Hello and welcome to Disability Support Services!

We ask our students to complete this form so we can offer you the right support.

If you’re unsure whether our department is relevant to you, please visit [our welcome webpage](https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/welcome-faq.aspx). You may also find it useful to see [what support is available](https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/support-for-your-studies/support-for-your-studies.aspx).

Please upload the completed form to [NottinghamHub](https://hub.nottingham.ac.uk/) along with your [supporting evidence](https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/submitting-your-evidence.aspx).

We process your data for the purposes of setting up your support plan. View our privacy statement [here](https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/policies-and-legislation/privacy-statement.aspx) and the university privacy notice [here](https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx).

If you have any difficulties completing this form, please [contact us](https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/key-contacts.aspx). All hyperlinks mentioned above are at the end of this form in full.

## Your Details

|  |  |
| --- | --- |
| Full Name: |       |
| Preferred Name: |       | Pronouns: |       |
| Student ID or UCAS number: |       | Date of Birth: |       |
| Course name: |       | Course start date (month/year): |       |

## Your disability, condition or Specific Learning Difference (SpLD)

| Please tell us about your disability, condition or SpLD. How does it affect you? |
| --- |
|       |

**Supporting documentation confirmation**

|  |
| --- |
| I certify the supporting documentation I will share, is a true and correct representation of my disability, condition or Specific Learning Difference and is a true copy of the original seen by me. |
| **Please sign** (electronic signatures are acceptable):  | Date: |

## Support for teaching and learning

| **Type of support:** | Have you had this before?**(If yes, please check box)** | Do you think you’ll need this while at the University? **(If yes, please check box)** |
| --- | --- | --- |
| Allowed to record your lectures in line with University Policy | [ ]  | [ ]  |
| Extensions to course work deadlines | [ ]  | [ ]  |
| **Specialist support:**  |
| A note taker provided for your classes | [ ]  | [ ]  |
| Materials in alternative formats (e.g. coloured paper or braille) | [ ]  | [ ]  |
| Practical support (e.g. library or lab assistance) | [ ]  | [ ]  |
| Assistive software (e.g. screen reading or speech recognition software) | [ ]  | [ ]  |
| Specialist equipment (e.g. a radio aid)  | [ ]  | [ ]  |
| Access or mobility requirements  | [ ]  | [ ]  |
| Manual dexterity requirements such as difficulty holding objects  | [ ]  | [ ]  |
| Please provide more information about these, such as assistive technology products you use or the kind of practical assistance you might need when studying. You can also use this box to tell us about anything else you require to access your teaching and learning, such as a BSL interpreter.  |
|       |

## Support for exams and other assessments

| **Type of support:** | Have you had this before?  | Do you think you’ll need this while at University?  |
| --- | --- | --- |
| Extra time in exams (Please tell us how much) |       |       |
| Rest breaks in exams (Please tell us how much)  |       |       |
| Use of a university computer in exams | [ ]  | [ ]  |
| Exams **not** in a large exam hall. We can organise rooms with **30** or fewer students  | [ ]  | [ ]  |
| Exams in a much smaller room with up to **10** students | [ ]  | [ ]  |
| **Specialist support:** |
| Exams taken in a room where you are the only student  | [ ]  | [ ]  |
| Exam reader | [ ]  | [ ]  |
| Exam scribe | [ ]  | [ ]  |
| Use of assistive software in exams | [ ]  | [ ]  |
| Do you think you might find assessments through presentations or group work difficult? If so, please provide more information. |
|       |
| Do you think you need any other exam support?  |
|       |

## Accommodation

| Please tell us about any disability needs you might have (e.g. a ground floor room) |
| --- |
|       |

To explore your options and book, please make direct contact with our Accommodation Team by emailing accomindividualneeds@nottingham.ac.uk. As certain kinds of accommodation are in limited supply, we recommend contacting the accommodation team as soon as possible.

## Emergency situations

| **In an emergency, can you:** | Please give brief details  |
| --- | --- |
| Get up and down the stairs? |       |
| Evacuate a building by yourself? |       |
| Hear the fire alarm?  |       |
| Is there any additional information you would like us to be aware of? |
|       |

## Personal Care

| Do you receive personal care, such as help with dressing, eating and washing?  |
| --- |
|       |
| Have you made the necessary arrangements for your personal care? (Funding for personal care is generally provided by your local social services department.) |
|       |

## Applicant and student disclosure

| I have provided this information so that the University can set up a support plan for me as a disabled student.I understand my support plan and information about my needs may be shared with other teams within the University so my disability adjustments can be co-ordinated. I understand there are circumstances when information about my needs may need to be shared by law, for example, medical emergencies. I understand that this may include sharing basic information within the University about the nature of my disability and its impact and what support I require. |
| --- |
| Yes, I understand and agree | [ ]  |
| No, I do not agree and require further information | [ ]  |
| **Please sign** (electronic signatures are acceptable):  |       |
| **Date:** |       |

## What happens next?

Now you have completed the form, please [upload it to NottinghamHub](https://hub.nottingham.ac.uk/) along with your [supporting evidence](https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/submitting-your-evidence.aspx).

We will then be in touch with you regarding your Support Plan.

**Please note:** we will contact you, rather than a parent or guardian. If this is aconcern for you, please get in touch with us:

+44 (0)115 82 32070 or disability-supportservices@nottingham.ac.uk

## Hyperlinks in full

Our welcome webpage: https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/welcome-faq.aspx

What support is available:

https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/support-for-your-studies/support-for-your-studies.aspx

Upload documents to NottinghamHub:

<https://hub.nottingham.ac.uk/>

Guidance on supporting evidence:

<https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/submitting-your-evidence.aspx>

Privacy statement:

<https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/policies-and-legislation/privacy-statement.aspx>

University privacy notice:

<https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx>

Our full contact details and address:

https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/key-contacts.aspx