



Reasonable Accommodations Policy

Article 37(b) of the Study Regulations

Scope

For the purposes of this policy, **students with disabilities** include anyone afflicted by a long-term physical, mental, intellectual or sensory impairment which may prevent them from participating fully, effectively and on an equal basis with other students in higher education. This may include chronic diseases, learning disabilities (such as dyslexia or dyscalculia), autism, ADHD or other developmental and behavioral disorders.

Procedure

Students who believe that they are eligible for reasonable accommodations should contact the **Student Welfare Officer** for an introductory meeting.

To apply for reasonable accommodations, a substantiated request must be submitted to the Director of the Academic Administration Office:

- ✓ justified by a medical certificate issued by a qualified practitioner, *i.e.* a doctor or psychologist;
- ✓ clearly indicating what accommodations are being sought;
- ✓ accompanied by prior accommodations granted by a foreign university or other institution (optional).

The **Director of the Academic Administration Office** takes a decision in consultation with the Director of Studies and considering the advice from the Student Welfare Officer. In exceptional circumstances, the request may be discussed at the Academic Council.

The decision is communicated by the Director of the Academic Administration Office to the requesting student, while the relevant Academic Department and the Student Welfare Officer are also informed.

The accommodations are implemented by the relevant Academic Department.

Timing

Requests for reasonable accommodations must be submitted by **October 15** at the latest to the Director of the Academic Administration Office.

Exceptions may be granted by the Director of the Academic Administration Office if the disability occurs suddenly and/or was not diagnosed until after the deadline.

Outcomes

Every request for reasonable accommodations will be assessed on an individual basis.



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Accommodations granted by a foreign university or other institution are not automatically recognized by the College of Europe, but will be considered.

If a specific accommodation cannot be granted, this will be motivated and alternative solutions can be suggested.

The decision taken by the Director of the Academic Administration Office under this policy is final.

Personal data

Medical certificates and other documents are only accessible by the Director of the Academic Administration Office and the Student Welfare Officer and will be kept on file for 3 years. All medical information will be treated confidentially and is only shared on a need-to-know basis.