



Standards for services to students with disabilities and with Specific Learning Disorders (SLD)

(Disposition of the General Director n.50344, 30 July 2019)

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CHAPTER I - GENERAL PRINCIPLES

Art. 1 - Object and area of interest

The following rules discipline the provision of support services to students with disabilities and with Specific Learning Disorders enrolled at University of Camerino and they are valid in all UNICAM Schools.

Art. 2 – Legislative references

Law n. 104/1992 and its subsequent amendments and additions (law n. 17/1999); law 67/2006; law 18/2009; law 170/2010 and subsequent Implementing Decree and Guidelines

Art. 3 - Purposes

The following rules constitute a guarantee for the rights of students with disabilities and SLD, supported in their cultural education, in order to have equal opportunities in dealing with their studies and to live their academic experience.



University of Camerino aims to influence the cultural environment and eliminate barriers that students may face during their career. University of Camerino provides specific services to implement these purposes, according with the human and financial resources available, assigned per year following the criteria defined in the paragraph. 9.

Art. 4 – Beneficiaries

The right to use the support services for students with disabilities and SLD is recognised to:

- Students with a valid and certified civil disability, permanent or temporary;
- Students with a valid certificate as for the law 104/92;
- Students with specific learning disorders (dyslexia, dysgraphia, dysorthography and dyscalculia), that present a valid SLD diagnostic certification. The certificate must be issued no more than 3 years before or at the time of the majority. The certificate must follow the model shown in the arrangement between the Government, Regions and Autonomous Provinces of Trento and Bolzano on "indications for diagnosis and certification of diagnostic Specific Learning Disabilities" of 24.07.2012 that consists of the following parts:

- a. diagnosis and ICD 10 codes;
- b. operating profile: cognitive skills, language and metaphonological skills, visual-spatial skills, motor skills, attentional skills, mnemonic skills,
academic skills: reading, writing (orthography, written expression, spelling), text comprehension, calculation, method of study;
- c. emotional-relational situation (self-esteem, motivation, relationship skills);
- d. proposals and suggestions for intervention;
- e. compensatory and dispensatory measures that are suggested.

In the above list are included:

- Students regularly enrolled at University of Camerino in the following courses:
 - Bachelor and Master Degree;
 - One-tier Master Degree;
 - Old programs Degree courses;
 - Master programs;
 - PhD programs;
 - Post-graduate Schools;
- Students who want to apply for entrance examination or background knowledge test
- Foreign students with disabilities or with SLD, attending an international mobility program at University of Camerino, submitting the required documents provided by Italian laws.



CHAPTER II - ORGANIZATION

Art. 5 - Organization of the services offered by University to students with disabilities and SLD

Members in charge of the services offered by University to students with disabilities and SLD are:

- Rector's Delegate for disability (law n.17/99);
- Referents for disability of the Schools of the University (law n.17/99);
- Administrative manager of the structure in which is located the service;
- Technical and administrative staff of the service;
- External consultants;
- Specialised tutors for disability (law n. 17/99);
- Students in part time collaboration involved into the service;
- Support and didactic tutors;
- Students in part time collaboration
- Teaching staff
- All the University structures in charge for students services.

Art. 6 – Assistance service to students with disability and SLD

The assistance service to students with disability and SLD has been established in 1999 to ensure equal access, integration and participation in university life to all students with disabilities and SLD.

The service has the following tasks:

- to collaborate with the delegate for the operations management in support of students with disabilities and SLD;
- to implement the programmatic indications of the delegate, with particular regard to:
 - support to offices and structures in charge of carrying out practices of students with disabilities and SLD;
 - management of the services reported in Chapter III, according to the current regulations;
 - updating of information about disability on the UNICAM website;
 - filling in of ministerial requests of data recording and reporting of funds, limited to information related to the service activities;
 - promotion of the service within and outside University in collaboration with the relevant departments, as well as providing administrative support at scientific meetings promoted by UNICAM;
 - carrying out any other function related to the services for students with disabilities and SLD.

The staff is committed to:



- provide services, according to the criteria set out at point 10, in order to facilitate the inclusion of students with disabilities and SLD;
- facilitate the active participation of students to university life, providing useful information;
- preserve and maintain the privacy of information provided by students with disabilities and SLD.

CHAPTER III - SERVICES

Art. 7 - Requirements to benefit from the service

Students with disabilities and Specific Learning Disorders (SLD) have to:

- be regularly enrolled
- inform the service about their disability or SLD, following the mentioned criteria of the point 4;
- select the most suitable degree course, according to their disability or SLD;
- participate actively to the planning of the services required.

Students with disabilities and Specific Learning Disorders (SLD) are entitled to:

- autonomously decide on how to arrange their study plan together with the assistance of the University staff;
- benefit from services only if required through the devoted forms;
- get all the information related to services offered to students with disability and SLD;
- preserve and maintain the privacy of information related to their disability or SLD.

