Disability Support and Academic Support
Support for your studies
www.nottingham.ac.uk/studentservices
The Portland Building is a popular meeting place.

At The University of Nottingham we are strongly committed to equality of opportunity for all our students. We welcome disabled and dyslexic students 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 located in the Student Services Centre, Portland Building, on University Park Campus and are available by appointment on our Jubilee and Sutton Bonington Campuses, as well as at other teaching sites.

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 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, dated after your 16th birthday.

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 support for students who wish to develop their strategies for academic writing and time management. Individual appointments are available as well as drop-in study advice sessions.

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/acadsupport
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/dsupport

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/medicalpolicy
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.

For more information about the admissions process, please see www.nottingham.ac.uk/go/applydisability

Disability Liaison Officers
Each school and department appoints a Disability Liaison Officer (DLO) to provide a point of reference, advice and guidance for students and staff in the school about disability issues and support.

The DLOs are part of a network that meets regularly to share information and good practice. DLOs liaise with Disability Support and Academic Support, as necessary, in relation to both individual students and general policies and procedures.

For details of each school's DLO, please see www.nottingham.ac.uk/go/dlo
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

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 support workers, such as note-takers, mentors and laboratory assistants, as well as equipment or software. If you qualify for DSAs, they can be paid on top of other grants or loans.

DSAs are not affected by your household income, and you don't have to pay them back. They are distributed by the Student Loans Company, postgraduate research councils/bodies and the NHS. Nursing students and those on other health-related courses may therefore need to apply to the NHS.

Postgraduate students who are funded by a research council should apply directly to their funding councils.

More information about DSAs can be found at www.direct.gov.uk/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 by the Disabled Students’ Allowances (DSA) Quality Assurance Group. UNAC is also a member of the National Network of Assessment Centres.

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

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

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

<table>
<thead>
<tr>
<th>After you arrive</th>
<th>When?</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>To discuss any support requirements, including exam arrangements – contact Academic Support or Disability Support to make an appointment using the details on page 18</td>
<td>As soon as possible</td>
<td>☐</td>
</tr>
<tr>
<td>Please bring the following with you, if available and not already sent to us: 1. Formal evidence of your disability 2. Your DSA report</td>
<td>At the first meeting</td>
<td>☐</td>
</tr>
</tbody>
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Useful contacts

Accommodation Services
www.nottingham.ac.uk/accommodation

Campus maps and directions
www.nottingham.ac.uk/about/campuses

Careers and Employability Service
www.nottingham.ac.uk/careers

Chaplaincy and Faith Support
www.nottingham.ac.uk/chaplaincy

Equality and Diversity – students
www.nottingham.ac.uk/studentservices/equalityanddiversity

Estates Office
www.nottingham.ac.uk/estates

Examinations
www.nottingham.ac.uk/academicservices/currentstudents/examinations

Financial Support
www.nottingham.ac.uk/financialsupport

Graduate School
www.nottingham.ac.uk/graduateschool

Information Services (including libraries)
www.nottingham.ac.uk/is

International Office
www.nottingham.ac.uk/internationaloffice

Sports Centre (including Disability Sport Officer)
www.nottingham.ac.uk/sport
disabilitysport

Student Services
www.nottingham.ac.uk/studentservices

Students’ Union
www.su.nottingham.ac.uk

Study Skills
www.nottingham.ac.uk/studyingeffectively

The University of Nottingham Health Service
www.unhs.co.uk

University Counselling Service
www.nottingham.ac.uk/counselling
Contact us

Disability Support and Academic Support
Student Services Centre
B Floor, Portland Building
The University of Nottingham
University Park
Nottingham
NG7 2RD

t: +44 (0)115 951 3710
f: +44 (0)115 951 4376
e: disability-support@nottingham.ac.uk
e: dyslexia-support@nottingham.ac.uk
w: www.nottingham.ac.uk/studentservices/supportforyourstudies

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

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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