Support for Disabled Students

Introduction
The Student Advice and Support Office provides confidential advice, information and practical study-related support to prospective and current students who have sensory and physical impairments, mental health conditions, long-term health conditions, Attention Deficit Hyperactivity Disorder (ADHD)/Attention Deficit Disorder (ADD), Dyslexia and other specific learning differences (SpLD) and students who have an Autism Spectrum Condition (ASC). We are available to assist undergraduate, postgraduate, full time, part time and online distance learners.

The Student Advice and Support Office is based on the top floor of the Students’ Union Building. Our office hours are Monday to Friday from 9am – 4.30pm. Advisers also visit the Foresterhill campus on a weekly basis during term time; appointments can be made to see a Student Support Adviser at Foresterhill upon request.

Students applying through UCAS (Universities and Colleges Admissions Service) will be able to indicate their disability on their application form.

If you have a disability we strongly encourage you to make an appointment with a Student Support Adviser to discuss, agree and implement any study-related support you may require. We advise that you contact us as soon as possible to ensure that your support can be implemented in a timely manner. If you are unsure whether you are eligible for support, please contact us.

Evidence
Students must provide us with supporting documents to confirm their disability or specific learning difference.

All evidence must be provided in English. If translation is required, it is your responsibility to arrange this with an accredited professional translation service.

For medical conditions (other than dyslexia or specific learning differences) we require up to date evidence in the form of a diagnosis from a qualified professional including:

- GP
- Nurse/Psychiatric Nurse
- Occupational Therapist
- Physiotherapist
- Audiologist
- Hospital Consultant

In addition to confirming a diagnosis, the medical evidence must confirm the impact that your disability has/will have on your ability to study.

Evidence of dyslexia or a specific learning difference must be from one of the following:

- An Educational Psychologist
- An educational professional or specialised teacher who holds a current practising certificate in assessing specific learning differences issued by their relevant professional association e.g. the Professional Association of Teachers of Students with Specific Learning Difficulties (PATOSS)
• An educational professional or specialised teacher who holds a current qualification that allows Associate Membership of the British Dyslexia Accusation (AMBDA)

If you need advice about obtaining evidence of your dyslexia or specific learning difference, please contact us or arrange to meet a Student Support Adviser. The University may be able to assist you to obtain an evaluation.

Support We Can Implement

After discussing your needs with you, the Student Support Advisers can put together a list of the adjustments agreed to support you in your studies. We call these your provisions and, with your permission, we will communicate this information to the relevant staff at the University. Some examples of adjustments are:

• Lecture outlines and PowerPoint slides for lectures in advance and in alternative formats
• Prioritised reading lists
• Extra time in exams
• Use of a computer and assistive software in exams
• Reader/scribe in exams
• A smaller exam venue with fewer other candidates
• No penalties for poor spelling or grammar for exams and coursework assignments
• Agreed extensions to deadlines for coursework assignments
• Non-Medical Support workers, such as note-takers, to ensure that you have an accurate record of what is covered in lectures or to assist in practical sessions such as labs to support the completion of tasks.
• The provision of Assistive Technology (AT) such as digital recorders to audio record lecture sessions

If you require adjustments in exams, please make sure you have spoken with a Student Support Adviser prior to the relevant semester’s advertised exam provisions deadline.

Some of our students require personal care and assistance with daily living, like assistance with cooking, shopping, bathing and dressing. This support is not available through the University; if you require this support, we advise that you get in touch with your local Social Services department to discuss your support requirements.

If you require medical equipment such as the provision of a wheelchair, this isn’t something that the University can provide. If you require this provision, we advise that you contact your GP/medical practitioner to discuss your requirements.
Disabled Students’ Allowance (DSA)

Disabled Students’ Allowance (DSA) is designed to cover disability-related costs that you may incur in your studies. It is not means tested and is available from UK funding bodies if you ordinarily reside in the UK. DSA is available if you study on full-time undergraduate and some part-time, distance learning and postgraduate programmes. DSA is in addition to the standard student finance package that you may receive.

DSA can provide funding towards:

- Specialist Equipment like assistive software, hardware and ergonomic equipment
- Non-medical Personal Help like specialist study skills support and mentoring
- General disability-related expenses like funding towards additional printing and photocopy costs
- Funding towards additional disability-related support

You can apply for DSA before or after you have started studying with us. We suggest that you apply as early as possible so that your support can be in place for the start of the academic year. The application process differs depending on the funding body. We can provide information, advice and support with the DSA application process. Please contact us to discuss this.

If you are a full-time student, please ensure you have already applied to your funding body for your main student funding, such as student loan and/or tuition fees, before beginning your application for DSA

Specific Learning Differences Screening

If you think that you may have a specific learning difference (SpLD) such as dyslexia, dysgraphia, dyspraxia and/or dyscalculia, we can offer you a SpLD screening appointment with a Student Support Adviser. During the appointment, you will be asked some questions about your experience of areas such as reading, writing and memory. Your answers will give us an indication of whether you are exhibiting indicators of specific learning differences and, if you do, you will be given the opportunity of a referral to an Educational Psychologist for a full assessment. To arrange a screening appointment, please contact us.

Support with Accessing the Campus

If you require assistance to access the campus and University buildings, the Student Advice and Support Office can help with:

- Arranging non-medical support worker assistance
- Liaising with University Departments to arrange accessible teaching and exam venues
- Referral for University disabled parking permits for non-Blue badge holders
- Development of a Personal Emergency Evacuation Plan if you will need assistance with evacuation in the event of an emergency
- SafeZone is a free app for students which connects you to the University security team if you ever need urgent help, first aid or if you have an emergency whilst on campus.
- AccessAble provides detailed information on the accessibility for University buildings on the King’s College Campus, the Foresterhill Campus, and the Halls of Residence.