Students with disabilities and Specific Learning Disorders (SLD) are invited to:

- fill in the assessment questionnaire at the link <http://www.unicam.it/disabili/valutazione-dei-servizi>, in order to improve the service.

Art. 8 - Procedures for services provision

Students with disability or SLD who want to enjoy benefits and services have to:

- upload the required documents (PDF) in their Esse3 profile at the moment of the enrollment;
- set an interview with the office sending an email to richieste.disabilidsa@unicam.it and specifying the Degree course in order to better arrange the service;
- communicate any special needs (nursing, para-nursing or personal care are excluded because not competence of the University) before the enrollment, to allow the office evaluates if they may constitute an obstacle to the achievement of the educational goals;
- follow conditions and time for the supply of services;



- communicate promptly to the office any variation to the agreement in case of change of physical condition, duly supported by medical documents. The office will re-arrange the assistance plane to ensure the right to achieve the educational goals, according to the new physical conditions.

Art. 9 - Time and procedures to request services

All services have to be requested personally by the interested student, using the forms available at the link <http://www.unicam.it/disabili/modulistica-la-richiesta-dei-servizi-offerti-studenti-con-disabilit%C3%A0-e-con-dsa>.

Will be accepted only requests sent by the institutional unicom domain at the email address richieste.disabilidsa@unicam.it within the expiration date of every form.

Services will be provided compatibly with the human and financial resources allocated annually to the office.

In case that human and financial resources are insufficient to fully cover all requirements, the services are provided with priority to the merit students with less exams remained and fewer years of college enrollment.

The student can break the calculation of the number of exams to be successfully completed annually (two) to access the services, in the case of long periods of absence for documented and certified health reasons(eg. Periods of hospitalization, therapies, surgeries for , etc.). The student will lose the right to the services if he/she doesn't reach the stated criteria of merit.

The SASD reserves the assessment of documented and justified extraordinary cases.

Service	Time to request	How to request
Guidance Interview	It could be set during the last 2 year of high school or before the enrollment.	Email to servizio.disabilidsa@unicam.it specifying the Degree course of interest.
Individual Interview	Before the enrollment	Email to servizio.disabilidsa@unicam.it specifying the Degree



		course of interest.
Support for entrance examination for limited number courses	Expiration dates specified in every call	See the call
Support for the background knowledge test	At least 15 days before the date of the test. In case of test organized by other authorities, see the call .	Fill in the form at http://www.unicam.it/disabilit/modulistica-la-riciesta-dei-servizi-offerti-studenti-con-disabilit%C3%A0-e-con-dsa
Materials: - audio books, comatibly with the content; - webex on-line lessons; - slides of the lessons; - digital material of the lessons, compatibly with the current regulamentation; - highly readable material of the lessons, compatibly with the service.	It depends on the material required, at least 60 days before the date of needing.	Fill in the form http://www.unicam.it/disabilit/modulistica-la-riciesta-dei-servizi-offerti-studenti-con-disabilit%C3%A0-e-con-dsa
Support during lessons: support for laboratories; LIS interpreter;	Within 30 September for courses of the first semester. Within 10 January for courses of the second semester	Fill in tthe form at http://www.unicam.it/disabilit/modulistica-la-riciesta-dei-servizi-offerti-studenti-con-disabilit%C3%A0-e-con-dsa



reserved place into the class; suitable arrangement of the class.	In case of sporadic request, within 15 days to the needing (once per year)	disabilit%C3%A0-e-con-dsa
Personalised exam for students with disability (law n. 17/99)	Within 15 days to the date of the exam	Fill in the form at http://www.unicam.it/disabilita/modulo-richiesta-di-esame-personalizzato-studenti-con-disabilita
Personalised exam for students with SLD (law n. 17/99)	Within 15 days to the date of the exam	Fill in the form at http://www.unicam.it/disabilita/modulo-richiesta-di-esame-personalizzato-studenti-con-dsa
International Mobility	See the concernign call	Contact the responsible person indicated in the call
Internship	No expiration date	Contact the Internship Office
Tutoring	No expiration date	Email to servizio.disabilidsa@unicam.it asking for an appointment with the tutor of the School.
Psychological consultation	No expiration date	Email to consulenza.psicologica@unicam.it



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Advising of architectural barriers in UNICAM	No expiration date	Fill in the form at http://www.unicam.it/disabili/segnalazione-barriere-architettoniche-nelle-strutture-unicam
Assessment questionnaire	No expiration date. It is asked after the benefit from the service	Fill in the form at http://www.unicam.it/disabili/valutazione-dei-servizi

Art. 10 – Cancellation of services

Students who want to cancel a request for a service have to send an email to servizio.disabilidsa@unicam.it 24 hours in advance, specifying a proper motivation.