



Information and support for your student life



The University of
Nottingham

Disability, Dyslexia and Long-term Medical Conditions

a guide to specialist services for students



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**This guide is available in alternative formats.
Please contact the Student Services Centre for
more details.**

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Overview

The University of Nottingham is strongly committed to equality of opportunity in its provision for all of its students. It is committed to providing on-going support with the focus being on providing accessible services and supporting students in completing their courses as independently as possible. A wide range of staff in the University contributes to this work and the overall aims are to assist you in managing your individual situation and to create a more accessible learning environment for all.

If you have any queries about the support provided at Nottingham, your first point of contact is Student Services.

www.nottingham.ac.uk/studentsservices

What services does the University provide?

Advice and assistance is available to prospective and current students from a range of services at the University.

Academic Support (AS) and Disability Support (DS)

Academic Support (comprising Dyslexia Support and Study Support) and the Disability Support Team are located in the Student Services Centre (SSC), in Portland Building on University Park, and by appointment on our Jubilee and Sutton Bonington campuses, as well as other teaching sites.

We can assist with queries regarding:

- admissions and registration
- assessments in relation to disability and dyslexia and recommendations to academic staff about reasonable adjustments in the learning, teaching and assessment environments
- for home students*, assessment for and access to Disabled Students' Allowances (DSA) which can provide equipment and support from trained non-medical helpers
- recommendations for adjustments to arrangements for examination and assessment
- timetabling arrangements

- access to alternative formats such as Braille and large print
- individual specialist support
- access to specialist technology in libraries
- liaison with libraries for enhanced services such as extended loans
- residential accommodation – adapted study bedrooms
- accessible transport around and between campuses

The University of Nottingham ACCESS Centre (UNAC), in the Student Services Centre, provides assessments for students who have applied for Disabled Students' Allowances.

Academic Support also provides study support (academic writing skills, time management etc) to students.

* International students are entitled to a level of support that is equivalent, so far as is reasonably possible, to 'home' students who receive the DSAs. This would include all generic provision (eg library services, alternative assessment arrangements, timetabling arrangements), but in addition may include other services that for a 'home' student are funded by the DSAs. Although we are able to offer advice and guidance, we are unfortunately not able to provide any level of care or support in connection with day-to-day living arrangements.

Disability Liaison Officers (DLO)

Each School appoints a Disability Liaison Officer to provide a point of reference, advice and guidance for members of staff and students in the School about student disability issues and support. The DLOs are part of a network that meets regularly to share information and good practice. DLOs liaise with both the Academic Support and the Disability Support Teams, as necessary, in relation to individual students and general policies and procedures. The DLO for each School is listed on our website.

How do I access the services?

Disclosure and confidentiality

It is your responsibility to ensure that the University is aware of your situation. You can alert the University to your requirements by:

- direct contact with appropriate services such as Academic Support or Disability Support
- indicating disability on the annual registration forms
- direct contact with appropriate staff eg the DLO for your School or your personal tutor

Early disclosure to the University is essential to ensure the timely provision of appropriate support services.

The information you give will be processed and held in the University administration systems and used for the administration of your academic related support and any other legitimate University purpose. In doing so, the University will observe at all times the data protection principles embodied in the Data Protection Act 1998.

Our Disclosure and Confidentiality Policy can be found at:
www.nottingham.ac.uk/disability/Disclosure-and-Confidentiality-Policy.htm

Eligibility for services

To access services, you must:

- be a registered student at the University of Nottingham
- provide documentary evidence of your condition or impairment, such as a letter from your GP or specialist

If you have a specific learning difficulty such as dyslexia, you must:

- provide evidence in the form of a post-16 diagnostic assessment, in English, from an educational psychologist or suitably qualified specialist teacher

Students' Union – Disabled Students' Network

The Disabled Students' Network aims to represent all students that self-define as disabled, including students with long term illnesses, specific learning difficulties and mental health issues. As well as representing students in terms of their courses and welfare to the University, it also maintains a social element, bringing together all students within an inclusive Students' Union.

The Network is chaired by the Disabled Students' Officer, who sits on committees and is a direct representative of disabled students. They are supported by the Disabled Students' Network Committee, who help to organise events and campaigns to raise awareness on certain issues and ensure that the University and the Students' Union are working hard to ensure that all students have access to its activities and services.

The Network is always looking for passionate and interested people to get involved; so if you are interested, please do. You can contact:

Students' Union Disabled Students' Officer
E-mail sudisabledofficer@nottingham.ac.uk

Students' Union Equal Opportunities & Welfare Officer
E-mail suwelfare@nottingham.ac.uk

www.su.nottingham.ac.uk/

Other services

- **Accommodation Services**
www.nottingham.ac.uk/nh
- **Centre for Career Development**
www.nottingham.ac.uk/careers
- **Faith Support and Advice**
www.nottingham.ac.uk/chaplains
- **Counselling Service**
www.nottingham.ac.uk/counselling
- **Equality and Diversity – Students**
www.nottingham.ac.uk/studentsservices/equalityanddiversity
- **Estates**
www.nottingham.ac.uk/estate
- **Financial Support**
www.nottingham.ac.uk/studentsservices/financialsupport
- **Graduate School**
www.nottingham.ac.uk/gradschool
- **Health Centre**
www.unhs.co.uk
- **Information Services including libraries**
www.nottingham.ac.uk/is
- **International Office**
www.nottingham.ac.uk/international
- **Student Services**
www.nottingham.ac.uk/studentsservices

Contact information

Academic Support & Disability Support

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The University of Nottingham
University Park
Nottingham NG7 2RD

Tel +44 (0)115 82 32070

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E-mail disability-support@nottingham.ac.uk
dyslexia-support@nottingham.ac.uk

Website www.nottingham.ac.uk/studentsservices

Disability Liaison Officer Network

www.nottingham.ac.uk/disability/disliaison.htm

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