

For enquiries about available support, please contact Disability Support and Academic Support:

t: +44(0)115 846 6115 (Academic Support)  
t: +44(0)115 951 5992 (Disability Support)  
e: [disability-support@nottingham.ac.uk](mailto:disability-support@nottingham.ac.uk)  
e: [dyslexia-support@nottingham.ac.uk](mailto:dyslexia-support@nottingham.ac.uk)  
w: [www.nottingham.ac.uk/studentservices/supportforyourstudies](http://www.nottingham.ac.uk/studentservices/supportforyourstudies)

Disability Support and Academic Support  
Support for your studies

[www.nottingham.ac.uk/go/supportforyourstudies](http://www.nottingham.ac.uk/go/supportforyourstudies)





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Front cover image: Two students accessing information in the Atrium of the Portland Building on University Park Campus.

The Portland Building is a popular meeting place.

# Welcome

At The University of Nottingham we are strongly committed to equality of opportunity for all our students. We welcome disabled and students with Specific Learning Difficulties (SpLDs) such as dyslexia, dyspraxia and AD(H)D and aim to ensure that, as far as possible, appropriate support is offered to meet your needs.

The University complies with current equality legislation, under which it has a duty not to discriminate against disabled students. The legislation requires us to make 'reasonable adjustments' to our services so that disabled students are not placed at a 'substantial disadvantage'.

The Academic Support and Disability Support teams are here to provide you with information and support to enable you to complete your studies as independently as possible.

If you have any further questions after reading this guide please get in touch using the contact details on page 18.

# What support is available?

The Academic and Disability Support Teams are based at University Park, but can be accessed at Jubilee and Sutton Bonington campus as well as at Derby and the City Hospital.

Please contact the Academic and Disability teams for details [dyslexia-support@nottingham.ac.uk](mailto:dyslexia-support@nottingham.ac.uk)  
+44(0)115 846 6115  
[disability-support@nottingham.ac.uk](mailto:disability-support@nottingham.ac.uk)  
+44(0)115 951 5992

Academic Support offers advice on study strategies as well as support for students with dyslexia, dyspraxia and other Specific Learning Difficulties.

## Academic Support

We have a small team of friendly and experienced tutors who can provide support if you have, or think you have dyslexia, dyspraxia or other Specific Learning Difficulties (SpLDs) such as AD(H)D.

Your support might include:

- extra time in examinations
- individual specialist study support
- recommendations to academic staff for reasonable adjustments
- advice and information about applying for Disabled Students' Allowances (DSAs)

### Eligibility

If you are dyslexic, you will need to provide a report, in English, from an educational psychologist or a specialist teacher, which will need to be dated after your 16th birthday if you are making an application for Disabled Students' Allowances (DSAs).

If you have dyspraxia or AD(H)D, or other SpLDs, you will need to have a letter or report from a suitable, qualified professional.

For example, an educational or occupational psychologist or medical practitioner.

Academic Support also provides specialist study support for students with SpLDs who wish to develop their strategies for academic writing and time management. Individual appointments and some group workshops are available. Please see the website for details [www.nottingham.ac.uk/go/sessionsandworkshops](http://www.nottingham.ac.uk/go/sessionsandworkshops)

You can find information and advice on what academic support is available, and the resources to help you develop your study strategies at [www.nottingham.ac.uk/go/studyresources](http://www.nottingham.ac.uk/go/studyresources)

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## Disability Support

The Disability Support Team works with any student who has disclosed a disability. This may include students who are d/Deaf, hard of hearing or visually impaired, and those who have a physical disability, mobility difficulty, an autism spectrum disorder/Asperger syndrome, a mental health difficulty or a long-term medical condition (for example, Chronic Fatigue Syndrome/ME, diabetes, epilepsy or cancer).

The team is made up of experienced disability advisers who can offer information, advice, guidance and practical support in specific areas of disability. You are welcome to contact us at any point throughout your course to explore this further.

We can assist with queries regarding:

- support in making the transition to university
- liaison with your school or department regarding any impact your condition may have on the study elements of your course
- recommendations to academic staff for reasonable adjustments in teaching
- recommendations and referral for adjustments to examinations and assessment
- access to alternative formats such as Braille and large print
- residential accommodation – adapted study bedrooms
- accessible transport around and between campuses
- applying for Disabled Students' Allowances

Further information can be found at

[www.nottingham.ac.uk/go/dsu](http://www.nottingham.ac.uk/go/dsu)  
[pport](http://www.nottingham.ac.uk/go/dsu)

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## Eligibility

If you are disabled or have a long-term medical condition, you will need to provide evidence from a medical professional (such as a GP, consultant or specialist nurse) in order to access our services and support.

