



REGULATIONS
ON THE INCLUSION AND RIGHT TO EDUCATION
OF STUDENTS WITH DISABILITIES
AND/OR SPECIFIC LEARNING DIFFICULTIES (SLD)
AND/OR SPECIAL EDUCATIONAL NEEDS (SEN)

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Introduction

UniCamillus University, in order to promote inclusion, accessibility and full participation in university life, adopts these Regulations to govern the services and support measures intended for students with disabilities, Specific Learning Disorders (SLD) and, within the limits set out in these Regulations, Special Educational Needs (SEN), ensuring that the relevant activities are carried out in compliance with sector-specific legislation and the privacy principles set out in Regulation (EU) No 679/2016 (also known as the 'GDPR'). The main legislative sources to which these Regulations refer are set out below:

- Law No. 170/2010 “New provisions concerning specific learning difficulties in schools”
- Law No. 104 of 5 February 1992, containing the “Framework Law on assistance, social integration and the rights of persons with disabilities”, as subsequently amended and supplemented, as well as Law No. 17 of 28 January 1999;
- Ministerial Decree 5669/2011 and the “Guidelines on the right to education for pupils and students with specific learning difficulties”
- Guidelines of the National University Conference of Delegates for Disability (CNUDD 2024).
- Regulation (EU) 2016/679 (GDPR), in particular Articles 5, 6, 9, 13, 25, 29, 32 and 35, and Legislative Decree No. 196 of 30 June 2003, as amended, with particular regard to Articles 2-ter, 2-sexies, 2-septies and 2-quaterdecies, as well as the provisions of the Data Authority and the applicable guidelines of the European Data Protection Board.

Article 1 – Recipients of the services covered by these Regulations

The following may access the services and support governed by these Regulations:

- a) students with disabilities
- b) students with Specific Learning Difficulties (SLD)
- c) students with Special Educational Needs (SEN) who are duly enrolled and in possession of a valid certificate (Art. 3.1).

Access to services and support is also reserved for students sitting the entrance examinations for degree programmes; please refer to the specific calls for applications for further details.

Art. 2 – University Representatives

UniCamillus, in support of students with disabilities, specific learning difficulties (SLDs) and/or special educational needs (SEN), provides the following representatives:

- **Rector’s Delegate for the Inclusion of Students with Disabilities and SLDs**
 - The Representative for the Inclusion of Students with Disabilities and SLDs coordinates the University’s policies on inclusion, manages relations with the Disability and SLD Service and with the relevant external bodies, approves individualised plans, compensatory measures and special arrangements, oversees the correct application of these measures during the admission, attendance and examination phases, promotes staff training and raises awareness within the academic community, monitors the performance of services and reports to the relevant bodies. In carrying out these functions, they ensure, within the scope of their authority, that medical documentation is examined exclusively by specifically authorised persons and that only the operational information strictly necessary is communicated to lecturers and examination boards, without disclosing diagnoses or further clinical details.
- **Disability, SLD and SEN Tutor**
 - The Disability, SLD and SEN Tutor is appointed by the University from amongst staff with specific training or experience in the field of disability, specific learning difficulties and special educational needs, and works in collaboration with the Rector’s Delegate and the relevant University staff responsible for disability, SLD and SEN. The Tutor provides support and guidance, including:
 - assisting the student in developing a personalised study method designed to enable them to achieve progressive autonomy in their independent study;
 - providing methodological guidance on the organisation of concept maps, templates and other compensatory materials, in accordance with the criteria set out in Article 4.2;
 - at the student’s request, carrying out a preliminary validation of a purely formal nature (not relating to content) of self-produced compensatory material, in accordance with the procedures and terms set out in Article 3.3, it being understood that final approval of the content remains the responsibility of the lecturer in charge of the course;

- providing general information on issues relating to disability, SLD and SEN within the university context, referring the student to the relevant Office or the Designated Officer for matters relating to assessment or certification.

This service is provided on an individual basis and does not replace the teaching obligations of the course lecturer, nor does it supersede the assessments carried out by the Delegate for the Inclusion of Students with Disabilities and SLDs. The Tutor acts as a person authorised to process data pursuant to Article 29 of the GDPR and Article 2-quaterdecies of the Privacy Code; in accordance with the instructions issued by the University, they shall access only the information strictly necessary for the support requested and may not retain copies of medical documentation on personal devices, non-institutional email accounts or storage locations other than those authorised. The duty of confidentiality remains in force even after the end of the appointment.

