

Arrangements for notifying Schools of reasonable adjustments required for disabled students

Introduction

Under the 2010 Equality Act, the University has a duty to meet the needs of all students who declare a disability to the University.

Applicants to the University are given the opportunity to declare a disability during the application process and are actively encouraged to declare on several occasions once they become a student. A declaration of a disability will not prejudice an application to the University. The Disability Service send prospective students who have disclosed a disability an e-mail which contains information about disability-related support and encourages them to make an appointment to see a Disability or Mental Health Advisor. They will also be assigned an advisor.

During an appointment, applicants and current students discuss any support requirements. In ALL cases, documentary evidence of a disability which meets the Equality Act definition is required before a full suite of appropriate support can be put in place. Examples of such documentary evidence can include an Educational Psychologist's report and a GP or Consultant letter.

With the applicant's/student's **consent**, a notification of support will be written by either a Disability or Mental Health Advisor to notify staff that **need to know** of reasonable institutional adjustments that they can put in place.

If the student is eligible to apply, approved reasonable adjustments are funded by Disabled Students' Allowance (DSA) or equivalent. If the student is not eligible for DSA (or equivalent), necessary support might be funded by the University.

Format

Upon receipt of acceptable documentary evidence, Disability or Mental Health Advisor will detail the following information in a document entitled 'notification':

- Student name
- Student number
- Subject area
- Support required

Draft process:

The notification is initially sent to the student as a draft in order that they can see what has been written. This is an opportunity to ask to make reasonable changes to the document. If the student has not responded after 5 working days, the Disability Advisor uploads the notification for the academic department. The Mental Health Advisors may offer a different draft process for students.

Disability Service's Responsibilities

It is the responsibility of the Disability Service to disseminate the notification. The advisor that has had the appointment with the student will complete and upload the notification into SITS (the University of Bolton's student record system). Once uploaded, the academic staff that **need to know** can access the notification attachment through the student's profile on **e-vision**. E-vision will store this information securely and confidentially. Tutors also should receive an email on Mondays with the notifications for students they are currently teaching.

Examinations

Notifications also detail any specific examination arrangements. The School is responsible for keeping a record of these and to put exam arrangements in place.

Student's responsibilities

The Disability Service will send a copy of this notification to the student. Disability Advisors advise the students that it is their responsibility to inform the School whenever they change course or module for whatever reason. **With a change of course, the students profile on e-vision will be updated.**

It is the student's responsibility to inform the school when there are instances when they do not want any exam adjustments made, e.g. for a particular module or exam.