



University of
Nottingham

UK | CHINA | MALAYSIA

Welcome to

Disability Support Services

About us

We are here to support the university community in creating an inclusive and equitable teaching and learning environment for the benefit of all students. Our specialist service provides student-led support to enable disabled students to flourish as independent learners.

We are here to help you if you have a disability, mental health difficulty, long-term medical condition, autistic spectrum disorder, or a specific learning difference (SpLD) such as dyslexia, dyspraxia, dyscalculia or ADHD.



How we can help you:

- Provide support in making the transition to university
- Liaise with your school or department in the University regarding any impact your condition may have on your studies
- Develop an individual Support Plan with recommendations for reasonable adjustments to examinations and reasonable adjustments in teaching
- Advise if you are unsure whether you have a specific learning difference (for example, dyslexia)
- Guide you in your application for Disabled Students' Allowances
- Advise about residential accommodation – for example, adapted study bedrooms
- Advise about accessible transport around and between campuses
- Arrange access to alternative formats such as Braille, large print and coloured paper

For students in need of specialist study support, we offer one-to-one appointments and group workshops covering a range of topics, including:

- Time management and organisation
- Notetaking and research strategies
- Reading and research strategies
- Analysing essay questions
- Planning and writing strategies
- Revision and exam techniques



Tell us about your disability

Please feel free to contact us. We would encourage you to contact us as soon as possible so we can begin discussing your support needs, whether you are an applicant or a registered student. Please note that if you contact us later in the academic year there may be a delay in the University meeting some of your support needs.

We understand that you may require reasonable adjustments in order to study and learn comfortably to help you achieve your true potential. A Support Plan details the reasonable adjustments we will put in place. Typically, this plan will allow you to request coursework extensions, receive your lecture notes before a lecture, access recordings of lectures and have reasonable adjustments during exams.

Exam adjustments may include:

- additional time
- room adjustments
- use of a computer
- use of equipment such as coloured filters
- adjustments to the format of exam papers
- access to support workers (scribes or readers)
- stickers advising a marker not to penalise errors in spelling, punctuation, untidy handwriting or clumsiness of English expression.

For a Support Plan to be created, you will need to provide us with appropriate evidence of disability. All students must submit evidence to Disability Support Services from an appropriately qualified professional (such as a GP, consultant, specialist nurse or Educational Psychologist).

If you have a mental health difficulty, long-term medical condition or autistic spectrum disorder your evidence must state:

- 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

If you have a SpLD, such as dyslexia, dyspraxia or ADHD your evidence must be:

- a report that identifies you have a Specific Learning Difference. We accept both pre- and post-16 evidence from an Educational Psychologist or Specialist Teacher or equivalent for example, Occupational Therapist
- EHC Plans or reports from an appropriately qualified medical practitioner are also accepted. Evidence must include appropriate diagnostic information of the assessment carried out to identify your SpLD

Medical evidence should be provided in English and translations from the original should be provided by an accredited professional translation service.

The University will not accept an access arrangement form (Form 8), letters from your previous school or college. The University will not accept a Disabled Students' Allowances Needs Assessment Report as suitable evidence.

Additional information for applicants

We would like to help you make an informed choice about where to study. If you declare a disability or long-term medical condition on your application, we will write to you with information about the support available at the University of Nottingham.

We may invite you to a meeting with a Disability Adviser, to discuss what support is available and the reasonable adjustments you will require. We encourage all applicants to take advantage of the many open days and offer holder days when the team will be available to answer questions.

International students

As a disabled international student, you can expect to receive a similar level of support to home students, as far as reasonably possible. This includes a Support Plan that details any reasonable adjustment we will put in place, where appropriate.

As with UK students, your evidence should be provided by an appropriately qualified professional and must be in English. Translations from the original should be provided by an accredited professional translation service.

Where can you find us?

You can meet us in person at **all University campuses**, as well as **Queen's Medical Centre** and **Royal Derby Hospital**. We also offer advice by phone and email. To book an appointment or enquire about drop-in sessions, please contact us using the details on page 10.

Additional funding

Disabled Students' Allowances (DSAs) are available to all home undergraduate or postgraduate disabled students, studying full-time or part-time. DSAs are non means-tested funds to help pay for extra costs you may incur whilst attending your course, as a

direct result of a disability, mental health difficulty, long-term medical condition, autistic spectrum disorder, or SpLD. This may include support workers, such as note-takers, mentors and laboratory assistants, as well as equipment or software. DSAs are distributed by the Student Loans Company, postgraduate research councils/bodies and the NHS. DSA funding is not affected by your household income, and you don't have to pay it back.

Postgraduate students who are funded by one of the Research Councils should contact Disability Support Services at the University.

Full information about DSAs can be found at www.direct.gov.uk/dsas including a list of approved assessment centres.

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. If you are a UK student 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 it to assess your needs.

Although you can apply for DSA at any time during your studies, we advise you to make your application before you arrive. This will enable your allowances to be in place from the beginning of your course.

Confidentiality

Disability Support Services work in a confidential environment and documentation that we process is stored securely. No third party will be given any of the information you provide to us, unless you give us your approval to do so. We adhere to the University of Nottingham's Data Protection Policy and to the requirements of the General Data Protection Regulations (GDPR). The full privacy statement is available on our website.

Contact us

For further information, please contact us:

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