

NCIUL SUPPORT FOR STUDENTS WITH SPECIAL NEEDS POLICIES

ADM-SSSN 116

CONTENTS

STUDENTS WITH DISABILITIES	3
ON ADMISSION	3
ROLE OF PERSONAL TUTOR	3
POSSIBLE REASONABLE ADJUSTMENTS.....	3
REVIEW	5

STUDENTS WITH DISABILITIES

NCIUL are committed to providing equality of opportunity through the best possible level of support to students with disabilities.

'Disability' here is used to cover a broad range of physical and sensory impairments, medical conditions, specific learning difficulties and mental health needs.

The definition of disability found in legislation says that a disability is any condition which has a significant, adverse and long-term effect on the person's ability to carry out normal day-to-day activities. Therefore, 'disability' can mean:

- a sensory (visual/hearing) impairment;
- a mental health difficulty;
- a mobility impairment;
- a dexterity impairment;
- Asperger's syndrome or other autism spectrum disorders;
- chronic medical conditions (e.g. diabetes, epilepsy, asthma);
- chronic pain/chronic fatigue;
- specific learning difficulties (e.g. dyslexia, dyspraxia);
- any other condition which has a long-term and adverse effect on study.

ON ADMISSION

Students are asked to disclose a diagnosed learning or mental health disability on their application form at the point of admission or as soon as possible after.

ROLE OF PERSONAL TUTOR

The personal tutor will liaise with the student and will request relevant medical documentation (if not already provided on admission). Once needs have been established, the personal tutor will then liaise with the Student Office to make as many reasonable adjustments as possible. Students will be encouraged to report requirements as soon as possible to benefits can be obtained immediately.

Information will be kept securely within the University's student records system, which has appropriate access protocols in place.

POSSIBLE REASONABLE ADJUSTMENTS

1. Accessible study materials

If requested in advance our printed texts and other study materials can be provided in a variety of formats.

2. Accessible venues

Our lectures and seminars can be held in rooms with disable access. Students can agree individual Personal Emergency Evacuation Plans (PEEPS) with the University's Health and Safety Manager.

3. Examination adjustment

If requested in advance, reasonable adjustments will be made to suit needs if students are unable to sit an exam under standard conditions. (For example, extra time, scribing, adjustment to format of paper, separate rooms etc.).

4. Access to face-2-face lectures, tutorials and group activities

Help can also be provided in order that students can access and take part in talking, listening, note-taking and group activities. If this is not possible an alternative arrangement will be made.

REVIEW

This policy will be reviewed and updated by the Registrar and the Equality and Diversity Policy annually.

Name of policy or procedure:	ADM-SSSN 116 Support for students with special needs
Document owner:	Registrar
Created:	03/2017
Last reviewed:	03/2019
Responsibility for review:	Registrar Equality and Diversity Committee
Date of next review:	10/2019
Related documents:	
Approved by:	Academic Board April 2017
Equality impact Assessment undertaken:	04/2017
Version	
V2.2	Logo Change