

## Accommodation measures for students with disabilities

### MASTER

The HEC Faculty grants disability accommodations (extra time or other) for assessments (examinations and validations). The present document outlines the application procedure and the implementation of such measures.

#### **Deadline for requests**

Requests for accommodations should be sent to [hecmaster@unil.ch](mailto:hecmaster@unil.ch) within the first four teaching weeks of each semester.

The deadline mentioned above is imperative and late requests will be accepted under no circumstances. Students are therefore strongly advised to plan their medical assessments well in advance.

Students who have not applied within the deadline due to a proven case of “force majeure” must send a late application to [hecmaster@unil.ch](mailto:hecmaster@unil.ch) within 3 days of said “force majeure” event. This request must be accompanied by an official document (e.g. medical certificate) attesting to the inability to make the request in due time.

Any other late application will be refused. However, the medical expertise accompanying a late request will be considered for the following semester.

#### **Accommodation measures**

Examples of accommodation include additional time for assessments, assistive devices or adapted assessment materials (e.g. larger font). Whenever possible, students with disability accommodations will take their exams in a separate room with smaller capacity.

Accommodation measures must respect the principle of proportionality and are implemented subject to material availability and other possible constraints of the HEC Faculty.

Additional time is equivalent to a maximum of one third (1/3) of the total time of each assessment.

#### **Form and content of applications**

All applications must be sent to [hecmaster@unil.ch](mailto:hecmaster@unil.ch) and must be accompanied by medical certificate from a specialised service or doctor. The medical expertise must have been carried out within a recent period (less than 12 months).

The medical certificate consists of a detailed report stating the diagnosis in accordance with the International Classification of Diseases and Related Health Problems (ICD-10), and must provide information on the degree of severity of the disability.

**The medical certificate must imperatively contain the following elements**

- detailed requested accommodations
- where applicable, the additional time required to compensate for the disability (but not more than one third (1/3) of the total time of each assessment)
- duration of the requested accommodation (only for one examination session or for the whole duration of the study programme)
- expected evolution of the student's medical condition.

Any incomplete medical certificate will be refused and must be submitted again in accordance with the elements presented above. It is the student's responsibility to ask their doctor to deliver a medical certificate in conformity with the elements mentioned.

**Decision**

The HEC Faculty makes an individual decision on each request for accommodation of assessment conditions. The decision specifies the accommodations accepted and the duration for which the accommodations are granted.

**Assessments taken before an accommodation request**

Accommodations are only granted from the date set out in the HEC Faculty's decision and it is not possible to grant accommodations retroactively.