

# SPECIFIC NEEDS

## DO YOU HAVE A HANDICAP, DISABILITY OR SPECIFIC LEARNING RELATED IMPEDIMENT?

IHECS makes arrangements to allow you to continue your studies in comfort.

The student can make a formal request for adapted facilities by filling in the form below and sending it back to the Erasmus office [erasmus-in@ihecs.be](mailto:erasmus-in@ihecs.be)

On the basis of the documents provided, the service for the reception and accompaniment of students with special needs establishes a file which will be submitted to the category director for approval.

## ORGANIZATION OF REASONABLE ARRANGEMENTS FOR INCLUSIVE HIGHER EDUCATION

### Objectives

Implement measures to eliminate or reduce the material, pedagogical, cultural, social and psychological barriers encountered during studies and socio-professional integration.

### Information

In accordance with the relevant decree, in the event of a proven impairment, specific learning disability or disabling illness, a request for special arrangements can be made with the institution.

In this case, the institution makes arrangements, within the limits of its capabilities, in order to enable the student to achieve the expected competencies. The procedure must be submitted to the Erasmus office, which will forward the file to the head of the office of inclusive education.

## REQUIREMENTS FOR THE SUBMISSION OF A REQUEST FOR REASONABLE ACCOMMODATION

The application form (below) must be submitted to the Erasmus office as soon as possible (allowing for reasonable time before the deadline for appointments so that a reply can be given)

### Items to attach to the application form :

*Specific Learning Disability*

The applicant should provide a recent detailed report (the report must have been made less than

one year before the application), on the level of autonomy of the applicant, drawn up by a specialist in the field, a public body responsible for people with disabilities or a multidisciplinary team. The results of tests related to specific learning disabilities, persistent difficulties and the specific needs of the person concerned should be mentioned in the report.

#### *Disabling Disease or Deficiency*

The applicant should provide a recent detailed report (the report must have been made less than one year before the application), on the level of autonomy of the applicant, drawn up by a specialist in the field, a public body responsible for people with disabilities or a multidisciplinary team. The nature of the illness or disability and the difficulties that the institution must be attentive to, and the specific needs of the person concerned should be mentioned

## **COMMITMENTS OF THE INSTITUTION OF HIGHER EDUCATION**

The head of the institution's inclusive education department will study the request and, in consultation with the student and according to the possibilities of the institution, will establish a list of possible arrangements.

The application will then be examined and either approved or rejected. The final decision, which will be sent to the student, will be based on the law of July 29, 1991. If the application is approved the person in charge of the inclusive education at the institution will establish a personalized support plan.

All data entered in the file are strictly confidential and will be treated in compliance with professional ethics. The dissemination of the contents of the file will be limited to those aspects that are relevant to the action to be carried out within the framework of the personalized support plan.

The student's companion may contact the professional specialists and referees of the applicant

# Application form for specific arrangements

Last name : ..... First name : .....

E-mail address : .....

Phone number : .....

Date of birth: .....

Academic year : .....

Home institution : .....

Chosen program : FRENCH / ENGLISH

Nature of the request and specific needs of the student:

The student authorizes / does not authorize<sup>1</sup> the person in charge of the inclusive education to contact the specialists who have assessed the student's situation.

Date and signature of the student :

<sup>1</sup> Please cross out the option that does not apply to your situation.