



ADMINISTRATIVE DIRECTOR

- ACCORDING to the art. 13 Law n. 104 of 05.02.1992", n. 104, which promotes the full integration of people with disabilities in universities, through initiatives aimed at achieving the full realization of the right to education and the effective participation at all stages of university life, for the purposes of a positive inclusion in community studies;
- ACCORDING to art. 1 Legislative Decree n. 17 of 28.01.1999, which guarantees to students with disabilities enrolled in the University specific technical aids and teaching, to be implemented with the support of appropriate specialized tutoring services, established by each university within the limits of budget and resources;
- ACCORDING to the Ministerial Decree n.5669 of 12.07.2011 "Implementing provisions of the Law of 08.10. 2010, 'New rules on Specific Learning Disorders in schools' " and to the attachment "Guidelines for the right to education of students with Specific Learning Disorders";
- ACCORDING to the document of the Consensus Conference on Learning Disorders held at the National Institute of Health on 6-7.12. 2010 as part of the National System Guidelines;
- ACCORDING to the arrangement between the Government, Regions and Autonomous Provinces of Trento and Bolzano on "Guidelines for diagnosis and certification of Specific Learning Disorders" of 24.07. 2012;
- ACCORDING to the proposal of the Delegate responsible for coordinating, monitoring and support of all initiatives (Law .17 of 28.01. 1999),r. Rosalba D'Onofrio, to regulate the provision of services to students with disabilities and with Specific Learning Disorders at the University;
- ACCORDING to the indications of Referrals for disability of the University Schools concerning the proposal of the Delegate to regulate the provision of services to students with disabilities and with Specific Learning Disorders of the University;
- ACCORDING to suggestions of the Manager of the Student Centre "F. Biraschi", Dr. Francesca Magni, concerning the administration of the section "Accoglienza Studenti Disabili",

**DISPOSES**

**Art. 1**

Standards for the provision of services to students with disabilities and with Specific Learning Disorders (SLD) are issued in the accompanying text that is an integral part of this Decree.

Camerino, 05/09/2012

**THE ADMINISTRATIVE DIRECTOR**

*Dr. Luigi Tapanelli*

# Standards for the services to students with disabilities and with Specific Learning Disorders

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## CHAPTER I - GENERAL PRINCIPLES

### **Art. 1 -Object and area of interest**

The following rules govern the delivery of support services to students with disabilities and with Specific Learning Disorders enrolled at the University of Camerino and they are applicable uniformly in all UNICAM University schools.

### **Art. 2 – Rules and regulations**

The University of Camerino applies the principles of Law n. 104 of 05.02.1992 "Framework Law for the assistance, social integration and rights of disabled people", its subsequent amendments and additions, in particular the Law n. 17 of 28.01.1999, all associated standards and the Law n. 170 08.10. 2010 "New rules concerning specific learning disorders in school."

### **Art. 3 - Purposes**

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

The University of Camerino aims to influence the cultural environment and to eliminate the barriers that students may encounter during their career.

The University of Camerino deliver specific services to implement these objectives, consistently with the human and financial resources available annually and assigned in accordance with the criteria defined in the following paragraph. 9.

#### **Art. 4 – Beneficiaries**

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

- Students with a certified disability, permanent or temporary, ( Law 104/92);
- Students with specific learning disorders (dyslexia, dysgraphia, dysorthography and dyscalculia), that present a SLD diagnostic certification, following the certification 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 24.072012 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 bond (self-esteem, motivation, relationships skills);
- d. proposals and suggestions for intervention;
- e. compensatory and dispensatory measures that are suggested.

In the above list are included:

- Students enrolled at the University of Camerino in the following courses:
  - Bachelor and Master degree;
  - Master Degree established by Ministerial Decree n. 509/99;
  - Old programs Degree courses;
  - Master programs;
  - PhD programs;
  - Post-graduate Schools;
- Students who wish to enroll in the selection for admission to programmed number courses.
- Foreign students with disabilities or with SLD, who are recognized in international mobility programs of the University of Camerino.

## **CHAPTER II - ORGANIZATION**

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

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

- The Rector's Delegate for disability (within the meaning of Law n..17 / 99);
- referents for disability of the Schools of the University (within the meaning of L.17 / 99);
- the administrative manager of the structure in which is located the section "Accoglienza studenti disabili";
- the psychologist;
- the technical and administrative staff of the SASD;
- specialized tutors for disability (within the meaning of L. 17/99);
- Students in part time collaboration allocated annually to the SASD;

- all other departments responsible for the students services.

