



Disability Policy Guidance

Effective September 2015 - Present

**STUDENT REGULATIONS
AND POLICIES**

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UNIVERSITY DISABILITY POLICY -
GUIDANCE ON THE PROCESS OF IMPLEMENTING REASONABLE ADJUSTMENTS

This document aims to support the University Disability Policy document by giving detailed information to disabled students about the processes and procedures from disclosure of a disability to the implementation of reasonable adjustments. For clarification or further information on the steps outlined please contact Disability Services by telephone on 01772 892593 or by email to disability@uclan.ac.uk.

1. ADMISSIONS

If you require adjustments to be made in respect of the application process, please contact Disability Services by telephone or by email (number and email address above) as early as possible before the closing date for the particular course.

If you disclose a disability on your application form then Admissions will alert Disability Services who will contact you to find out more about your disability and support needs. This request will be emailed to you (unless you have not provided an email address as part of your application in which case it will be sent in the post).

Disability Services will contact you following your disclosure (either after an offer has been made at the admissions stage or as soon as they are made aware of your disclosure if subsequently)

In some cases Disability Services may recommend that an 'Information Interview' takes place to better understand your needs and the University's ability to address them. In this case you will be contacted by Admissions with the full details of what is involved.

2. DISCLOSURE

This means telling the University about your disability. This is the first step in order for the University to be able to provide support to you for your disability. It is important for students to be aware that if the University is unaware of the disability it may be unable to support you.

You can disclose your disability by:

- Completing the relevant section regarding disability on your application form
- Completing the relevant section during online enrolment
- Contacting Disability Services directly (via phone/email or in person) at any point before or during your studies (01772 892593 / disability@uclan.ac.uk / Foster 119 Student Support & Wellbeing reception)
- Telling any member of University staff (in this case you will be asked to complete a 'Disclosure of Disability' form with the staff member) – it is recommended that you tell a member of staff in Disability Services or alternatively your Personal Tutor

If you agree to the information you have disclosed being forwarded to Disability Services they will contact you directly following receipt of the Disclosure form to advise you on how to proceed and the next steps to take to agree and implement reasonable adjustments for you.

3. QUESTIONNAIRE

The University uses a questionnaire to identify your needs and any previous support you may have accessed. This is also used to clarify your level of disclosure (i.e. how you want the information you provide the University to be treated). You have the right to request that your disability be kept

confidential, but the request for confidentiality in certain circumstances may prevent or diminish the ability of the University to provide reasonable support. If you do not request confidentiality, details will be disclosed only to those members of staff who need to know for the purposes of making arrangements for, or implementing, any reasonable adjustments.

You will be asked to complete this questionnaire as the next step following disclosure (whether you disclose in your application to the University or after you have enrolled.)

4. EVIDENCE

You will be asked to provide satisfactory evidence of your disability. Evidence is required in order to apply for Disabled Students' Allowances (DSAs) and the University requires evidence so that they can review the adjustments that are reasonable in your specific circumstances. NB It is very important that the evidence is provided as soon as possible to minimise any delay in reviewing and implementing the reasonable adjustments. The University recommends that students endeavour to obtain the evidence as soon as they can in the application process and well in advance of starting the course. Satisfactory evidence will usually be a doctor's letter or, for a specific learning difficulty such as dyslexia, a report written by an Educational Psychologist. Guidance on evidence is available at <https://www.uclan.ac.uk/students/health/support.php>.

If you are having difficulty obtaining appropriate evidence please contact Disability Services as soon as possible to obtain advice on how to proceed.

5. INTERIM SUPPORT

Following receipt of appropriate evidence you may be offered access to 'interim' support. This support is designed to be in place whilst funding is being applied for and/or assessment undertaken. Your Disability Adviser will give you full details of this at your appointment and will outline the process and implications.

6. ASSESSMENT OF NEED

The link below explains the process and what you can expect from the DSA assessment.

<http://www.yourdsa.com/dsa/roadmap/>

The University currently offers assistance to students in obtaining an appropriate Educational Psychologist assessment for Specific Learning Difficulties (SpLDs) such as dyslexia.

7. FUNDING

The University has a legal duty to fund reasonable adjustments unless funding is available elsewhere.

Disability Services can assist you in investigating whether other sources of funding are available to you and help you make the application.

If you are a UK student you will be advised about how to apply for DSA funding (usually following the receipt of appropriate evidence).

The following links provide further useful information with regards to DSA funding:

<http://www.yourdsa.com/dsa/roadmap/>

<https://www.gov.uk/disabled-students-allowances-dsas>

http://www.sfengland.slc.co.uk/media/864997/sfe_dsa_guide_1516_d.pdf

DSA is not available to EU/International Students or if a student is getting equivalent support from another funding source (e.g. a social work bursary). EU and International students are encouraged to investigate funding which may be available to them from their home country and provide confirmation to Disability Services of the outcome. Disability Services will endeavour to assist EU and International students with their enquiries and any application for funding wherever possible on request.

Other funding may also be available from charity groups, research projects or research councils etc, and students are encouraged to explore the possibility of obtaining such funding. Disability Services and the Student's Union Advice Centre can assist with this.

8. LOCAL ADJUSTMENTS

Following receipt of appropriate evidence you will be asked to meet with your Disability Adviser to discuss your support needs and agree any specific adjustments you require the University to make (eg when accessing exams or other forms of assessment). Your adviser can also set up interim support (see above) and advice on funding and assessment issues if you have not already applied for funding.

9. IMPLEMENTING SUPPORT

Following receipt of your Needs Assessment Report the University will arrange for the implementation of the adjustments recommended as far as they are considered to be reasonable.

In relation to Non-Medical Helpers (NMH), the University can arrange for this support to be put in place through one of its trusted providers. You do have the option to employ your own support worker. Guidance on this entitled 'Arranging Non-Medical Helper Support' is available at <https://www.uclan.ac.uk/students/health/support.php>. However please note that employing your own support worker imposes important obligations on you as an employer, so if you're considering this option, it is recommend that you discuss it with your Disability Adviser.

If you are attending a placement as part of your course and require reasonable adjustments to be implemented by the placement provider, with your consent the School Disability Coordinator will supply details of the institutional recommendations from your Study Needs Assessment Report to the placement provider. The School Disability Coordinator from your School will liaise with the placement provider to ensure appropriate support is in place.

10. ADVICE & GUIDANCE

For further information on any of the steps outlined in this document please contact Disability Services by telephone on 01772 892593 or by email to disability@uclan.ac.uk