Handbook for students with disabilities

DAUPHINE STRESSES ESTABLISHING EQUAL OPPORTUNITIES BOTH FOR THOSE WHO ARE DISABLED AND THOSE WHO AREN'T.

DO YOU THINK WE CAN ALSO IMPROVE IT BOTH FOR THOSE WHO WORK HARD AND THOSE WHO DON'T?
Welcome to the University of Paris-Dauphine! You’ve been accepted at a selective university that commits itself to the success of all its students in their studies and their future employability. Paris-Dauphine has been pursuing a deliberate equal opportunities policy for several years. Each year, supporting students with disabilities or disabling illnesses is an important part of the university’s work. The Disability Centre of the Student Life Centre is dedicated to this support working with the training and the preventive medicine departments.

We hope that this guide will make it easier for you to access useful information related to the planning of your studies, your future employability and your university life as a whole.

Sabine Mage
Vice-President for Academics and Student Life
THAT'S YOUR PARENTS, ISN'T IT? ARE THEY RESUMING THEIR STUDIES?

I THINK THEY JUST WANT TO KEEP AN EYE ON ME!
Congratulations, you’ve been accepted at the University of Paris-Dauphine!

Your qualities are the best guarantee of success in your academic career and your professional future.

Your disability must therefore be taken into account so that our support matches your potential.

A university that will treat you with dignity

What does the law say?

The definition of disability according to the law of 11 February 2005:

"A disability, within the meaning of this Act, is any limitation of activity or restriction of participation in society by a person in his or her environment due to a substantial, lasting or definitive alteration of one or more physical, sensory, mental, cognitive, or psychic functions, multiple disabilities or disabling health problems."

Disability: a question of context

Disability is defined in relation to a work environment. A particular impairment will create a situation of disability or not according to the constraints specific to the activity of the person concerned.
Very diverse realities

Did you know that only 3% of people with disabilities are wheelchair users? That 80% of disabilities are invisible? Some examples show that disability covers a much wider reality than is often imagined.

The particular attention of a dedicated Centre

To support you throughout your academic career until you enter the world of work, the Université Paris-Dauphine relies on the skills of its Disability Centre. Its broad remit allows it to respond to your specific needs.

- **Welcome and support** all students with disabilities, whether these are long-term or temporary.
- **Analyse needs** for study and examinations.
- **Implement material and human assistance** in collaboration with the academic departments.
- **Support the future employability** of students in connection with the Dauphine Career Center.
- **Make the Dauphine community aware** of disability and improve accessibility within the university.

Recognising your disability

Is it necessary that the MDPH recognise your disability? The possibility of benefiting from facilities at the university is not conditioned by a prior declaration with the Departmental Centre for Persons with Disabilities (Maison Départementales des Personnes Handicapées (MDPH)) because the SIUMPPS doctors at Dauphine are themselves appointed by the CDAPH, a body that is part of the MDPH.

However, this recognition can enable you to claim other rights covering everyday life, such as financial or in-kind benefits: technical aids, assistance with a carer, adapted transportation (home-university) and the granting of RQTH (See more details on page 11).
Personalised support as soon as you've been accepted

Acceptance
You've been accepted - congratulations! To prepare you for the academic year, ask everything you want to know, specify your needs and make initial contact. When? As soon as you've received your letter of acceptance and, at the latest, a few days after the beginning of the course. You can benefit from a visit of the university to help you identify the course locations and buildings (finding the lifts, the entrance to the buildings, the university restaurant, the library, the lecture halls, the sick bay etc.).
Your contact: the Disability Centre

Administrative registration
After you've been accepted, you'll receive your convocation, registration file and lots of useful information.
Your contact: Student Administration

Funding and grants
Think about your CROUS grant application each year for the following academic year.
Your contact: the information representative and the grants department

Term time
Following your administrative acceptance, contact your academic department to validate your academic registration (choice of courses, timetables, etc.).
Your contact: Academic Secretariat
The Disability Centre supports you in your efforts and, in particular, in the declaration of your disability, in total confidentiality. This leads to a personalised disability support plan* (Plan d’accompagnement de l’étudiant en situation de handicap (PAEH) re-evaluated each year to offer you solutions tailored to your situation.