#### **Art. 6 – Disabled students Welcome Division -**

The Disabled students Welcome Division (Sezione Accoglienza Studenti Disabili: SASD), was established in 1999 to ensure equal access, integration and participation in university life to all students with disabilities and with SLD.

The SASD has the following tasks:

- to collaborate with the delegate for the operations management in support of students with disabilities and with SLD;
- to implement the programmatic indications of the delegate, with particular regard to:
  - Support to offices and structures in charge of carrying out the practices regarding students with disabilities and with SLD and related services;
  - Management of the services reported in Chapter III, in accordance with the regulations;
  - Update of information about disability on the UNICAM website;
  - Compilation of ministerial request of data recording and reporting of funds, limited to information relating to the SASD activities;
  - promoting the service within and outside the University in collaboration with the relevant departments, as well as providing administrative support at scientific meetings promoted by the university;
  - carrying out any other function related to the services offered to students with disabilities and with learning disabilities.

The staff of SASD is committed to:

- provide the services, according to the criteria set out in art. 9, in order to facilitate the inclusion of students with disabilities and with SLD;
- facilitate the active participation of students to university life, providing useful information;
- preserve and maintain the privacy of data provided by students with disabilities and with SLD.

### **CHAPTER III - SERVICES**

#### **Art. 7 - Rights of students with disabilities and with Specific Learning Disorders**

Enrolled students with disabilities and with Specific Learning Disorders are entitled:

- whether or not to declare their disability (voluntary reporting is a necessary condition for the use of services);
- to have access to all information;
- to select the most appropriate communication mode, depending on the kind of disability, in order to obtain from SASD all information concerning activities and opportunities offered by the University of Camerino;
- to the privacy of information related to their disability or SLD, provided to the SASD.

#### **Art. 8 - Duties of students with disabilities and with Specific Learning Disorders**

If a student with a disability or SLD wants to receive benefits and services from the SASD must:

- provide to SASD the required documentation (certificate of disability issued by a special commission of the Health Agency of reference in case of SLD, specific diagnosis or certification issued by the specialized structures of the National Health Service or accredited facilities, with a clinical report drawn up even in a simplified form with the parties listed in Art. 4 of the following standards)

- contribute to the rational organization of services providing all useful and necessary information, using the appropriate application forms, and communicating any special needs;
- communicate to the SASD any special needs (excluding nursing or para-nursing type or personal care, because not of the competence of the University) at the time of enrollment or at least two weeks before the beginning of the course;
- comply with the conditions and time of service delivery.

#### **Art. 9 - Criteria for the provision of services**

All services must be requested personally by the interested student, using the forms available on the website at the link <http://www.unicam.it/disabili/>

Services are provided consistently with the human and financial resources allocated annually to the SASD and on the basis of merit - so that the student with disabilities or SLD must have successfully completed at least two exams per academic year - the SASD will carry out necessary checks.

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.

#### **Art. 10 – How and when to apply**

All services will be activated only after that the student with disabilities or with SLD has filled out the application form (<http://www.unicam.it/disabili/>), that must be submitted to the SASD within the deadlines specific for each form with the following modalities:

- through the online procedure;
- delivering them by hand;
- by fax;
- Third person (with formal written authorization according to the procedures provided by law).

<b>Kind of services</b>	<b>Deadlines for the submission of the application form</b>
Support for moving on foot or by means of transport	20 days before the beginning of the service, or 20 days before the start of classes/laboratories
Educational Material	Variable timing (ex. Transformation in the audio format of the texts takes at least 60 days; consultation of theses on disability, the request can also be received 7 days before)
Support during classes	By 20 September for courses that the student intends to attend in the first Semester, by 10 January for the courses of the second Semester; 15 days before the use of the service in case of sporadic requests.
Personalized exam (L. 17/99)n	At least 15 days before the exam date (for entrance test, exams, final

	exams, master, doctorate, state exam)
Architectural barriers at UNICAM: Reporting	No deadline

### **Art. 11 – Transport Support: on foot or by means of transport**

For moving support it is intended the accompaniment of the student with disability on foot or by means of transport.