The evidence will need to specify:

- the name of your impairment or health condition
- when your impairment or health condition was diagnosed/identified
- how long your impairment/health condition is likely to last
- the main effects of your condition
- the side effects of any medication or treatment

For more information about our confidentiality and disclosure policy, please see [www.nottingham.ac.uk/go/sd](http://www.nottingham.ac.uk/go/sd)  
[cpolicy](http://www.nottingham.ac.uk/go/sd)

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## Welfare and Disability Liaison Officers

Each school or department appoints a Welfare and Disability Liaison Officer to provide a point of reference, advice and guidance for members of staff and students in relation to issues with SpLDs or disability. These officers liaise with other members of staff, such as Academic and Disability Support advisers and tutors on behalf of students.

Welfare Officers (WOs) are the first point of contact for students with issues relating to their SpLDs or disabilities.

Disability Liaison Officers (DLOs) will be able to help students who want a referral or some academic advice. They together with the Disability and Academic Support Advisers can advise on the reasonable adjustments that are possible and realistic based on knowledge of the school and subject.

For details of each school's Welfare Officer please see [www.nottingham.ac.uk/go/welfare-support](http://www.nottingham.ac.uk/go/welfare-support)

For details of each school's Disability Liaison Officer, please see [www.nottingham.ac.uk/go/dlo](http://www.nottingham.ac.uk/go/dlo)

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# Admissions processes for disabled applicants

We believe that you need to be in possession of all the facts before you can make an informed choice about where to study. To this end, if you declare a disability or long-term medical condition on your application form, a disability adviser will look at your form and we will write to you with information about the support available here at Nottingham.

We may also invite you to a meeting with a disability adviser and a member of staff from the school/department in which you hope to study. At this meeting we can tell you what support is available at the University and discuss with you what reasonable adjustments you will require during your course of study.

Please get in touch if you would like to talk or meet with us at any time, whether you are just considering an application to Nottingham or have already applied.

If you think you will require adapted accommodation, please make sure that you contact Disability Support in good time to explore your requirements.

If you declare on your application form that you are dyslexic or dyspraxic or have other Specific Learning Difficulties, one of the Academic Support team will contact you with further information.

For more information about the admissions process, please see [www.nottingham.ac.uk/go/apply-disability](http://www.nottingham.ac.uk/go/apply-disability)



## Confidentiality and disclosure

We will respect the confidential nature of information you provide and act in accordance with data protection regulations. Confidential information will only be shared within the University on a need-to-know basis.

If you have a disability, dyslexia or other Specific Learning Difficulties (SpLDs), we would strongly encourage you to make early contact with us, before submitting your application. Knowing about your requirements in advance can help us to prepare and arrange support in time for the start of your course.

We would therefore encourage you to disclose your disability or SpLDs to us as soon as possible. Failure to do so may affect our ability to make some of the adjustments that you require.

For more information about confidentiality and disclosure, please see [www.nottingham.ac.uk/go/sdcpolicy](http://www.nottingham.ac.uk/go/sdcpolicy)

## Disabled Students' Allowances

Disabled Students' Allowances (DSAs) are non-means-tested funds to help full and part-time, home undergraduate and postgraduate students pay for extra costs they may incur while attending their course, as a direct result of their disability, Specific Learning Difficulties or long-term medical condition. This may include funding for Specialist Mentoring and Specialist Support for deaf and visually impaired students, provided by external agencies and Specialist One to One Study Skills Support. Specialist assistive software and funding towards computer equipment may also be available. Other provision may be available depending on your funding body and on the outcome of your DSA Assessment.

If you qualify for DSAs, they can be awarded in addition to other grants or loans.

They are not affected by your household income, and you do not have to pay them back. They are distributed by the Student Loans Company, Postgraduate Research Councils and in some cases the NHS Bursary Scheme. Further advice on where and how to apply for the DSA can be provided via Academic/Disability Support and the Access Centre.

More information about DSAs can be found at [www.gov.uk/disabled-students-allowances-dsas](http://www.gov.uk/disabled-students-allowances-dsas)

It is important to note that DSAs cannot be used to fund any personal support for day-to-day tasks such as shopping, or help with washing and dressing. This may be funded by your local social services department. If you require such assistance you should contact your local council as soon as possible, to ask them to assess your needs.

# The University of Nottingham ACCESS Centre

The University of Nottingham ACCESS Centre (UNAC) is a recognised Assessment Centre registered with and accredited through the Disabled Students' Allowances Quality Assurance Group (DSA-QAG). UNAC is also a member of the National Network of Assessment Centres (NNAC).

