



The University of
Nottingham

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Disability Support and Academic Support
Support for your Studies

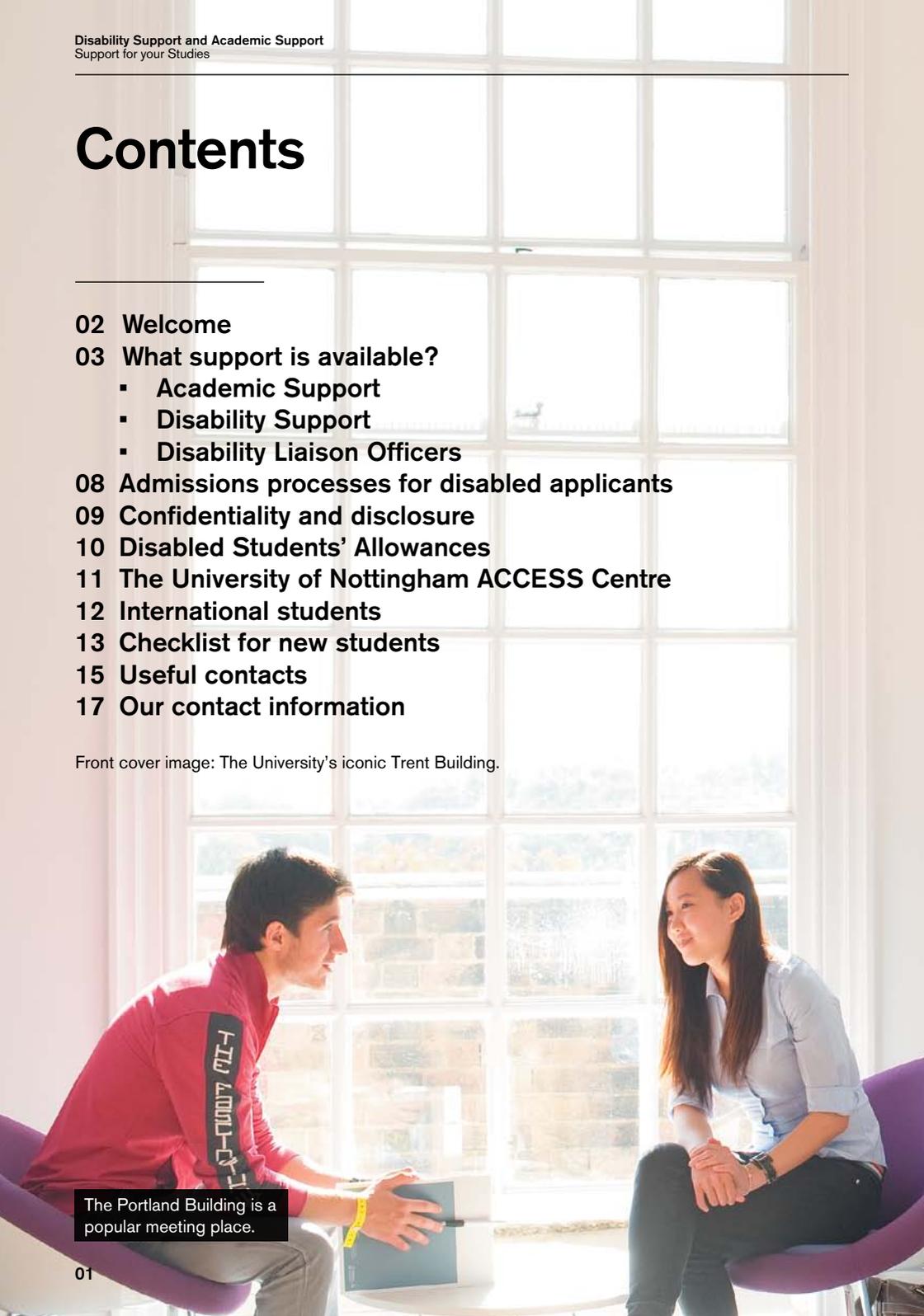
www.nottingham.ac.uk/student-services



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Front cover image: The University's iconic Trent Building.



The Portland Building is a popular meeting place.

Welcome

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.

