serves as a freely accessible resource centre.

4. How to obtain disabled-student status

Students are at the heart of the programme. They are not only the focus of attention for the various stakeholders and structures; they also play a decisive role in the development, implementation, and success of their study plans, as well as in expressing their needs for disability-related accommodations.

4.1. The request for accommodations

It is the student who initiates the support process by informing the support services of their needs and the difficulties they are encountering at university due to their disability.

There are two types of accommodations: study accommodations and examination accommodations.

4.1.1. The request for study accommodations

Students who need accommodations for their studies should contact:

- The Relais Handicap Santé (RHS), which will then forward the request to the SSE.

<p>Relais Handicap Santé Campus 1 – Building B – Office B1-028 Esplanade de la Paix CS 14032 14032 Caen cedex 5 deve.accueil.handicap@unicaen.fr 02.31.56.53.19</p>

- Or directly the SSE by following the procedure described below.

4.1.2. The request for examination and study accommodations

Step 1: Make an appointment

Make an appointment as soon as possible (see below) with a doctor at the Health Service (SSE) to assess your accommodation needs.

Student health service (SSE):

Booking appointments online

Contact: sse.secretariat@unicaen.fr

Opening hours: Monday to Friday | 8.00 am - 6.00 pm



Requests for accommodations can be made by post in the following situations:

- Hospitalised students
- Students enrolled in distance learning who live outside the Normandy region

Applications should be sent by post using the appropriate form, available for download from the university website by [clicking here](#).

The form and the medical information supporting the request must be placed in a confidential sealed envelope marked "Medical Confidentiality" and sent to the SSE, addressed to the Medical Director.

Service de santé étudiante (SSE)

Esplanade de la Paix – Caen – Campus 1

Building "L'Oxygène" – 1st floor (opposite the stadium)

47 Avenue de Bruxelles – CS 14032

14032 Caen Cedex 5

Important points to consider :



- Deadlines: Students have up to two months from the start of the academic year or from the resumption of classes in the second semester to submit their request for examination and/or study arrangements.
- When making the appointment, the student must inform the faculty that a request for accommodation has been made, so that sufficient time is allowed to implement the arrangements.

Step 2: Appointment day

On the day of the appointment, students must bring the following documents:

- Medical records (recent information)
- Health booklet
- Information provided by the Departmental House for Disabled Persons (MDPH)
- Teaching aids for assessing the situation :
 - > Personalised schooling project (PPS)
 - > Individual reception plan (PAI...)

The SSE and the RHS are places where people are welcomed and heard, and where the confidentiality of the information they provide is guaranteed.

4.2. The decision of the SSE Medical Committee

Requests for examination and/or study accommodations are submitted to the SSE Medical Committee, composed of the department's doctors, all appointed by the CDAPH (Commission for the Rights and Autonomy of Disabled Persons). The committee then issues a recommendation for adjustments to studies and/or examinations tailored to the student's accommodation needs.

This notice is sent electronically via the GAETHAN application:

- To the student for information
- To the Relais Handicap Santé for the implementation of study accommodations
- To the faculty for a decision on the arrangements for exams

This decision is valid for the current academic year only, and the student must submit a new application each year. If the decision applies to only one semester, the application must be renewed for the following semester.

4.3. The administrative decision on accommodations

4.3.1. Study accommodations

Study accommodations recommended by the SSE Medical Committee are reviewed and implemented by the Relais Handicap Santé, in collaboration with the faculty. In principle, the study adjustments made by the Relais Handicap Santé are granted following the recommendation of the SSE Medical Committee.

4.3.2. Examination accommodations

Exam accommodations recommended by the SSE Medical Committee are reviewed by the faculty.

Using the GAETHAN application, the faculty issues a decision to grant or refuse accommodation, which is then notified to the candidate. This notification specifies the deadlines and procedures for appeal.

By granting these accommodations, the faculty helps to restore equal treatment among students.

5. Support provisions

The adjustments proposed and applied to studies are designed to compensate for a student's disability. These compensation measures are therefore individual and tailored to the specific needs of the person concerned. Students benefiting from them remain subject to the university's general rules.

The institution undertakes to make the necessary adjustments to accommodate the student's disability.

5.1. Study support and accommodations

Students are offered a range of study support options depending on their needs, chosen course, and environment. These needs are assessed as accurately as possible to compensate for the disability, and if they change during the year, the accommodations can be modified accordingly.

Here are the main ones:

- Assistance with administrative and educational enrolments
- Visits and identification of premises and routes before the start of the academic year and during the year
- Help with timetabling and priority enrolment in tutorials, if necessary
- Connecting students with their lecturers and/or the faculty authorities
- Adaptation of documents into large print
- Braille transcription
- Educational assistance

- One-to-one tutoring
- LSF (*French Sign language*) interpreting or communication interface
- Loan of specialised equipment
- Allocation of car park access permits
- Free printing and photocopying

5.2. Examination accommodations

Article D. 613-26 of the Education Code states:

"Candidates for examinations or competitions in higher education organised by the Minister for Higher Education or the Minister for Culture who have a disability may benefit from arrangements relating to:

1° The conditions under which the tests are held, enabling them to benefit from the material conditions and appropriate technical and human assistance suited to their situation;

2° An extension of the time allowed for one or more tests, which may not exceed one third of the time normally allotted for each test. However, this extension may be further increased, taking into account the candidate's exceptional situation, upon a reasoned request by the doctor and recorded in the notice referred to in article D. 613-27;

3° The retention, for a period of five years, of the marks for the tests or units obtained in the examination or competition and, where applicable, the benefit of knowledge obtained under the procedure for validating experience as set out in Section 2 of this chapter;

4° The spreading of tests over several sessions;

5° Adaptations or exemptions from examinations made necessary by certain disabilities, under the conditions laid down by order of the Minister for Higher Education, the Minister for Culture, or the President or Director of the institution.