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**NORMANDIE
BUSINESS SCHOOL**

GUIDE FOR EM STUDENTS

WITH A DISABILITY

CAEN | LE HAVRE | PARIS | DUBAI | DUBLIN | OXFORD



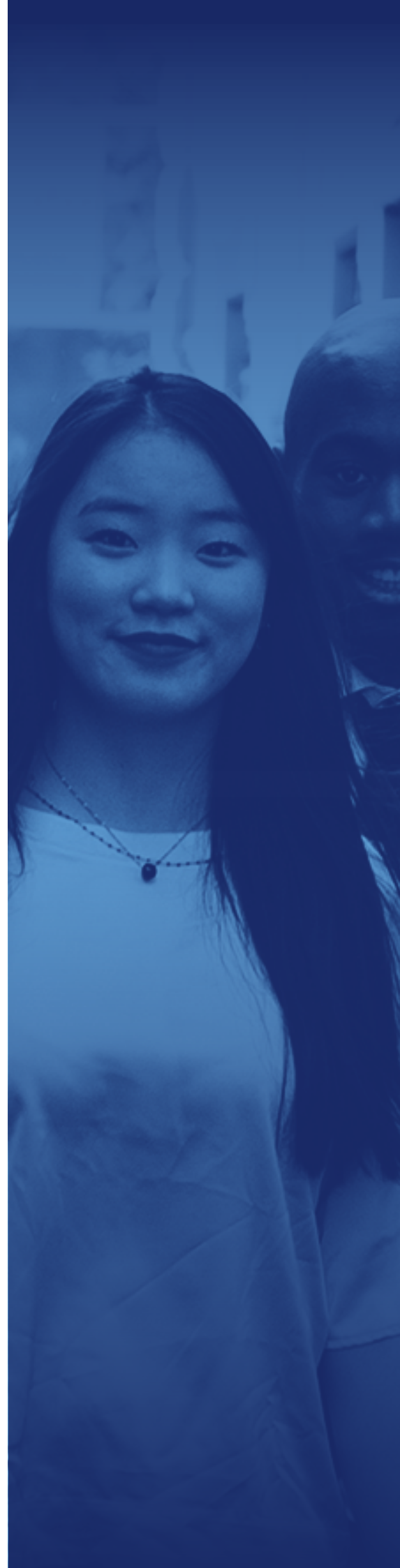
EM Normandie Business School welcomes students with a disability. In 2016, we had 17 students with a declared disability. Now in 2022, we have over 220. Disability should not be a personal battle. As a proactive and united School community we need to address it together. Both higher education providers and you, the students and future managers need to be involved in this process. We are very proud of the progress we have made over recent years.

Together we have established a trusting environment which has removed any negative or restrictive concepts of disability. We now recognise that it is multifaceted. Students with a disability should not be discriminated against, but instead be able to exercise their rights and have access to the additional support that they need.

We have therefore implemented a range of initiatives in all areas to guarantee inclusion and equal opportunities, including a dedicated support department for students with a disability, association projects to raise awareness, training for teaching and administrative staff, learning adjustments, telepresence robots and special support for foreign placements and development of professional skills. We plan to continue our progress in this area, so that not only can you experience a 'normal' academic experience, but also one in which you are able to achieve your goals!



Élian PILVIN
Directeur Général



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DISABILITY EXPLAINED



WHAT IS A DISABILITY?

According to the French law of 11 February 2005

"This Law defines a disability as a **limitation** or restriction of a person's **activity** or ability to participate **in society within their environment** due to a substantial, long-term or irreversible **impairment of one or more** of their physical, sensorial, mental, cognitive or psychological **functions**, multiple disabilities or an incapacitating condition."

IN FRANCE TODAY



12 million

people have a **disability**
(i.e. one person in six)



80%

of disabilities
are **invisible**



15%

of people with a disability
have had that disability
since birth



**1 in every
2 people**

will be directly or indirectly
affected by disability

HOW DO I KNOW IF I HAVE A DISABILITY?

Tick the statement(s) which apply to you:

- ☐ I have attention issues/difficulty concentrating, and/or I am sometimes impulsive
- ☐ I have trouble reading and/or writing and I make a lot of spelling mistakes
- ☐ I find it difficult to coordinate my movements
- ☐ I have problems with a limb/my limbs or I cannot/can no longer use a limb/limbs
- ☐ I have had an accident/illness which has affected me temporarily
- ☐ I have an illness which stops me from living a normal life, or affects my everyday life
- ☐ I am a diabetic
- ☐ I have tinnitus
- ☐ I have severe asthma
- ☐ I suffer from bulimia or anorexia
- ☐ I suffer from depression
- ☐ I have a genetic disease
- ☐ I have partial or no use of one of my five senses
- ☐ I have cancer
- ☐ I have HIV



If you have ticked one or more statements, you may have a disability. Please note that this list is not exhaustive. If you have a circumstance which affects your studies, please speak to your GP or to EM Normandie's Personal Balance and Inclusion department.