For further information on how to book a DSA Assessment of Needs, contact us on  
**t: +44(0)115 846 7780**  
**e: [accesscentre@nottingham.ac.uk](mailto:accesscentre@nottingham.ac.uk)**

We have a team of specialist assessors and offer DSA Assessment of Needs to disabled students, including those with Specific Learning Difficulties (such as dyslexia or dyspraxia), physical or sensory impairments, mental health issues or long-term medical conditions.

For more information about the centre, please see [www.nottingham.ac.uk/go/accesscentre](http://www.nottingham.ac.uk/go/accesscentre)

There is a recognised assessment centre at the University.

# International students

International students can expect to receive a similar level of support as home students, as far as is reasonably possible.

This would include generic provision such as adjustments to examination arrangements in addition to other services that are funded by DSAs for a home student.



# Checklist for new students

## Before you arrive

What?	When?	Completed
Declare your disability, long-term medical condition or Specific Learning Difficulties on your application form	When you apply to the University	
Apply for Disabled Students' Allowances (DSAs)	From March in the year you are due to start	
Contact your local social services department if you require assistance with day-to-day personal tasks, such as shopping, washing and dressing	As soon as possible	
Any queries about the support available at The University of Nottingham? Contact us using the details on page 18	Any time	

## After you arrive

What?	When?	Completed
To discuss any support requirements, including exam arrangements – contact Academic Support or Disability Support to make an appointment using the details on page 18	As soon as possible	
Please bring the following with you, if available and not already sent to us: 1. Formal evidence of your disability 2. Your DSA report	At the first meeting	



# Useful contacts

## Accommodation Services

[www.nottingham.ac.uk/accommodation](http://www.nottingham.ac.uk/accommodation)

## Campus maps and directions

[www.nottingham.ac.uk/about/campuses](http://www.nottingham.ac.uk/about/campuses)

## Careers and Employability Service

[www.nottingham.ac.uk/careers](http://www.nottingham.ac.uk/careers)

## Chaplaincy and Faith Support

[www.nottingham.ac.uk/chaplaincy](http://www.nottingham.ac.uk/chaplaincy)

## Equality and Diversity – students

[www.nottingham.ac.uk/student-services/equalityanddiversity](http://www.nottingham.ac.uk/student-services/equalityanddiversity)

## Estates Office

[www.nottingham.ac.uk/estates](http://www.nottingham.ac.uk/estates)

## Examinations

[www.nottingham.ac.uk/academic-services/currentstudents/examinations](http://www.nottingham.ac.uk/academic-services/currentstudents/examinations)

## Financial Support

[www.nottingham.ac.uk/financialsupport](http://www.nottingham.ac.uk/financialsupport)

## Graduate School

[www.nottingham.ac.uk/graduate-school](http://www.nottingham.ac.uk/graduate-school)

## Information Services

[www.nottingham.ac.uk/it-services](http://www.nottingham.ac.uk/it-services)

## Libraries

[www.nottingham.ac.uk/library](http://www.nottingham.ac.uk/library)

## International Office

[www.nottingham.ac.uk/internationaloffice](http://www.nottingham.ac.uk/internationaloffice)

## Sports Centre (including Disability Sport Officer)

[www.nottingham.ac.uk/sport](http://www.nottingham.ac.uk/sport)  
[www.nottingham.ac.uk/disabilitysport](http://www.nottingham.ac.uk/disabilitysport)

## Student Services

[www.nottingham.ac.uk/student-services](http://www.nottingham.ac.uk/student-services)

## Students' Union

[www.su.nottingham.ac.uk](http://www.su.nottingham.ac.uk)

## Study Skills

[www.nottingham.ac.uk/studyingsuccessfully](http://www.nottingham.ac.uk/studyingsuccessfully)

## The University of Nottingham Health Service

[www.unhs.co.uk](http://www.unhs.co.uk)

## University Counselling Service

[www.nottingham.ac.uk/counselling](http://www.nottingham.ac.uk/counselling)

# Contact us

Disability Support and  
Academic Support  
Student Services on E floor  
Portland Building  
University Park  
Nottingham  
NG7 2RD

t: +44(0)115 846 6115 (Academic Support)

t:+44(0)115 951 5992 (Disability Support)

e: [disability-support@nottingham.ac.uk](mailto:disability-support@nottingham.ac.uk)

e: [dyslexia-support@nottingham.ac.uk](mailto:dyslexia-support@nottingham.ac.uk)

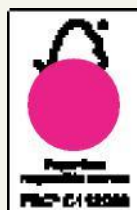
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[www.nottingham.ac.uk/student-services/support  
for-your-studies](http://www.nottingham.ac.uk/student-services/support-for-your-studies)

If you require this publication in an  
alternative format, please contact us.  
t: +44 (0)115 951 5559

The University of Nottingham has made every effort to ensure that the information in this brochure was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.

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The University aims to create a supportive and  
inclusive environment for all students.



