



Disabled Students Allowance – Assessor Information Sheet

If you have questions not covered in this document, please email:
disability-supportservices@nottingham.ac.uk

Does the institute provide a lecture capture facility in taught sessions?

Yes, but it may not cover all teaching sessions especially if there is a practical/lab element so we could not confirm it would be a 100% for any student. Small group seminars may not be covered depending on rooms now in use which may not be standard teaching rooms as some office spaces have had to be converted to teaching.

<https://www.nottingham.ac.uk/dts/teaching-and-learning/lecture-recordings/lecture-recordings.aspx>

<https://www.nottingham.ac.uk/currentstudents/news/automated-speech-recognition-captions-on-recorded-teaching-materials>

The captioning of Echo 365 is a useful tool but is not the only platform used. Many schools routinely use it for all lectures/large taught sessions and use is encouraged but it is not a compulsory policy.

We advise that this is not yet a replacement for any Disabled Students' Allowances recommendations such as digital recorders.

There are induction loop systems in the larger lecture theatres but not in smaller teaching spaces. Students with hearing difficulties should access Disabled Students' Allowances for a personal listening system appropriate to their requirements.

Can students obtain Microsoft Office 365 through the institute?

Yes, further information is here: <https://www.nottingham.ac.uk/it-services/software/office.aspx>

Does the University provide any assistive software for students such as Read&Write, ClaroRead, MindView, Inspiration?

Further information is here: <https://www.nottingham.ac.uk/library/help/accessibility/assistive-technology/assistive-software/assistive-software.aspx>

Does the University allow the use of C-Pens in exams?

At the moment, we have to continue to say no to the use of C-pens as PCs are locked down during exams, which affects the student's ability to use the pen due to it being a USB drive.

Does the University work with any particular agencies to provide non-medical helper Support?

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The University of Nottingham is not a registered provider of NMH so external agencies should be quoted on all Needs Assessment reports.

Access to IT for external suppliers of NMH

For online support the Support Worker Service can request an Associate IT account for an external Support Workers who will be note-taking only, this is not available to all external support workers. Once this is in place, access can be requested to the Moodle modules that the Support Worker will be note-taking for, if the content is being delivered via Moodle. To request an Associate IT account, the Support Worker Service will need the name, telephone number and e-mail address of the Support Worker.

£200 student contribution to equipment

We do not offer a reimbursement of the £200 contribution to DSA funded equipment but students can apply to the Hardship Fund to see if they are eligible for a contribution:

<https://www.nottingham.ac.uk/studentservices/support/financialsupport/support-funds/index.aspx#hardship>

Enhanced Library Support

This includes access to assistive technology rooms, study spaces and the click and collect service. Further details are available here:

<https://www.nottingham.ac.uk/library/help/accessibility/enhanced-library-support.aspx>

Familiarisation with library resources can be found here:

<https://www.nottingham.ac.uk/library/studying/index2.aspx>

Print credit allocation

Traditionally new and returning students are provided with a small annual print allowance. It has been determined that for 2020/21, there will be no central print allowance allotted to students. Full details of the printing and scanning available on campus can be found here:

<https://www.nottingham.ac.uk/it-services/computers/print/print.aspx>

Libraries Support if isolating

<https://www.nottingham.ac.uk/library/support/isolation.aspx>



Equipment Loans

<https://www.nottingham.ac.uk/it-services/computers/laptop-repair.aspx>

Accessibility Resources for teaching materials

<http://accessibility.nottingham.ac.uk/>

Support Teams

Disability Support

We are here to help students who have a disability, mental health difficulty, long-term medical condition, autistic spectrum condition, or a specific learning difference such as dyslexia, dyspraxia, dyscalculia or ADHD.