Furthermore, for information, support and enquiries regarding dedicated services, please contact the University at the email address [**dso@unicamillus.org**](mailto:dso@unicamillus.org).

Art. 3 – Application for recognition of a disability certificate and/or a certificate of specific learning difficulties (SLD)

In order to obtain recognition of their certificate and to be eligible for dedicated support and facilities (Art. 4), applicants must submit the relevant documentation to the Delegate for the Inclusion of Students with Disabilities and SLDs (as specified in Art. 2 of these Regulations) in accordance with the following procedures.

- Access to documentation and certificates is restricted exclusively to the Rector's Delegate, to administrative staff responsible for matters relating to disability and SLDs and, only in cases where this is essential for the performance of their respective duties, to the Tutor or other persons expressly authorised by the University. Lecturers, examination boards and other teaching bodies shall not have access to certificates, medical reports and/or diagnoses, but shall receive only the operational guidelines setting out the measures and instructions necessary for their practical implementation, in accordance with criteria of competence, necessity and strict relevance.

Art. 3.1 – Submission of certification

Students' applications for the provision of services and support must be accompanied solely by the documentation necessary to verify the eligibility criteria and to identify the appropriate measures in accordance with the purpose of these regulations.

- Disability (Law No. 104/1992)
 - a valid civil disability certificate issued by the INPS medical commission, indicating a civil disability percentage of 66% or more, or for persons with disabilities (Article 3, paragraphs 1 and 3);
 - any specialist clinical or diagnostic documentation may be requested or obtained only where strictly necessary to clarify the functional effects relevant to the purposes of the support measures and must be limited to elements pertinent to the assessment;
- SLDs (Law No. 170/2010)
 - SLD certification issued by Italy's NHS facilities or by specialists and/or facilities accredited by Italy's NHS, stating the nosographic codes and explicitly referring to the SLD. Furthermore, it must 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 previously if drawn up for a student who is a minor. Certificates issued after the age of 18 do not require renewal.
 - a statement regarding other conditions that affect regular participation in teaching activities or taking exams, drafted in such a way as to include only the practical and time-related information necessary for the assessment of the measures requested, without any unnecessary clinical details.

The documentation must be submitted exclusively via the dedicated institutional channel specified by the University. If the designated channel is email, the message must be sent from the student's institutional email address and addressed only to dso@unicamillus.org; the subject line of the message must be worded in neutral terms and must not contain any diagnoses or references to the specific condition. Attachments containing health-related data must be secured, and any login credentials required to open them must be provided via a separate channel. It is forbidden to include unauthorised parties in the copy field.

Art. 3.2 – Outcome of the assessment of the submitted certification

Following the assessment of the documentation, the relevant staff shall inform the student, via the confidential institutional channel, of the outcome determined by the Delegate for Students with Disabilities and SLDs. The notification shall not include any clinical information beyond what is strictly necessary and shall not contain the original medical documentation as an attachment. As a general rule, within fifteen days of receiving a complete application, the student will receive one of the following responses:

- if the Delegate considers the documentation received to be insufficient, they may, where necessary, request further supporting documents, certificates and/or clarifications;
- if the documentation is deemed sufficient, the Delegate for Students with Disabilities and SLDs will issue the authorisation and draw up the Operational Guidelines Document detailing the authorised support and measures as set out in Annex 1. The form contains only the minimum identifying information, the period of validity and the necessary operational instructions, without specifying the diagnosis, the type of certification or any further clinical details.

Art. 3.3 – Contact with Lecturers

Students holding authorisation from the Delegate for Students with Disabilities and SLDs are guaranteed the implementation of the measures set out in the Operational Guidelines Document on Support Measures. The student must inform the lecturer, in good time before the lecture or examination, of their intention to make use of the authorised measures. Only the Operational Guidelines Document must be attached to the notification; no certificates, medical reports, diagnoses or preliminary documentation must be sent to the lecturer. The subject line and text of the message must be worded in a neutral manner and limited to the measures requested. Concept maps and forms, where applicable, are submitted only for academic approval within the timeframes set out in these Regulations.

