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 and Support Office.

   1.3 If it is a specific query about studying on a particular course at the University of Aberdeen, the letter 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, 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 contacted by the Disability team in the Student Advice and Support Office. Students are encouraged to contact 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, including teaching accommodation, a visit might be suggested. Visits will 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 and 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)