



UNICAMILLUS

REGULATIONS FOR INCLUSION AND THE RIGHT TO STUDY OF STUDENTS WITH DISABILITIES AND/OR SpLDs

Approved by the Board of Directors on 19 June 2024 (Ref. 130)

Introduction

UniCamillus University, in order to promote inclusion and accessibility for all students, has drawn up these Regulations in order to discipline the University's support services for students with disabilities and/or Specific Learning Difficulties (SpLDs), in compliance with current legislation. The main regulatory sources to which these Regulations refer are listed below.

- Law No. 170/2010 “New regulations on Specific Learning Difficulties in schools”
- DM 5669/2011 and the “Guidelines for the right to study of pupils and students with Specific Learning Difficulties”
- Guidelines of the Conferenza Nazionale Universitaria Delegati per la Disabilità (CNUDD).
- Law No. 104/1992

Art.1 Recipients of the services of these Regulations

The following categories of students may access the services and supports governed by these Regulations:

- Students with disabilities
- Students with Specific Learning Difficulties

who are up to date with their university fees, with all the requirements of other university regulations and are in possession of a valid certificate (Art.3.1).

Art.2 University contact persons

UniCamillus provides the following dedicated figures to support students with disabilities and/or SpLDs:

- Rector's Delegate for the integration of students with disabilities and SpLDs;
- Disability and SpLDs Tutor.

Moreover, UniCamillus created a specific Office:

- Disability and SpLDs Office (email dso@unicamillus.org)

Art.3 Request for recognition of disability and/or SpLDs certificate

In order to obtain recognition of the certificate and to benefit from dedicated support (Art.4), the student must submit documentation to the Disability and SpLDs Delegate (indicated in Art.2 of these Regulations) as follows.

Art.3.1 Submitting the certificate

To be considered valid, the request for activation of services and support must be accompanied by at least one of the following documents.

- Disability (Law No. 104/1992)
 - valid civil invalidity certificate issued by the INPS medical commission stating a civil invalidity percentage of 66% or more, or recognising the student as a disabled person (Art. 3 paragraphs 1 & 3);
 - any specialised clinical-diagnostic documentation supporting the civil invalidity certificate presented.
- SpLDs (Law No. 170/2010)
 - SpLDs certificate issued by National Health Service facilities or by specialists and/or facilities accredited by the NHS, showing the nosographic codes and the explicit wording of SpLDs. It must also contain the information necessary to understand the individual characteristics of each student, indicating their respective areas of strength and weakness. The diagnosis must have been issued no more than three years before the application if it is made for the under-age student. Certificates issued after the age of 18 do not need to be renewed.
- Evidence of other conditions affecting the normal participation in teaching activities and performance of exams.

This documentation, in order to be examined, must be sent exclusively via the student's institutional email address to the UniCamillus Disability and SpLDs Office (the email address is reported in Art.2).

Art.3.2 Outcome of the evaluation of the submitted certificate

Following the evaluation of the documentation submitted, the Disability and SpLDs Office will email the outcome issued by the Disability and SpLDs Delegate to the applicant students. Approximately within 15 days of the submission of the request, the student will receive one of the following types of feedback:

- should the Delegate consider the documentation received insufficient, they may request further documents, certificates and/or clarifications;
- if the Delegate deems the documentation received to be sufficient, they will issue the authorisation and complete the summary evaluation form with the specifics of the compensatory tools identified and made available to the applicant. (*Annex 1*).

Art.3.3 Contacts with the teaching staff

Only those students regularly enrolled, in good standing with their university fees and in possession of the authorisation of the Disability and SpLDs Delegate may be guaranteed the total and/or partial granting of the compensatory tools and methods reserved for them. Such support must be agreed upon with each course convenor at the start of the course, or at least well in advance of the exam dates. The student should then send an email to the lecturer/professor via the institutional email address, copying the Disability and SpLDs Office and the Disability and SpLDs Tutor, in order to communicate their intention to use the compensatory tools. If the compensatory tools include the use of concept maps and/or forms, these must be viewed and agreed with the lecturer/professor at least one week before the exam, in order to check their suitability. In the email, the student must specify which compensatory tools they are requesting. Attached, they must also send their summary form (*Annex 1*), and any concept maps they are requesting. Concept maps and/or forms not agreed with the lecturer/professor may not be used during the exam.

NB Please note that, in the case of integrated teaching comprising several modules, an email must be sent to each individual lecturer/professor in charge of the specific teaching module.

Art.4 Student support

The University intends to guarantee all its students equal opportunities to access and enjoy their studies. For this reason, to those students whose request for support and services has been accepted, UniCamillus provides the following.

Art.4.1 Tutoring desk

The presence of a dedicated (non-individual) Tutor allows a clear view of each individual's potential and difficulties. With this dedicated support it is possible to:

- build a tailor-made study method that can help students achieve autonomy in individual study;
- receive suggestions on how best to create concept maps;
- receive help with disability and SpLDs issues.

Art. 4.2 Personalisation of exams

In accordance with the evaluation form produced by the Disability and SpLDs Delegate (*Annex 1*), students may request the use of compensatory measures to support them during the exam sessions of individual integrated courses. Below is the list of all the tools and compensatory measures made available, from which to select the most appropriate tool (or more than one, should it be

recognised as necessary by the Delegate) that the student may request as indicated in Article 3.3:

- Additional time equal to 30% more than the scheduled time for the exam, in the case of a written exam;
- Possibility of requesting written exams in oral form, and not vice versa (the request must be received by the lecturer/professor at least one week prior to the exam);
- Use of concept maps (**NB** they must be self-produced by the students as a personal work developed during the study for the exam preparation and contain essential information and concepts);
- Use of forms (**NB** they must be self-produced by the student as a personal work developed during study for the exam preparation);
- Use of the non-scientific calculator.

Art. 4.3 Dedicated support in case of certificates issued according to Law No. 104/1992 and other special conditions

With regard to the documentation pursuant to Law 104/1992 and the documentation attesting to other special conditions, based on the specific nature of these conditions, the Disability Delegate will arrange for any ad hoc support and/or compensatory tools that safeguard inclusion and accessibility for all moments of university life for UniCamillus students.

Art. 5 Final provisions

For legal and interpretation purposes, only the Regulations approved by the Board of Directors on 19 June 2024, whose original is filed at the Disability and SpLDs Office and drafted in Italian, are to be regarded as authentic. A certified copy may be obtained.

For all matters not provided for in this document, reference is made to the Statute and Regulations governing the operation of the University's activities, and the relevant legislation in force.

Annex 1 Summary Support Evaluation Form



Support Form

Name	
Surname	
Registration number	
Type of certificate	
Compensatory tools	
Date in which the certificate was issued	
Notes	