

Student status and apprentice status

PROCEDURE FOR REQUESTING INDIVIDUALISED ADAPTATION AND SUPPORT

1. Initiating the process: the student

- > Carefully read through the entire procedure and download the ASSN form from this page : <https://etudiant.ec-nantes.fr/english-version/students-with-disabilities?l=1>
- > Fill in the form
- > Contact the disability advisor (referent.handicap@ec-nantes.fr) to inform them that you have submitted your request
- > Request and appointment with the doctor as soon as possible (*as it can take a long time to get an appointment, it is important to plan ahead, especially at the beginning of the academic year*) and meet the nurse before the medical examination

2. Meeting with the nurse

- > You must meet with the nurse before your appointment with the doctor and inform them of the date of your appointment.
- > Send the filled ASSN form (*Adaptations for Students with Special Needs*) by email (infirmierie@ec-nantes.fr)
- > Have the form signed by the nurse after making any necessary corrections, and sign it yourself during this meeting.

3. Medical appointment with the doctor

- > **For students status:**
 - To request an appointment with the Student Health Service, use this link: <https://univ-nantes.contactsante.fr/RendezVous>
First appointment: Select the appropriate option : « 4-Handi/ESH Aménagement 1er RDV » (*In French*)
Renewal or modification: select « 5-Handi/ESH- Aménagements RDV suivi 30' » (*In French*)
- > **For students with apprentice status:**
 - It is preferable to make an appointment with the occupational physician or, failing that, with the specialist, medical or paramedical professional who is treating for your condition or disability.
- > **For ALL students:**
 - Bring your medical records and previous accommodation documents
 - Have the ASSN form completed and signed by the doctor (stamp required)
 - Send the document to the disability advisor and the nurse within 7 days of your appointment with the doctor.

4. ASSN Application Review Committee

- **Review** of the application's admissibility by the multi-professional committee: training director, disability advisor, student life manager and nurse (approximately 1 committee meeting per month). The committee reviews the feasibility of accommodation requests, taking into account their compatibility with school regulations, graduation requirements, and admission conditions.
- **Signature** of the ASSN form by the disability advisor and the training director.
- The nurse sends the decisions to the student, attaching the ASSN signed by all parties to the email. This allows the training management to begin drafting the educational contract.
- Appeals may be lodged within 15 days of the completed and signed ASSN form being sent to the student.

Important note: If you find yourself in an urgent medical situation with exams coming up soon, please contact the nurse and the disability advisor as soon as possible.

5. Educational contract formalising adaptations

- Drafted by the Training Department ("Direction de la formation", *In French*) following the committee meeting.
- Signed by the student within 7 days of being summoned by email to the department, then signed by the training department, which definitely approves the adaptations.
- The adaptations are put in place : information about these adaptation needs is communicated to teachers (professors and external contributors) through the programme coordinators.
- In the event of a change to the needs (e.g. addition or extension of the duration of the ASSN), make another appointment with the nurse and doctor who has already completed the form and obtain a certificate. It will be added to the file and reviewed at the next committee meeting following receipt of the document by the nurse. An amendment to the current educational contract will be drawn up and must be signed by the student and the programme director within seven days of a new email notification.

Useful contacts

- Nurse: infirmerie@ec-nantes.fr
- Disability advisor: referent.handicap@ec-nantes.fr