

## **Procedure for Implementing Individualised Support Plans in the Context of Learning Activities and Associated Assessments**

As part of the implementation of the Decree of 30<sup>th</sup> January 2014 on inclusive higher education, and in accordance with the provisions set out in Chapter IX of the General Study Regulations, UMONS has delegated responsibility of welcoming and supporting students with special needs to the non-profit UMONS Centre for Research and Action for people with special needs (“LES CEDRES” - ASBL, Avenue Maistriau, 2, 7000 Mons. Business number 0425 617 885).

In parallel with the management of applications for recognition of special needs student status, LES CEDRES analyses the specific needs (material, educational, medical and psychological) of the beneficiary student in collaboration with the student and the relevant parties (teachers or the faculty representative designated for this purpose, UMONS support services).

Establishing reasonable accommodations for each beneficiary is a dynamic process that takes into account:

- the difficulties and needs reported by the student;
- the recommendations made by the specialist in the assessment file associated with the request for recognition;
- the learning objectives targeted by the programme;
- the human, logistical and material resources available to UMONS.

Within two months of the acceptance of the status request, an individualised support plan is drawn up. It specifies the reasonable adjustments to be implemented in the context of learning activities and/or assessments, which are validated during a meeting held after 15<sup>th</sup> October for the first semester and after 1<sup>st</sup> March for the second semester. The individualised support plan also specifies the support arrangements provided by LES CEDRES, the relevant services or a student support worker. In the latter case, an agreement with the student support worker will be attached.

The individualised support plan is signed by LES CEDRES and by the student if they are of legal age or, if they are a minor, by their parents or legal guardian. Both the recognition of special needs student status and the individualised support plan are valid for one academic year and can be renewed.

The implementation of the individualised support plan is subject to ongoing assessment by LES CEDRES. During the academic year, at least one coordination and assessment meeting between the parties involved, or their representatives, is organised.

At the request of the beneficiary student or LES CEDRES, the individualised support plan may be modified until 1<sup>st</sup> March of the academic year underway. Any changes made to the individualised support plan must be agreed upon by all parties involved.

In exceptional circumstances, the beneficiary student and LES CEDRES may, during the academic year, terminate the individualised support plan by mutual agreement.

LES CEDRES informs the academic secretariat of the faculty/school concerned and each of the parties involved of the content of the individualised support plan and, where applicable, of any changes to, or the termination of, the support plan.

The individualised support plan is kept in the beneficiary student's file and, if they wish, a copy may be provided to them. However, without their consent, no confidential data concerning the student may be disclosed in the individualised support plan.