Students who wish to do so may contact the dedicated SLD helpdesk for information on the criteria for creating and procedures for using these tools, and may, if necessary, obtain prior formal validation of self-produced material from the SLD Tutor (at least 15 working days before the exam), following which they must, in any case, proceed to send the material to the lecturer in charge of the course (or of the individual module within the integrated course) for final approval of the content.

The Tutor may be involved in communication with the lecturer only when they have actually provided support in preparing the material and their participation is necessary to complete the procedure. Including the Tutor as a copy recipient is not automatic and does not authorise the transmission of medical certificates or clinical information.

In the case of an integrated course, the communication is addressed exclusively to the coordinator and the lecturers of the modules for which the measures are to be implemented, avoiding bulk mailings or sending to irrelevant distribution lists. Each recipient shall use the information received exclusively for the management of the specific teaching or examination activity.

Art. 4 - Benefits for students

The University aims to guarantee all students equal opportunities to access and enjoy their academic programmes. For this reason, UniCamillus provides the following measures to students whose requests for support and services have been approved.

Art. 4.1 – Adaptation of examination tests

In accordance with the Operational Guidelines Document for Support Measures drawn up by the Delegate for Students with Disabilities and SLDs (Annex 1), students may make use of recognised compensatory measures during teaching activities and examinations. The lecturer and members of the examination board shall receive only the instructions necessary for the application of these measures and may not request or consult the certification, diagnosis or any other medical documentation. The information obtained must not be recorded in examination reports, lists of candidates or other documents accessible to unauthorised persons.

In particular, the compensatory measures include the following:

- 30% extra time compared to the time allocated for the examination, in the case of a written examination;
- the option to request that written examinations be conducted orally, and not the other way round (Please note: the request must be received by the lecturer at least ten working days before the examination);
- use of forms (Please note: these must be produced by the students themselves as a personal piece of work developed whilst studying for the assessment; the request for approval must be submitted to the lecturer at least ten working days before the exam);

- use of a calculator (Please note: the type must be agreed with the lecturer; the request must be submitted to the lecturer at least ten working days before the exam);
- use of concept maps that meet the following criteria (Please note: the request for approval must be submitted to the lecturer at least ten working days before the exam). The acceptance of concept maps is subject to the following criteria:
 1. they must be produced by the students themselves as a personal piece of work (even with the use of digital tools, if necessary);
 2. they may be created in digital or paper form, depending on the student's study method, provided they are clearly legible and interpretable (Please note: digital material must still be printed out for the day of the exam);
 3. software may be used for graphic layout;
 4. they must contain essential information and concepts in a schematic form rather than in text or summary form (i.e. keywords, hierarchies of concepts, tables or images, links via symbols or connecting words);
 5. The number of concept maps produced must be proportionate to the material covered in the examination and must not exceed the established threshold: for each macro-topic (i.e. a thematic area specified in the syllabus, a chapter of a book, or a main topic) listed in the official syllabus, a maximum of two concept maps (i.e. A4-sized sheets) may be produced. In any case, the total number of maps for an examination (or module in the case of integrated courses) must not exceed 30.
 6. Each student may choose independently whether to cover the entire syllabus or specific topics within the examination syllabus for which to use maps, whilst adhering to the rule described above regarding the number of maps.
 7. The use of colours, images, symbols, tables and/or diagrams within the concept maps is authorised.
 8. Approved concept maps may be used in subsequent examination sessions in the event of absence or failure to pass the examination.

Art. 4.2 – Dedicated support for certifications under Law No. 104/1992 and other special conditions

With regard to documentation pursuant to Law 104/1992 and documentation certifying other special conditions, depending on the specific nature of such conditions, the Delegate for Students with

Disabilities and SLDs shall arrange for any ad hoc support measures and/or compensatory tools to ensure inclusion and accessibility for UniCamillus students at all stages of their university life.

Art. 4.3 – Reserved parking

The University has dedicated parking areas for the academic community (researchers, lecturers, technical and administrative staff), female students holding a ‘baby card’ (link: <https://unicamillus.org/studenti/baby-card/>) and students holding a disabled parking permit.

