

## PROCEDURES FOR DISABLED STUDENTS

### 1. Prior to Application

- 1.1 Disabled students are invited to contact the University at any stage in the application process to discuss any queries they might have regarding their requirements.
- 1.2 General queries about disability-related issues at the University should be directed to the Disability Advisers in the Student Advice & Support Office.
- 1.3 If it is a specific query about studying on a particular course at the University of Aberdeen, the communication should be addressed to Admissions and will be passed to the relevant Admissions Selector or School Postgraduate Co-ordinator to reply. The Admissions Selector/School Postgraduate Co-ordinator may need to liaise with a Disability Adviser in Student Support, who, in turn, may need to liaise with other Schools.
- 1.4 In the case of those with complex requirements, video meeting(s) or, when possible, a visit to the University may be beneficial. Visits should be organised through the Student Recruitment and Admissions Service and can include an opportunity to meet a Disability Adviser, the appropriate Admissions Selector/Postgraduate Co-ordinator, a representative from the School(s) in which the students wishes to study, and a visit to Student Accommodation.

### 2. Application from a Disabled Student

- 2.1 When students apply to the University either directly or through UCAS, they are given the opportunity to disclose a disability or impairment. All students who have disclosed an impairment or medical condition are emailed by the Student Recruitment and Admissions Team and are invited to complete a form to tell us more about their disability-related support needs and to upload relevant medical evidence, an Educational Psychologist's report or a needs assessment report. The form is available at: <https://www.abdn.ac.uk/students/forms/disability-advisory-service/part1/>. The completed forms and evidence are submitted to the Disability team in the Student Advice & Support Office. Students are then invited via email to have an appointment (either via phone, Microsoft TEAMSs or in person (when possible)) with a Disability Adviser to discuss their requirements and/or submit relevant medical evidence, an Educational Psychologist's report or a needs assessment report. The Disability Advisers will liaise with Schools, Admission Selectors, the Estates Office and the Accommodation Office, as appropriate.
- 2.2 If the impairment is deemed likely to have an impact on their studies or there are implications for accommodation, a video meeting or, when possible, a visit might be suggested. This would follow the same lines described above.

### **3. Disclosure upon Arrival**

- 3.1 Students who choose not to disclose during the application process, or those who acquire a disability/impairment during their course, are welcome to contact a Disability Adviser in the Student Advice & Support Office at any time, to discuss what support might be available.
- 3.2 A Personal Tutor who is alerted by a student to difficulties arising from a disability should contact the School Disability Co-ordinator in his or her School to check that there is a record of the student's requirements. If this does not exist, the student should be advised to make an appointment with a Disability Adviser in the Student Advice and Support Office.

### **4. Applying for a Disabled Students' Allowance**

- 4.1 The Disabled Students' Allowance is for additional disability-related expenditure arising from a student's attendance on their degree programme. Students should contact a Disability Adviser to discuss their eligibility. Eligible students are required to attend a formal needs assessment, which can be conducted at the University.

### **5. Once students are at the University**

- 5.1 In each School, there is a School Disability Co-ordinator whose job it is to ensure that the requirements of each disabled student are met and that staff within the School think proactively about disability-related adjustments.
- 5.2 There are guidelines for School Disability Co-ordinators and other staff on the disability web pages at: [www.abdn.ac.uk/disability](http://www.abdn.ac.uk/disability).
- 5.3 The Student Advice and Support Office recruits, trains and keeps a list of non-medical personal assistants (NMPAs) (e.g. note-takers/scribes/proof-readers). Registry organises scribes and readers for students' written examinations. The School Disability Co-ordinators, or delegated person, make arrangements for non-medical assistants in lectures/tutorials, e.g. note-takers. NMPAs are paid by submitting timesheets to the Student Advice and Support Office. It is the student's responsibility to report any problems or absences by the note-takers.

### **6. Matters of Policy and Queries in connection with Disability**

- 6.1 Matters of policy in connection with disability are considered by the Advisory Group on Equality and Diversity.

### **7. Further Information**

- 7.1 Further information regarding support for disabled students, including guidance for staff on meeting the requirements of disabled students, is available at [www.abdn.ac.uk/disability](http://www.abdn.ac.uk/disability)