**Steps to Meet Your Needs**

- **Evaluation of the needs** of a student with disabilities and implementation of the PAEH.
- **Support decision** made by the Vice-President for Academics and Student Life.
- **Implementation of support** by the Disability Centre and your academic department.

The Disability Centre and the Preventive Medicine service jointly recommend the support arrangements they deem necessary. Support arrangements may also be recommended by your specialist doctor. A meeting with the student and their academic supervisor in the presence of the Disability Centre can be organised to refine the arrangements and study strategies to be implemented.

The Disability Centre then informs you of its decision, as well as your academic department, keeping your medical information confidential. Finally, the Disability Centre and the academic departments implement the approved arrangements.

*This can be triggered from the beginning of the academic year or at any time during your university studies.

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**In the event of any problems at any time, you can contact, in addition to the Disability Centre:**

- **The Preventive Medicine Service (SIUMMPS)**
  This is a multidisciplinary team of doctors, a psychologist, a psychiatrist, and a secretary. After having examined your details, it will be able to issue a medical opinion on the arrangements for your studies.

- **The social worker**
  The social worker, delegated by CROUS, supports your studies and facilitates access to rights. She examines applications for financial assistance to the University Solidarity Fund or the National University Aid Fund.

- **The sick bay**
  Two nurses are at your disposal for care, advice, to listen to you, and to refer you to different health professionals.
The Disability Centre and the Preventive Medicine service jointly evaluate the necessary mechanisms for students' pathways for both studies and examinations. Throughout the year, regular interviews make it possible to monitor and adjust the arrangements agreed earlier, in line with any changes that may occur.

Our aim?
To give you every chance to succeed

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For studies during term time

• Managing the curriculum timescale
Additional time is one of the first allowances that can be made for an illness or disability. Changes to the curriculum (lengthening it, splitting it up, or taking a year out) can be set up in consultation with academic supervisors. Dispensations for attendance and extensions to the deadlines for submitting work may be granted.

• Educational support
Educational support may be provided by a student at a more advanced level (two hours per week on average). Support can be provided either at the university or at the student’s home.

• Note-taking
If needed, the university pays a student of the same year group as the disabled or ill student as a note-taker. The Disability Centre offers a free photocopying card.

• Technical aids
Various items of technical equipment can be borrowed, such as a Braille block, a laptop, a reading machine, etc.
I’ve been away for three weeks because of my illness…

Could I borrow your note-taker’s notes?

Know what? I’ll also give you the contact details for the disability centre…

For examinations

• Additional time
  Additional time is granted, as the case may be, for written and/or oral examinations. This additional time applies both to coursework and final examinations.

• Adaptation of question papers
  For visually impaired students, digitised or enlarged question papers may be provided by academic departments. For deaf students, the conversion of oral examinations into written tests or being helped by a sign language interpreter are possible.

• The secretariat
  If you’re unable to write (upper limb disability or visual impairment), you can use a secretary who writes from your dictation. The secretary, at a level equal to or higher than that of the diploma concerned, is hired by your academic department. You have the use of a private room.

• Technical aids
  A Braille block, laptop, printer and suitable software can be made available.
To give you the means to successfully embark on a career, three main assets are at your disposal: the Disability Centre, the Dauphine Career Center and the alumni network. Our partner employers are at hand and are there to help propel you on your journey.

**Capitalising on your skills**

**IS THAT THE INTERN WITH HEARING DIFFICULTIES?**

**ISN'T IT TOO HARD TO MANAGE HER? TO COMMUNICATE WITH HER?**

**NOT AT ALL! SHE'S VERY EFFECTIVE. SHE'S GOT A SPECIALLY ADAPTED WORKSTATION...**

**WHAT'S MORE, SHE CAN LIPREAD!**
Three assets to get you started

1 The Disability Centre
Present throughout your academic career, the Disability Centre is always there to enable you to approach the professional world in the best conditions. It offers you personalised support, offers role-play interviews and sends you details of job advertisements and specific courses by email.

2 Dauphine Career Center
Up to three years after obtaining your degree, the Center offers you its job search skills and gives you insight into research strategies, professional sectors and professions by organising company conferences. Following a personalised approach, it gives you tips on writing CVs and covering letters, not forgetting the development of your career plan. Finally, to fine-tune your presentation, it coordinates simulated job interviews in the presence of the HR department, or filmed in the form of workshops. In terms of events, each year the Dauphine Entreprises forum hosts a hundred employers for three days with many internships and jobs.