We can put a [Support Plan](#) in place and liaise with the student's School and the central Exams Team to make sure they have [reasonable adjustments for exams and teaching](#). Further details about the range of support available can be viewed here:

<https://www.nottingham.ac.uk/student-services/service-details/disability-support-services/support-for-your-studies/support-for-your-studies.aspx>

Please note recommended teaching and exam adjustments are not automatically put in place on receipt of a DSA Needs Assessment report. Please encourage students to complete the form available on this page following their Needs Assessment:

<https://www.nottingham.ac.uk/student-services/service-details/disability-support-services/coming-to-nottingham-tell-us-of-a-disability.aspx>

Email: disability-supportservices@nottingham.ac.uk

Phone: +44 (0)115 82 32070

Wellbeing Service

Each School has their own Wellbeing team who provide guidance for those little queries or help students through more complex situations if they occur:

<https://www.nottingham.ac.uk/CurrentStudents/Wellbeing/Student-Wellbeing.aspx>

Counselling

The Counselling Team can provide students with ongoing specialist support. The service is by referral only. Students will need to contact either Wellbeing Services or Disability Support.

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<https://www.nottingham.ac.uk/counselling/student-counselling/student-counselling.aspx>.

Mental Health Advisory Service

To use this service, students need to be referred by a member of University staff, their GP or the NHS and should contact the Wellbeing Service in the first instance.

<https://www.nottingham.ac.uk/CurrentStudents/Wellbeing/Student-Wellbeing.aspx>

Additional Study Support

The University of Nottingham provides general assisted study support to facilitate students' academic progress. Further details can be viewed here:

<https://www.nottingham.ac.uk/library/studying/student-academic-skills/student-academic-skills-team.aspx>

Difference between standard and en-suite accommodation

As part of the assessment of needs and adjustments, the Disability Adviser may recommend that the University meet a discount between a room a student might have booked, had they not had a medical need/disability, and what they have needed to book. This will be decided based on the students' evidence and in dialogue with them. Their Disability Adviser will tell them the nature of the fee adjustment. All fee adjustments must be pre-agreed by the Advisers.

The above advice applies to accommodation at Ancaster Hall, Cavendish Hall, Cripps Hall, Dagfa House, Derby Hall, Florence Boot Hall, Lenton and Wortley Hall, Lincoln Hall, Melton Hall, Newark Hall, Nightingale Hall, Rutland Hall, Sherwood Hall, and Varsity.

We do not make arrangements for discounts where students secure accommodation outside of the accommodation outline on our website, but they may be able to get some support from DSA towards the costs of this.

Students should be encouraged to contact Accommodation Services in addition to Disability Support Services.

<https://www.nottingham.ac.uk/student-living/individual-requirements.aspx>

Over Allowance

Please email details of the over allowance for guidance on the University of Nottingham's funding agreement. These will be assessed on a case by case basis.



Campus Layout

Please be advised that the University Park campus is a hilly campus which may impact on accessibility for students with mobility difficulties. Taxi allowance should be discussed at Needs Assessment for students with mobility difficulties.

The University also has a number of older University buildings which may not be fully accessible. However, individual reasonable adjustments can be discussed and arranged with the timetabling team as required. Therefore, we encourage students to contact Disability Support Services as soon as possible to discuss their needs.

Minibus Service

The minibus service is by referral of a Disability Adviser. It is accessible for both manual and powered wheelchairs and operates on all the University's campuses: University Park, Jubilee, Sutton Bonington, Kings Meadow, University accommodation, Queens Medical Centre and City Hospital Nottingham.

Journeys need to be pre-booked in order to accommodate all students. Whilst the service aims to be responsive and offers some degree of flexibility it does not operate as a taxi service.

Blue Badge Holders

Car parking on our campuses for disabled blue badge holders is free of charge within marked disabled spaces only, with a blue badge and permit clearly displayed. If marked disabled bays are full then general parking spaces can be used. A temporary blue badge scheme is operated by the [Security Office](#) to allow temporary parking by permit holders in a disabled space for a maximum of eight weeks.