The service is delivered normally from Monday to Friday during office hours. The SASD defines the way and time of the accompaniment, depending on the kind of disability and on limits of economic and financial resources available.

Priority will be given to requests for support to:

- exams,
- classes,
- laboratories and seminars.

#### **REQUEST**

The student must apply for this service by filling out the appropriate form and sending it to SASD according to the procedures set out in article 10, at least 20 days before the beginning of the fruition of the service, or 20 days before the beginning of the courses each semester.

#### **THE PROCEDURE**

When the student submits the form to request pick-up service, he/she must specify the reason (examination, lesson), the service is require, the day and the time as well as the exact place where he/she needs to be accompanied in.

After sending the form, the SASD will contact the student in order to make an agreement.

#### **CANCELLATION**

The student who intends to cancel a previously requested service, must give reasoned communication to SASD at least 24 hours in advance.

#### **SUSPENSION OF SERVICE**

The student who cancels the service for three times without specifying a reason, behind the granted date or who is not present at the place and time of departure will incur a suspension of service for the entire academic year.

### **Art. 12 - Educational Material**

The service of providing educational materials consists of:

- books and/or educational materials in format adjust for disabilities or SLD;
- e-learning platform (service with fee);
- consultation with the thesis on disability issues.

It should be noted that educational materials and services are not necessarily free of charge and that, generally, the waiting time for the realization of the material in modified format is about 60 days (It varies also in relation to the number of pages, the content and format required).

Thesis on disability issues can be consulted only by appointment at the SASD and cannot be loaned.

## REQUEST

The student must require the service by filling out the appropriate form and sending it to SASD according to the procedures set out in article 10, at least 20 days in advance.

## THE PROCEDURE

After receiving the form, the SASD will contact the student in order to make an agreement for the service required.

The use of e-learning platform is subjected to the password access.

For the consultation of the thesis on disability issues, SASD will set an appointment.

## TERMINATION

The student, who intends to cancel a previously requested service, must give communication with reason to SASD at least 24 hours in advance.

## SUSPENSION OF SERVICE

The loan service of educational materials adapted, will be suspended if the student does not return the material provided to the SASD after passing the exam.

The e-learning runs out after 15 months from the delivery of the password, even if the examination has not been exceeded.

The consultation service of the theses on disability issues will be suspended if the student withdraws the material that is available only on loan or photocopies pages at a rate greater than the permitted one.

## **Art. 13 - Support during classes**

The service of support during classes consists of:

- support in the classroom (service to take notes);
- sign language interpreter / stenotype;
- reserved place in the classroom.

## REQUEST

The student must require for this service by filling out the appropriate form.

The form must be sent to SASD according to the procedures set out in article 10, before 20 September for courses that the student intends to attend in the first semester, before 10 January for courses active in the second semester. For sporadic requests/needs the request must be sent 15 days in advance.

## THE PROCEDURE

After sending the form, the SASD will contact the student in order to make an agreement for the service. A copy of the agreement will be delivered to the student.

## TERMINATION

The student who intends to cancel a previously requested service, must give communication to SASD at least 24 hours in advance.

## SUSPENSION OF SERVICE

The service will be suspended after three times the student does not notify in advance his/her absence in class and/or do not actively cooperate with the tutor assigned, not providing him all information relating to his/her needs and to the class.

#### **Art. 14 - Personalized exam**

in case of disabilities that prevent the exam execution as planned by the professor, in accordance with Law 17/99. the student can apply for a personalized exam. The exam will be identical in contents and it will be different only in the performed form. When a student with disabilities or SLD requires this procedure, SASD staff is in charge of the agreement of the possible measures to be taken with the professor responsible for the exam (e.g: tutor who writes under dictation, extra time, computer aids, etc.).

##### **REQUEST**

The student must require for this service by filling out the appropriate form, which must be sent to SASD, according to the procedures set out in article 10, at least 15 days before the date of the exam.

##### **THE PROCEDURE**

The application form must be completed in all its parts, both in exam information (place, date and time) and in the description of the student's difficulties to take the exam in the normal way. The SASD shall agree on the modalities of the personalized exam with the professor and Subsequently it will communicate the agreement to the student.

##### **TERMINATION**

The student who intends to cancel a previously requested service must give communication to SASD at least 24 hours in advance.

##### **SUSPENSION OF SERVICE**

If the student does not participate actively in the planning of the exam for three times, the service will be suspended for the entire academic year.