



University of
Nottingham

UK | CHINA | MALAYSIA

Welcome to Disability Support Services



Contents

About us	3
Who do we support	4
How we can help you	5
Who we are	6
Tell us about your disability	7
Thinking of applying to Nottingham	9
International students	9
Postgraduate researchers	9
Disabled Students' Allowances	10
Confidentiality	11
Where can you find us?	11
Contact us	12

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 condition, long-term medical condition, autistic spectrum condition (ASC), or a specific learning difference (SpLD) such as dyslexia, dyspraxia, dyscalculia or ADHD.





Who do we support?

We support all disabled students who are registered at the University of Nottingham and who have provided evidence of disability or a SpLD, whether studying on a full-time or part-time basis.

We support:

- Undergraduate students
- Degree apprenticeship students
- Postgraduate taught students
- Postgraduate research students
- International students

How we can help you

- Provide support in making the transition to university
- Liaise with your faculty or department in the university regarding any impact that your condition may have on your studies
- Develop an individual Support Plan with recommendations for reasonable adjustments to examinations and in teaching
- Advise if you are unsure whether you have a specific learning difference (for example, dyslexia)
- Offer specialist study support for students with SpLDs, through one-to-one appointments and group workshops covering a range of topics
- Guide you in your application for Disabled Students' Allowances (DSA)
- 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

Who we are

We are here to support you throughout your journey at University of Nottingham, from pre-application enquiries through to graduation, supporting students across all faculties. Our team includes:

Disability advisers

Our disability advisers offer guidance on reasonable adjustments and will liaise with faculty support and wellbeing officers and disability liaison officers.

- time management and organisation
- notetaking and research strategies
- reading and research strategies
- analysing essay questions
- planning and writing strategies
- revision and exam techniques

These sessions are offered alongside any DSA funded non-medical helper support you can also access.

Specialist Study Support Tutors

Our tutors support students with dyslexia, dyspraxia, dyscalculia, ADHD and other SpLDs. Tutors offer guidance on reasonable adjustments and non-subject specific support with study strategies that can include:

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 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 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 and rest breaks
- 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, we require documentation from an appropriately qualified professional, such as a GP, consultant, specialist nurse or educational psychologist or specialist teacher.

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

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

If you have a SpLD, such as dyslexia, dyspraxia or ADHD your documentation must include appropriate diagnostic information of the assessment carried out.

We accept both pre- and post-16 evidence.

Documentation can include:

- an Educational Psychologist report
- Specialist Teacher report or equivalent for example, Occupational Therapist report
- Education, Health & Care plans
- JCQ Form 8
- Report/letter from an appropriately qualified medical practitioner

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

Disabled Students' Needs Assessment Reports are a good starting point for a discussion around reasonable adjustment.

Thinking of applying to Nottingham?

We would like to help you make an informed choice about where to study.

We encourage all applicants to take advantage of the many open days and offer holder days when the team will be available to answer your 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.

Postgraduate researchers

Postgraduate research (PGR) courses can be very different to undergraduate/postgraduate taught (UG/PGT) studies. You are still eligible for support and course adjustments, which may include:

- workplace and workspace adaptations
- recommendations for supervisions
- extensions to the phases of your course
- Viva and annual review adjustments

Having support in place from the start can make the transition to postgraduate research (PGR) study easier, and we would be happy to work with you to create a Support Plan that will help you during your studies.

Disabled Students' Allowances

Disabled Students' Allowances (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 condition, long-term medical condition, autistic spectrum condition, or SpLD.

This may include support workers, such as note-takers, mentors and laboratory assistants, as well as equipment or software. Disabled Students' Allowances (DSAs) funding is not affected by your household income, and you don't have to pay it back.

Disabled Students' Allowances (DSAs) are available to all home undergraduate or postgraduate disabled students, studying full-time or part-time. Full information can be found at [direct.gov.uk/dsas](https://www.direct.gov.uk/dsas)

Postgraduate students who are funded by one of the UKRI Research Councils, International students and students on degree apprenticeship programmes should contact Disability Support Services at the university.

Although you can apply for Disabled Students' Allowances (DSAs) 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 permission 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.

Where can you find us?

You can meet us in person on University Park or online via Microsoft Teams. We also offer advice by phone and email.





University of
Nottingham

UK | CHINA | MALAYSIA

Contact us

For further information, please contact us:

Disability Support Services
Cherry Tree Lodge
University Park
University of Nottingham
Nottingham
NG7 2RD



Tel: +44 (0)115 82 32070



disability-supportservices@nottingham.ac.uk



nottingham.ac.uk/go/disability-support

If you require this publication in an alternative format please contact: alternativeformats@nottingham.ac.uk to discuss your needs.