3 Alumni network: Dauphine Alumni
Bringing together graduates and students from the Université Paris-Dauphine, the association develops tools, activities and services to support its members in developing their professional careers.

Useful tip: Log in to MyDauphine, and choose the “Career Center” tab. You can upload your CV onto the site where it can be consulted by companies.

For more information: careercenter@dauphine.fr

Three assets to get you started

RQTH: get the odds in your favour
It’s not limited to people who’ve already got a job: the students concerned have every interest in making this step in anticipation of their mandatory internships. Being already declared an employee with a disability makes it possible to make a rapid application to an employer, if necessary. The measures envisaged by companies are varied: help in providing finances for equipment, arranging your working hours and/or workstation, etc.

Partners coach you
Our partner companies organise individual 40-minute coaching sessions. The session includes: assistance with your CV, your covering letter and/or a simulated interview.

For more information:
careercenter@dauphine.fr
Fitting in at university is an important step in your journey, taking a new step in building your future. Student life is a period in which new bonds of lasting friendship are created, sometimes for life. It’s also a test of maturity and a real step towards autonomy. We make every effort to ensure that this experience is rich and constructive for everyone.

**Easier access to knowledge**
The university library

As it’s a den of knowledge, the library must be both easy to access and offer you excellent conditions for consulting its contents. In Dauphine, the study library is accessible to students with reduced mobility and all equipment is, of course, adapted to wheelchair working. If you have a disability, you will be able to take out material on extended loan from the library (three weeks instead of two) and the research library (on request).

Useful tip: Group work room C657 is reserved for students with disabilities. A reading machine, as well as a TV enlarger are available on request.

Find us at:
Building A, 6th floor, near the lift
Tel.: +33 (o) 1 44 05 42 98 - www.bu.dauphine.fr
Open Monday through Friday from 9 a.m. to 10 p.m. and Saturday from 10 A.M. to 6 P.M.

The information and orientation department

This is always at your disposal to advise you about the construction of your study project.

Find us at: Access by the central courtyard
Contact: scuio@dauphine.fr

Accessible buildings

The university is constantly improving the accessibility of all its sites: from the installation of ramps, free and comfortable access to the car park, modified lifts with sound systems, etc. Accessibility doesn’t stop there: the large Edgar Faure auditorium is equipped with magnetic loops for those with impaired hearing. Lastly, in order to ensure good conditions for revision and personal work, study room B 046 on the ground floor is arranged and fitted out with special equipment.

The MyCourse digital platform

The MyCourse online course platform, accessible from MyDauphine, offers students access to their course materials and numerous collaborative tools: file sharing, wikis, blogs, etc. Through the course catalogue, you can access multimedia modules and open-access courses. Most online PDFs are readable by screen readers.

The Disability Centre is at your service for any suggestions on improving accessibility within the University.
GOODBYE, BENJAMIN, SEE YOU SOON!

BUT YOU KNOW, IT’S UP TO YOU IF YOU WANT TO DO THE SAME. I CAN SUGGEST A PROGRAMME SPECIALLY TAILORED FOR YOU!

THAT GUY OVER THERE IS EXTREMELY HUNKY... AND REALLY DEDICATED: I SEE HIM ALL THE TIME IN THE WEIGHT-TRAINING ROOM!

GOOSEBYE, BENJAMIN, SEE YOU SOON!

TILL THE NEXT TIME, COACH!

Activities to keep you fit and get involved in projects
Community activities

Student associations
About forty generalist associations bring together students who are involved in humanitarian, cultural, sporting, civic and festival projects.

Useful tip: The Dauphine Disabled Solidarity (Dauphine Solidarité Handicap (DSH) association.
It is a humanitarian association of the University Paris-Dauphine whose aim is to raise awareness in the Dauphine community and to provide assistance to people with disabilities.

Find us at: MyDauphine.fr in the Vie Étudiante section

The sports department

Want to stay fit? Are you motivated to start training? Don’t hesitate to register with the person in charge of the activity you are interested in; all the courses are accessible! Facilities include segregated changing rooms and showers.

Useful tip: Are you keen on weight training? You can benefit from a personalised coaching programme in the weight-training room.