THE SEVEN MAIN TYPES OF DISABILITY

DISABILITY DOES
NOT NECESSARILY
HAVE TO BE
SOMETHING VISIBLE,
LIFELONG OR THAT YOU
ARE BORN WITH!



MOTOR DISABILITIES

Partial or total impairment of motor skills

E.g.: Hemiplegia, paraplegia



Sensory disabilities

A reduction, alteration or complete loss of one of the five senses

E.g.: Blindness, deafness



Cognitive disability/Learning difficulties

Cognitive functions are damaged (reading, speaking, memory and understanding) with no intellectual impairment

E.g.: Dyslexia, attention disorders



Mental health disability

Impairments of psychological wellbeing, mental illness, psychological conditions, with no intellectual impairment

E.g. Depression, anorexia



Debilitating diseases

Respiratory, digestive, parasitic or infectious diseases

E.g.: Epilepsy, diabetes, cancer, Crohn's disease



Intellectual disabilities

Intellectual impairment which causes difficulty in understanding incoming information and slows down mental functions

E.g.: Down syndrome



Autism and other pervasive developmental disorders (PDD)

Disorders characterised by poor social interactions and communications skills, and by a restricted, stereotypical and repetitive range of activities and interests

E.g.: Autism

STUDENTS WITH A DISABILITY AT EM NORMANDIE

EM NORMANDIE'S VISION

For several years now, EM Normandie Business School has been committed to the inclusion of students with a disability. It has worked extremely hard to ensure that these students are able to learn freely, progress in their studies, lead a social life within the School and find a job.



Do you have
a **disability**?



You will be offered a full range of support, from classes and exams, looking for an internship, work-study placement or job, to preparing to work or study abroad.

Once you have submitted your declaration, our Personal Balance and Inclusion department will be your dedicated contact at the School for any matter linked to your disability. This department specialises in supporting EM students with a disability. Our aim is to make your everyday life easier and to enable you to focus on **being successful**.

Contact the Personal Balance and Inclusion department:
inclusion@em-normandie.fr



**Overview of disability at
EM Normandie Business School:**
<https://bit.ly/InclusionEN>

OUR TEAM IS HERE TO HELP

Le Havre campus



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HOW DO I MAKE A DECLARATION?



Make an appointment with the Personal Balance and Inclusion department
(in person or by e-mail to inclusion@em-normandie.fr)



You will have an initial confidential meeting with your campus point of contact to set out your requirements



You will be asked to supply a document to provide evidence of your circumstances (medical certificate, PAI/PAP/PPS, etc.)



The '**Learning Adjustment Protocol**' (Protocole d'aménagement) will be submitted in order to finalise your learning adjustments



Confidential stage reviews with your point of contact

THE DECLARATION IS **UNIQUE TO YOUR OWN LEARNING**,
AND YOUR ADJUSTMENTS WILL BE **AUTOMATICALLY RENEWED** EACH YEAR.

*or reassessed with you, if your situation has changed. You retain control over the entire process.

DIFFERENT TYPES OF ADJUSTMENTS

EM Normandie Business School has implemented a number of different types of adjustments so that it can best meet the needs of its students with a disability:

Potential learning adjustments

- ☐ Time increased for written exams including end-of-semester exams (partiels)
- ☐ Time increased for oral exams including end-of-semester (partiels)
- ☐ Dedicated room
- ☐ PC use permitted
- ☐ Spelling mistakes not taken into account
- ☐ Authorised break in a lesson
- ☐ Authorised break in an exam
- ☐ Examination secretary
- ☐ Specific materials for your disability
- ☐ Telepresence solution / Distance learning courses
- ☐ Food permitted
- ☐ Allowances for attendance
- ☐ Oral examination in modern languages for the purpose of graduation
- ☐ Additional modern language lessons
- ☐ Learning over a longer time frame
- ☐ Application for TOEIC adjustments
- ☐ Other adjustment based on student's needs



AN ENGAGING STUDENT ENVIRONMENT

- Access to student associations guaranteed for all
- All students sign the "6 EM Normandie Student Pledges against Discrimination and Sexual and Gender-Based Violence"
- Association projects on the topic of inclusion
- Disability awareness events held



BUILDINGS AND LESSONS ARE ACCESSIBLE

- Public buildings are disability-friendly
- Accessible lifts
- Wheelchair availability
- Health centre or Personal Balance and Inclusion department offices located on the Caen, Le Havre and Paris campuses
- Digital access: UpWard with Immersive Reader, online lessons, remote access to multimedia library resources etc.
- Further School adjustments may be made according to the student's needs (such as purchasing specific software or equipment)



EASY TRANSITION TO FOREIGN PLACEMENTS

- Provision of information on each partner university on their services for students with a disability
- Advice and support on the most suitable partner university (care available on site, distance to nearest hospital, dedicated contact person etc.)
- Depending on the partner university, we will aim to transfer all learning adjustments exactly as they have been implemented by EM Normandie

OUR GOAL:

To enable you to choose your destination based on your academic level, plans and preferences rather than your disability!



