

SPECIAL ARRANGEMENTS AND INDIVIDUAL SUPPORT APPLICATION

1. Initiating the process: the student

- Students with a disability or medical condition requiring special arrangements download the "Special arrangements and individual support" (PAAI) form on the intranet.
- The student sends an e-mail to the disability advisor (referent.handicap@ec-nantes.fr) to inform him/her of his/her current application and to ask any questions he/she may have.

2. Appointment with the nurse

- The student requests an appointment with the nurse (infirmierie@ec-nantes.fr) for an initial consultation, and brings his or her completed form to the appointment.
- At the end of the appointment, and with the student's agreement, the nurse adds further details to the form,
- Once the student and the nurse have signed the form, the student forwards it to the doctor designated by the CDAPH (Service Santé Etudiant or another doctor as indicated by the nurse), as a document to be consulted before the appointment.

3. Medical examination with the doctor

- The nurse informs the student how to make an appointment with the doctor designated by the CDAPH (SSE or another doctor, as indicated by the nurse). For this first medical examination with the doctor, the student is asked to bring all medical records and documents attesting to the special arrangements from which he or she has benefited during his or her schooling and/or professional life.
- At the end of the appointment, the doctor issues a recommendation for special arrangements and support; he or she completes the relevant column on the PAAI form and signs the document and/or provides a specific document setting out the recommended arrangements.
- The student sends the document to the disability advisor and the nurse (referent.handicap@ec-nantes.fr ; infirmierie@ec-nantes.fr).

4. PAAI application review committee

- The Disability Advisor organizes a meeting of the PAAI application review committee. This committee is made up of a multi-disciplinary team (Dean of Studies, Nurse, representative of the Student Life Team and Disability Advisor).
- The committee's role is to propose special arrangements and support measures within the school.
- The PAAI document is then signed by the Disability Advisor and the Dean of Studies.
- The outcome of the application (via the completed PAAI document) is communicated by the disability advisor to the student, with notification of deadlines and appeal procedures.

In the event of an appeal, the student (or his/her legal representative if he/she is a minor) has a period of one month from the date on which the outcome is advised, within which to lodge an appeal with the Centrale Nantes Disability Advisor.

5. Learning contract to formalise the arrangements

- In the event of special teaching arrangements, a learning contract will be drawn up by the Dean of Studies.. The contract is sent to the student, for review.
- The contract is then signed by both the student and the Dean of Studies.
- A copy of the learning contract is sent to the student, Student Affairs, the disability advisor and the nurse (as well as to academic partners in the case of courses involving another institution).