Find us at: Ground floor of the Main Hall
Tel.: +33 (0) 1 44 05 43 04
sports@dauphine.fr
Open Monday through Friday from 9:30 A.M. to 5 P.M.
**Help in finding housing and in moving around**

**Housing**

The housing portal of the Université Paris-Dauphine offers you a wide range of quality accommodation. For housing in a university residence, students with disabilities who are registered with the MDPH can contact the CROUS social worker. Don't hesitate to call her asking her to set up a student social file on the CROUS website.

*Find us at:* www.logement.dauphine.fr

*For further information:* logement-housing@dauphine.fr

**Paris CROUS - CROUS social worker**

Mme Swiecicki
Tel.: +33 (0) 1 44 27 35 05 -catherine.swiecicki@crous-paris.fr

**Monthly personal allowance**

Depending on your degree of independence, age, resources and residence, you may be eligible for Disability Compensation Benefit (Prestation de compensation du handicap (PCH)). This is a financial aid paid by the département to reimburse expenses related to your loss of independence. You can withdraw the file from the MDPH of the département where you live.

**Exemption from registration fees**

Is granted to students with disabilities on presentation of a card attesting to a disability of 80% or more.

**Grants**

Students with disabilities can benefit from financial aid, as do other students, in addition to scholarships specific to their disability.

For financial assistance for housing, contact the family allowance fund on which your accommodation depends, and withdraw your file by logging on to www.caf.fr.

**Transport**

**Transport between home and the university**

Remember to send your request for assistance to the Conseil Général for the place where you live.

**Public transport**

Find all the information for Emerald or Amethyst cards on the website: www.ratp.fr
**Glossary**

**CDAPH:** Commission on the rights and independence of persons with disabilities (Commission des Droits et de l'Autonomie des Personnes Handicapées)

**CNOUS:** National student services agency (Centre national des œuvres universitaires et scolaires)

**CROUS:** Regional student services agency (Centre régional des œuvres universitaires et scolaires)

**MDPH:** Departmental centres for disabled persons (Maisons Départementales des Personnes Handicapées)

**PAEH:** Personalised disability support plan (Plan d’accompagnement de l’étudiant handicapé)

**PCH:** Disability Compensation Benefit (Prestation de compensation du handicap (PCH))

**RQTH:** Recognition of disabled worker status (Reconnaissance de la Qualité de Travailleur Handicapé)

**SIUMPPS:** Interuniversity preventive medicine and health promotion service (Service Interuniversitaire de Médecine Préventive et de Promotion de la Santé)
Main access:

- Boulevard Lannes (access ramp for people with reduced mobility).

By public transport:

- Bus: Inner ring line (petite ceinture (PC1), Porte Dauphine bus stop.
- Métro: Line 2 (Nation/Porte Dauphine), Porte Dauphine station, Avenue Bugeaud exit.
- RER: Line C, Avenue Foch station.

By car

- Take the ring road (périphérique) and leave by the Porte Dauphine exit.
- Enter the Place du Maréchal de Lattre de Tassigny.
- Take the Boulevard Lannes to get to the car park.
- Access is also possible via the Avenue de Pologne, by ringing at the gate (for taxis or other vehicles accompanying persons with disabilities).
Your essential contacts

The Disability Centre
B 021 - Corridor B on the ground floor
Tel.: +33 (o) 1 44 05 42 54
Email: sabine.persico@dauphine.fr
Open Monday through Thursday, 9 a.m. - 12 p.m. and 2 p.m. - 4 p.m. and Friday from 9 a.m. to 12 p.m.

Preventive Medicine (SIUMMPS)
B 033 - Corridor B on the ground floor
Tel.: +33 (o) 1 44 05 46 91
Fax: +33 (o) 1 44 05 48 95
Email: siumpps@dauphine.fr
Open Monday through Friday from 9 a.m. to 5 p.m.

Sick bay
B 039 - Corridor B on the ground floor
Tel.: +33 (o) 1 44 05 42 93
Opening Monday through Friday from 8:30 a.m. to 7:30 p.m.
(outside these hours, please contact the security office, Tel: 4 167)

Social worker
Office B 024
Tel.: +33 (o) 1 44 05 44 56

Avec le soutien de nos partenaires:

[Logos of Edmond de Rothschild, BNP Paribas, Groupama, and BPifrance]