Art. 5 – Protection of personal data

UniCamillus – Saint Camillus International University of Health Sciences, as the Data Controller, processes the personal data of students and applicants for admission examinations within the framework of the procedures governed by these Regulations. Such processing may concern identification, contact and academic data, as well as special categories of data, including health-related data and information from which a disability, SLDs or other support requirement may be inferred. This data is used exclusively to verify eligibility for services, identify and implement inclusion measures, organise teaching activities and examinations, and manage any requests, complaints or legal obligations.

The processing is necessary for compliance with legal obligations and for the performance of tasks carried out in the public interest relating to university education, inclusion and the protection of the rights of persons with disabilities, pursuant to Article 6(1)(c) and (e) and (3), as well as, for special categories of data, Article 9(2), point (g) of the GDPR and Articles 2-ter and 2-sexies, paragraph 2, points (aa) and (bb), of the Privacy Code, read in conjunction with the sector-specific provisions referred to in the introduction. Consent does not constitute the ordinary legal basis for processing. Failure to provide data that is strictly essential may only prevent the assessment and implementation of the specific measures requested, without giving rise to any further consequences not provided for by legislation or University regulations.

In accordance with the principles of purpose limitation and data minimisation, the University collects only relevant and necessary data and documents, giving priority, where sufficient, to functional information relating to educational needs over diagnostic or clinical details. Any requests for additional documentation must be justified by specific investigative requirements.

The Rector’s Delegate, the administrative staff responsible for disability and SLDs, the tutor and any other parties involved process data exclusively within the limits of their respective remit, as persons

expressly designated and authorised pursuant to Article 29 of the GDPR and Article 2-quaterdecies of the Privacy Code, on the basis of documented instructions and in accordance with the ‘need-to-know’ principle. Lecturers, examination boards and teaching departments receive only the Operational Guidelines Document or equivalent guidance, which does not contain any diagnoses or clinical details. Any suppliers processing data on behalf of the University are appointed as data processors in accordance with Article 28 of the GDPR and are subject to contractual obligations regarding confidentiality, security and the return or erasure of data.

Health-related data shall not be disclosed, under no circumstances, in accordance with Article 2-septies, paragraph 8, of the Privacy Code. Disclosure to parties other than authorised persons is permitted only where required by law or strictly necessary for the provision of the requested service, in accordance with the principles of proportionality and data minimisation.

The University implements technical and organisational measures appropriate to the risk in accordance with Articles 25 and 32 of the GDPR, ensuring data protection by design and by default. In particular, access to files is governed by specific authorisation levels and, where applicable, access logging; where required, documentation is stored in secure institutional archives; transmission takes place via secure channels, with encryption or protection measures for attachments proportionate to the nature of the data; the use of unauthorised personal devices, accounts or services is prohibited. Any paper copies that may be required must be kept in locked cabinets and then securely destroyed when no longer needed.

Data is retained for the period strictly necessary to fulfil the purposes of the procedure and in accordance with the terms set out in the specific privacy notice and, where applicable, in the University’s retention schedule, taking into account the duration of the degree programme, the validity of the measures, legal obligations and the need to safeguard rights in administrative or judicial proceedings. Upon expiry, the documentation is deleted, destroyed or anonymised, unless a regulation or a specific documented requirement mandates its further retention.

Before or at the time of collection, the University provides data subjects with a specific privacy notice in accordance with Articles 13 and 14 of the GDPR, containing at least the purposes, legal bases, categories of recipients, retention periods, rights that may be exercised and the contact details of the Data Protection Officer. The rights provided for in Articles 15 et seq. of the GDPR may be exercised within the limits and subject to the conditions laid down by the legislation by contacting the Data Controller or the Data Protection Officer at dpo@unicamillus.org.

The processing operations governed by these Regulations are included in the register of processing activities and are subject to periodic risk assessments.

Article 6 Temporary and final provisions

For legal and interpretation purposes of these Regulations, the text approved by the Board of Directors, published on the University's website and deposited at the Regulations Office, drafted in Italian, a certified copy of which may be obtained, is authentic.

For any matters not covered in this document, reference should be made to the Statutes and Regulations governing the University's operations and to the relevant legislation in force.

Traduzione a cura del Centro Linguistico di Ateneo in data 13/10/2026.