

Arrangements for notifying Faculties 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 specific learning difficulty (SpLd) or disability on their application form. Declaration of a SpLd or disability will not prejudice an application to the University. Once an applicant has declared a SpLd or disability, this information is passed to the Disability Service. In some circumstances the Disability Service will contact the applicant to discuss support requirements immediately. The Disability Service will send potential students a pack which contains information about disability-related support and forms to complete. Once these are returned to the Disability Service they are retained until the applicant is a confirmed student. Students will then be invited to meet with a disability adviser to discuss support requirements. In ALL cases, documentary evidence of a SpLd or disability will be required before support can be put in place. Examples of such documentary evidence include a specialist teacher's report, an Educational Psychologist's report, a GP's letter or a consultant's letter.

There are two levels of support for disabled students – University level support and Disabled Students' Allowance (DSA). Students who can provide documentary evidence of a SpLd or disability may apply to their Funding Body (FB) for Disabled Students' Allowance. If the FB confirms eligibility, a student has an Assessment of Need to determine appropriate support. An Assessment of Need can be organised through the Disability Service of the University upon receipt of an eligibility confirmation letter from a student's FB. A diagnostic test can be organised through the Disability Service if a student thinks he/she may have a SpLD, for example dyslexia. There is a contribution cost towards this.

The purpose of this document is to outline the policy and procedure for The Disability Service to notify the Faculties.

Consent

Once the Disability Service has received written consent from the student, we will inform their faculty of their individual need by email.

Format

The Disability Service will send an email to the Faculty with an attachment. From now on, the email will only be sent to the Faculty and not the Programme Leader. The email will be entitled 'notification' the attachment will detail the following information:

- Student's name
- Student number
- Date of Birth

- Subject area
- Support required

Faculty's Responsibilities

It is the responsibility of the Faculty to disseminate the notification attachment to all the student's teaching staff at the time of the email being sent.

It is the responsibility of the Faculty to store this information securely and confidentially and only to share it with relevant teaching staff.

Examinations

Currently these notifications detail, where relevant, a student's exam requirements. The Faculty is responsible for keeping a record of these requirements. It is the Faculty's responsibility to put exam arrangements in place. The service which is used for scribes is Clear Links or Barry Bennetts and departments should contact them directly on 0845 833 9971 or 01204 551821 respectively to make necessary support arrangements for exams.

Please note: the individual exam arrangement policy for disabled students and Faculty's will be informed in due course of these changes.

Student's responsibilities

The Disability Service will send a copy of this notification to the student as well. We will advise the students that it is their responsibility to inform the Faculty whenever they change course or module for whatever reason. The Faculty needs to then re send the information to the new tutors. It is the Faculty's responsibility to update their records accordingly.

It is the students responsibility to inform the faculty when they are instances when they do not want any exam adjustments made, e.g. for a particular module or exam.