EFFECTIVE CAREER GUIDANCE

- Support with your RQTH application (official recognition of a person's status as a worker with a disability)
- Communication of job offers from companies which recruit people with a disability
- Putting you in contact with EM Normandie's disability partners
- Personalised coaching sessions

ONE STUDENT'S STORY



“

As I have a hearing impairment, spoken situations are sometimes difficult. As soon as I started at EM Normandie, the Personal Balance and Inclusion department were there to support me. My teachers and examiners were informed of my disability, and a number of adjustments were made to help me participate in lessons and ensure that exams such as the TOEIC test were fair. The support I received went above and beyond the teaching. I was able to access valuable help with day-to-day administrative tasks, foreign placements and looking for internships and work-study programmes. I was also lucky enough to attend the DuoDay, where disabled students from French Grandes Ecoles spend the day rubbing shoulders with senior managers!

FABIOLA GALLET
M2 CAEN CAMPUS

”

DISABILITY SUPPORT



THE MDPH


(DEPARTMENTAL DISABILITY UNIT OR MAISON
DÉPARTEMENTALE DES PERSONNES HANDICAPÉES)

The **MDPH** or **Departmental Disability Unit** provides information, support and a welcoming environment for **all people with a disability**. The MDPH has a site in each location (department), and its aim is to help people with a disability and their families and representatives to **navigate all the necessary processes**, and to **provide advice**.

Contact the MDPH
for any questions
related to your
disability

The MDPH is your first port of call for any queries or questions, and can also **advise you on your rights**. Use the **Cerfa N°15692*01** form whether you are applying for recognition as a worker with a disability, applying for financial help or seeking help with your job search.





DO YOU NEED
TO SUBMIT
AN APPLICATION?

EM Normandie will help you put together your MDPH file. Simply contact the Personal Balance and Inclusion department at inclusion@em-normandie.fr

MDPH Calvados

17, rue du 11 Novembre
14000 Caen

+33 (0)2 31 78 91 75

www.calvados.fr/mdph
mdph@calvados.fr

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<https://bit.ly/3TelTdi>
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<https://mdphenligne.cnsa.fr/mdph/92>

DISABILITY PARTNERS



Agefiph (The French Fund Management Association for the Professional Integration of Workers with a Disability or Association de Gestion du Fonds pour l'Insertion des Personnes Handicapées). **Agefiph's** mission is to help people with a disability to access employment.

In order to do so, it offers various services and financial help primarily aimed at individuals, which can take different forms including:

- Support with professional integration (training, job search help, business start-up assistance, requesting workplace adjustments, etc.)
- Financial help (funding for disability-related equipment, human assistance, contribution to travel costs incurred due to your disability)

EM NORMANDIE PARTNERS



Fédé 100% Handinamique, Student Federation to Boost Work and Studies for those with Disabilities – Fédération Etudiante pour une Dynamique Etudes et Emploi avec un Handicap, is a French Federation which helps young people with a disability manage their living conditions, studies, social integration and professional integration. Its initiatives include Cordées PHARES and Handicafés®, and it awards "Fédé 100% Handinamique Scholarships" to encourage young people with a disability to overcome obstacles and realise their future plans.

<https://www.handinamique.org/>



unirh-thransition
emploi • handicap

Unirh-Thransition supports career development for people with a disability.

EM Normandie employees receive training from Unirh-Thransition's Hanploi & School programme on the theme of ensuring that students with a disability can access higher education and the business world. Student associations can also use their services to raise member awareness of the issues around universal access.

<https://unirh-thransition.com/>

GUIDE FOR EM STUDENTS WITH A DISTABILITY

POUR EN SAVOIR +
em-normandie.com



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NORMANDIE
BUSINESS SCHOOL

Non-profit organisation (law of 1901) under private law, École de Management de Normandie (EM Normandie Business School) was created by the Chambers of Commerce and Industry (CCI) of Seine Estuaire and Caen Normandie • Member of the Chapitre des Écoles de Management de la Conférence des Grandes Écoles (CGE) • Member of the Fondation Nationale pour l'Enseignement de la Gestion des Entreprises (FNEGE) • Active member of the Union des Grandes Écoles Indépendantes (UGEI) • Member of Campus France • Founding member of the European Master of Business Sciences (EMBS) • Classed as a Private higher education institution with a public interest (EESPIG) by the French Minister of Higher education, Research and Innovation • Member of the European Foundation for Management Development (EFMD) • Member of the Association to Advance Collegiate Schools of Business (AACSB) • BSIS Label • AACSB Accreditation • EQUIS Accreditation • EM Normandie supports sustainable development.

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