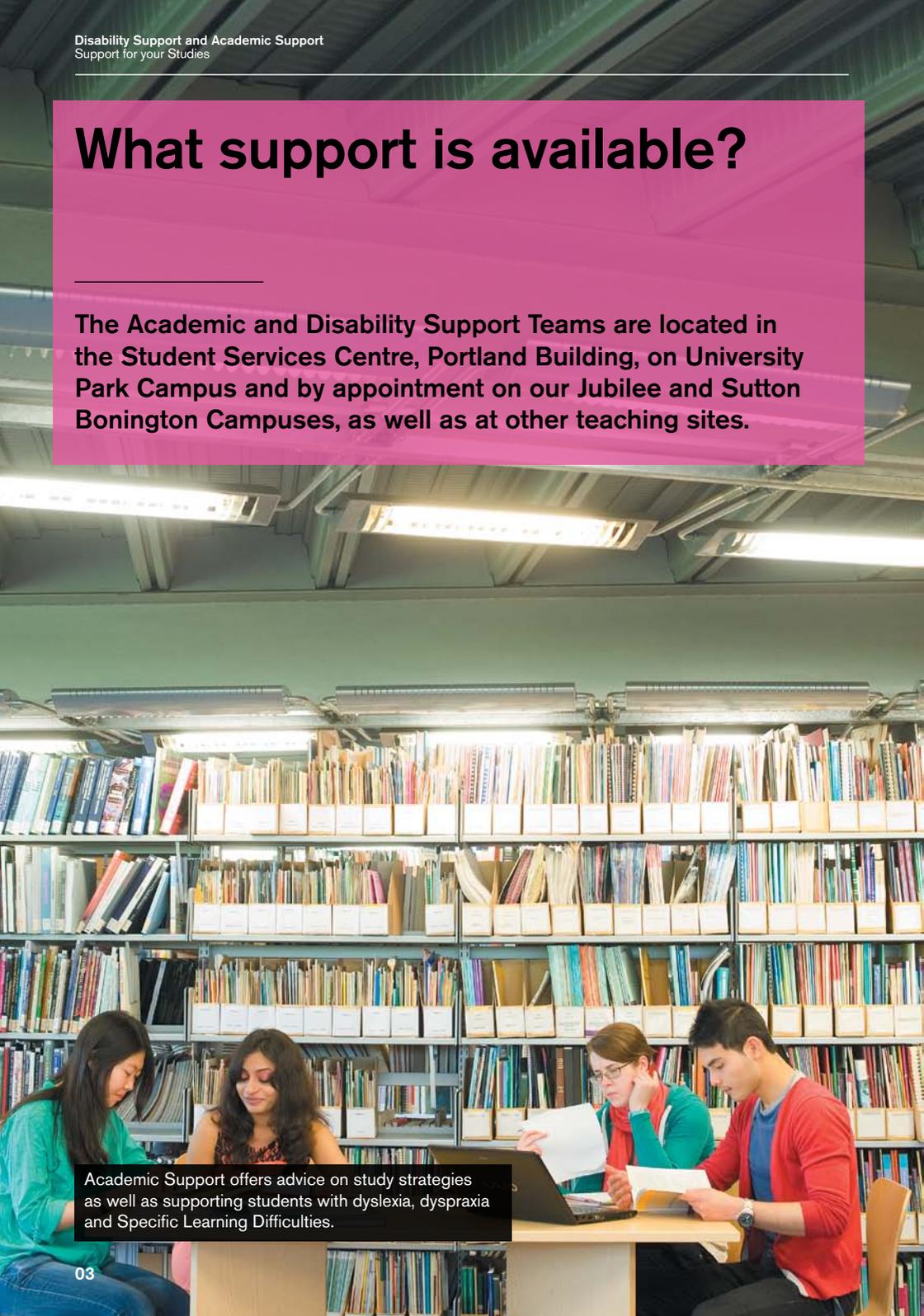
The University complies with current equality legislation, under which it has a duty not to discriminate against disabled students. The legislation requires us to make 'reasonable adjustments' to our services so that disabled students are not placed at a 'substantial disadvantage'.

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 details on page 17.

What support is available?

The Academic and Disability Support Teams are located in the Student Services Centre, Portland Building, on University Park Campus and by appointment on our Jubilee and Sutton Bonington Campuses, as well as at other teaching sites.

A photograph of a library with rows of bookshelves filled with books. In the foreground, four students are sitting at a table, looking at papers and a laptop. The students are diverse in age and appearance. The lighting is bright, coming from overhead fixtures.

Academic Support offers advice on study strategies as well as supporting students with dyslexia, dyspraxia and Specific Learning Difficulties.

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 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 Specific Learning Difficulties you will need to have a letter or report from a suitable, qualified professional;

for example an educational or occupational psychologist or medical practitioner.

We can provide information and advice about this process if required. You can also find information at:

[www.nottingham.ac.uk/
studentservices/
supportforyourstudies/
academicsupport](http://www.nottingham.ac.uk/student-services/support-for-your-studies/academic-support)

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.

