

# REQUEST FOR ACCOMMODATIONS AT THE UNIVERSITY OF CAEN NORMANDY



## STEP BY STEP

1

I have a health condition or disability that could affect my studies:  
I book an appointment online with a doctor from the Student  
Health Service (SSE)

Book an initial appointment →



2

Depending on my accommodation needs, the medical  
information provided by the doctor, and the opinion of the  
SSE's Plural Medical Committee, an accommodation notice will  
be issued. I will receive it by email via Zimbra.



3

This advice may include recommendations such  
as **Exam accommodations**.

These will be subject to approval by my academic  
department (faculty), which will also receive my  
accommodation notice. I will receive the decision  
from my faculty by email via Zimbra, in the form  
of an official decree. The approved  
accommodations will then be implemented by  
my Registrar's Office.



4

### **Study accommodations:**

These will be arranged by the Relais Handicap  
Santé following an initial appointment with  
the service, either in person or by telephone  
if you are located on a remote site.



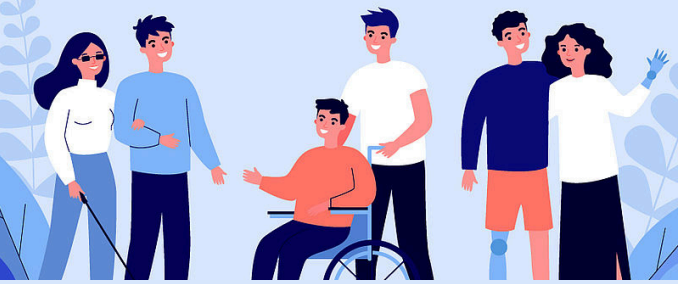
5

Despite my accommodations, I am still  
experiencing difficulties:  
I get back in touch with the Relais  
Handicap Santé if I have been receiving  
their support, or with the Student Health  
Service (SSE) to reassess my needs.



For additional details, [click here](#).





# STUDY ACCOMMODATION OPTIONS



## COURSE CATCH-UP AID

This can take several forms depending on the recommendations of the SSE.

The photocopy card: The Relais Handicap Santé reloads your Léocarte with credit for 300 photocopies over the course of the year, according to your needs.

Course catch-up via CEMU: if your course is also offered through distance learning, the Relais Handicap Santé will obtain all the corresponding course materials and print them out for you to collect each week.

Teaching assistance: We recruit a student to attend most of your courses with you and pay them to send you their course notes every week.

- Call for volunteers: if you are absent for a short period, we will put out a call for volunteers within your year group to help recover and pass on the lessons you have missed.



## CAMPUS NAVIGATION AID

The Relais Handicap Santé team can help you prepare for the start of the new academic year and assist you in discovering your campus and future lecture theatres or classrooms, according to your specific needs or if you have reduced mobility.



## LOANING EQUIPMENT

The Relais Handicap Santé has a stock of equipment, including laptops equipped with DRAGON software, AntiDote, Robert Correcteur, ClaroRead, JAWS, NVDA, and Braille displays.

Subject to the recommendation of the SSE, equipment can be allocated to you during your academic year.

Please note that the loan of a single computer may not exceed one year.



## STUDY SUPPORT

The Relais Handicap Santé recruits students to provide up to 4 hours of individual support per week to those who need it, in areas such as organisation, revision, subject content, or university study methods.



## PARKING ACCESS BADGE

The Relais Handicap Santé, following a recommendation from the SSE, will grant you access to the university campus car park via your Léocarte.



## KEY POINTS

The Relais Handicap Santé can assess and anticipate needs, but cannot implement study accommodations unless they have been recommended by the SSE.

In order for the study arrangements recommended by the SSE to be implemented by the Relais Handicap Santé, it is essential that you attend an initial interview with a member of our support staff. Once this interview has taken place, and provided that your accommodations have not changed in the meantime, they can be renewed each year as soon as we receive your accommodation notice.



## NEED EXAM ARRANGEMENTS?

The Relais Handicap Santé does not handle exam arrangements.

The recommendations of the Student Health Service concerning examination arrangements (e.g., 1/3time allowance, computer-based exams, small class sizes, secretary assistance, etc.) included in your accommodation notice will be forwarded to the Disability Advisor in your faculty. They will be responsible for validating these recommendations based on the organisation of the course and the feasibility of implementing them. Your faculty's decision will be communicated to you via a formal decree sent to your Zimbra student mailbox.