Resources to help you develop your study strategies are available at:

[www.nottingham.ac.uk/
studentservices/
supportforyourstudies/
academic-support/
studyresources](http://www.nottingham.ac.uk/student-services/support-for-your-studies/academic-support/study-resources)

Disability Support

The Disability Team works with any student who has disclosed a disability. This may include students who are d/Deaf or 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 advisors who can offer information, advice, guidance and practical support in specific areas of disability. You are welcome to contact us at any point in 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 of 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/student-services/support-for-your-studies/disability-support

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/
studentservices/
supportforyourstudies/
disabilitysupport/
medicalevidencepolicy.aspx](http://www.nottingham.ac.uk/student-services/support-for-your-studies/disability-support/medical-evidence-policy.aspx)

Disability Liaison Officers (DLO)

Each school or department appoints a Disability Liaison Officer (DLO) to provide a point of reference, advice and guidance for members of staff and students 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/
studentservices/
supportforyourstudies/
disabilitysupport/
disabilityliaisonofficer
lookup.aspx](http://www.nottingham.ac.uk/student-services/support-for-your-studies/disability-support/disability-liaison-officer-lookup.aspx)

Admissions processes for disabled applicants

We believe that as an applicant, 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 advisor 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 advisor 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.

If you declare on your application form that you are dyslexic or dyspraxic or have other Specific Learning Difficulties, one of the Academic Support team will contact you with further information.

For more information about the admissions process, please see www.nottingham.ac.uk/academic-services/qualitymanual/recruitment-and-admissions/applicants-who-have-a-disability-or-long-term-medical-condition.aspx

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/
studentservices/
supportforyourstudies/
disabilitysupport/
disclosureand
confidentialitypolicy.aspx](http://www.nottingham.ac.uk/student-services/support-for-your-studies/disability-support/disclosure-and-confidentiality-policy.aspx)

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 whilst attending their course, as a direct result of their disability, Specific Learning Difficulties (dyslexia, dyspraxia etc) 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 Disabled Students' Allowances, they can be paid on top of other grants or loans.

They 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 one of the Research Councils should contact Disability Support at the University. Full 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 through the Disabled Students' Allowances 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/
studentservices/
supportforyourstudies/
accesscentre](http://www.nottingham.ac.uk/student-services/support-for-your-studies/access-centre)

There is a recognised assessment centre at the University.

International students

International students can expect to receive a similar level of support to 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

Before you arrive

What?	When?	Completed
Declare your disability, long-term medical condition or Specific Learning Difficulties on your application form	When you apply to the University	<input type="checkbox"/>
Apply for Disabled Students' Allowances (DSA)	From March in the year you are due to start	<input type="checkbox"/>
Contact your local Social Services department if you require assistance with day to day personal tasks, such as shopping, washing and dressing	As soon as possible	<input type="checkbox"/>
Any queries about the support available at The University of Nottingham? Contact us using the details on page 17	Any time	<input type="checkbox"/>

After you arrive

What?	When?	Completed
To discuss any support requirements, including exam arrangements - contact Academic Support or Disability Support to make an appointment using the details on page 17	As soon as possible	<input type="checkbox"/>
Please bring the following with you, if available and not already sent to us: 1. Formal evidence ofw your disability 2. Your DSA report	At the first meeting	<input type="checkbox"/> <input type="checkbox"/>

Useful contacts

Accommodation Services

[www.nottingham.ac.uk/
accommodation](http://www.nottingham.ac.uk/accommodation)

Campus maps and directions

[www.nottingham.ac.uk/
about/campuses](http://www.nottingham.ac.uk/about/campuses)

Careers and Employability
Service

www.nottingham.ac.uk/careers

Chaplaincy and Faith Support

[www.nottingham.ac.uk/
chaplaincy](http://www.nottingham.ac.uk/chaplaincy)

Equality and Diversity- Students

[www.nottingham.ac.uk/
studentservices/
equalityanddiversity](http://www.nottingham.ac.uk/studentservices/equalityanddiversity)

Estates Office

www.nottingham.ac.uk/estates

Examinations

[www.nottingham.ac.uk/
academic-services/
currentstudents/examinations](http://www.nottingham.ac.uk/academic-services/current-students/examinations)

Financial Support

[www.nottingham.ac.uk/
financialsupport](http://www.nottingham.ac.uk/financial-support)

Graduate School

[www.nottingham.ac.uk/
graduateschool](http://www.nottingham.ac.uk/graduate-school)

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

International Office
[www.nottingham.ac.uk/
internationaloffice](http://www.nottingham.ac.uk/internationaloffice)

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

Student Services
[www.nottingham.ac.uk/
studentservices](http://www.nottingham.ac.uk/studentservices)

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

Study Skills
[www.nottingham.ac.uk/
teaching/studyingeffectively](http://www.nottingham.ac.uk/teaching/studyingeffectively)

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

University Counselling Service
[www.nottingham.ac.uk/
counselling](http://www.nottingham.ac.uk/counselling)

Our contact information

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/student-services/
supportforyourstudies](http://www.nottingham.ac.uk/student-services/supportforyourstudies)



If you require this publication in an
alternative format, please contact us.

t: +44 (0)115 951 4591

e: alternativeformats@nottingham.ac.uk

The University aims to create a supportive and inclusive environment for all students.





The University of
Nottingham

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**For enquiries about available
support, please contact
Disability Support and
Academic Support:**

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](http://www.nottingham.ac.uk/studentservices/supportforyourstudies)**

