

DISABILITY STATEMENT

Introduction

The University of Suffolk values diversity in our community and recognises individual academic identities, which includes specific learning needs. The University positively welcomes applications from people with disabilities.

In this statement we aim to answer some of the questions you may have about the University of Suffolk and support that is available, whether you are considering it as a place to study, you are an applicant or you are a current student.

The University of Suffolk is fully committed to the social model of disability. We are continually working towards removing barriers to learning, and improving access with an inclusive and equitable learning environment. The University is based in Ipswich and has four partner colleges that form the University of Suffolk Learning Network. All partner colleges conform to these current standards. We endeavour to be inclusive in accessibility and experience of both the physical and electronic learning environments. In addition, individual reasonable adjustments will be made where it is practicable to do so.

Coordinators of reasonable adjustments and support arrangements are often known as disability advisers. There is an adviser based at Ipswich and in each of the support departments in the University of Suffolk Learning Network.

To contact or make an appointment with the relevant staff member, please refer to [contact details](#) for the disability adviser at your place of study.

Overview of provision

- Confidential tailored support
- Disability advisers at Ipswich and each partner college in the University of Suffolk Learning Network, with friendly and professional, specialist staff
- Accessible campus and car parking
- Identification and arrangement of an individual Personal Emergency Evacuation Plan (PEEP)
- Arrangement and supply of non-medical help
- Diagnostic assessment for specific learning differences
- Networked IT/MACs with assistive technology, wireless connectivity and 24 hour access via the Waterfront Building, Ipswich
- Accessible website

- Examination arrangements
- Loan equipment service, including laptops and digital voice recorders (available at Ipswich)
- Hearing loops are available at some partner colleges, please enquire about availability
- Additional library services for students with disabilities – including one-to-one tuition and digitisation of study materials
- Support with Disabled Students' Allowance (DSA) applications
- Access to other student services including: counselling; wellbeing; careers and employability; international, and finance advice
- Support and advice with applications for extenuating circumstances
- Academic skills development with a range of learning and academic skills support including workshops and one-to-one
- Modern residences located in Ipswich, adapted to meet the needs of disabled students, including those with restricted mobility
- A user friendly and transparent complaints procedure

Application, admission and pre-entry

To help you make your decision about where to study, we recommend that you visit the University of Suffolk or relevant partner college in the University of Suffolk Learning Network. If you are unable to attend a general open day, you can arrange an individual visit. If you live too far away to visit, please contact the disability adviser to discuss.

Applications are usually made via UCAS or in some cases through the University of Suffolk application process. Decisions are made on academic grounds with agreements made between prospective students and the University to ensure that appropriate support may be provided to enable students to undertake their chosen course of study. It should be noted that some courses which are regulated by external Professional, Statutory and Regulatory Bodies (PSRBs), such as Nursing, Midwifery or Social Work, may be unable to admit students who do not meet the requirements of the professional body for their chosen course. Check the [course pages](#) for information about entry, or additional requirements.

If you are invited to interview and/or are required to undertake an entry assessment and need reasonable adjustments, please contact the Admissions team so we can make arrangements.

Once you have been offered a place, more information will be sent to you about how to contact a disability adviser so that you can discuss specific study arrangements. In addition, you can

discuss any arrangements that may ease your transition into higher education, for example an individualised induction.

Disclosing a disability

The University of Suffolk endeavours to be inclusive in its approach to learning and teaching. However, individual reasonable adjustments may also be required to ensure equal opportunities for disabled students.

There is no statutory duty for students to disclose a disability. We recognise that disclosure can be difficult and so the University aims to create an environment where staff and students feel supported and confident in discussing their individual needs.

Disclosing any additional needs will enable the University to advise you of relevant support and to create an individual support package that will facilitate full participation in your studies.

If you have a disability but do not require arrangements or support, we ask that you nevertheless indicate your disability. Doing so will enable the University to monitor the success of its recruitment process and will enable disability support services to keep individuals informed of developments which may be of benefit or interest during your studies.

Opportunities for disclosure

There are many opportunities for disclosure:

- At any time during your course, you can contact the disability adviser at your place of study
- On application, you can indicate on the UCAS or University of Suffolk application form that you have a disability or additional support need
- Through the online enrolment process, you will be invited to complete the disability / learning difficulty fields. You can tick the box requesting an adviser to contact you to discuss your requirements and the support we can offer
- Students studying professional health courses may also need to meet the occupational health service representative
- You can speak to your tutor or support staff at any time throughout your course

Confidentiality and Disclosure

Any information shared with disability advisers will be treated confidentially in line with the Data Protection Act 1998. We will not disclose anything about the nature or content of your contact with disability advisers to anyone outside of the service, unless you have given your express

consent for us to do so (one exception will be when there is imminent or grave danger to you or someone else, or when we are required to do so by law). If we contact schools, departments, colleges, examination boards, or anyone else on your behalf we will only do so with your express consent. If a third party (e.g. family member, friend, partner or healthcare worker) has made a referral to our support services, we will not disclose any further information to the referrer without gaining the consent of the individual concerned.

We keep all student and staff records confidential and will not allow anyone outside the department to access your records without your written consent except when required to do so by law. We will process all personal and sensitive data in accordance with the Data protection Act 1998.

We take reasonable steps to safeguard the security of any information about you that we hold in paper or electronic format, and destroy all paper/electronic records after ten years. Any disability support records are not part of your academic (students) or personnel (staff) records.

We will ensure that any statistical information given to third parties (e.g. for service evaluation purposes) is produced in an anonymous format so that individuals cannot be identified.

Reasonable adjustments

The University of Suffolk requires written evidence of your disability before individual reasonable adjustments can be actioned. Support arrangements can be discussed at a confidential meeting with a disability adviser. The outcome of these discussions will be recorded on a Reasonable Adjustment Agreement (RAA) form.

Reasonable adjustments may include:

- Specialist one to one tuition
- Examination concessions
- Development of a PEEP
- Advice and referral for a specific learning difficulties assessment
- Support to apply for DSA (disabled students' allowance)
- Arrangement of non-medical help (e.g. notetaking, specialist mentor, practical assistance or study support)
- Extension of library loans

Only with your express consent will the disability adviser share this agreement with relevant staff. More detailed information about reasonable adjustments can be found in the [Introduction to Reasonable Adjustments](#).

Funding

Funding is available through Disabled Students' Allowances (DSA) which may fund a range of support measures, for example: specialist equipment, assistive technologies or non-medical help.

- English students should apply for DSA through [Student Finance England](#)
- Northern Irish students: [Student Finance NI](#).
- Scottish students: [Students Awards Agency for Scotland \(SAAS\)](#)
- Welsh students: [Student Finance Wales](#)
- NHS funded students should apply via [NHS bursaries](#)

DSA application forms can be accessed via the relevant website or at student services.

Further information for students funded by [UK research councils](#) is available on the Research Council's DSA information website.

Who do I tell about the quality of the service?

We welcome your feedback and views about the service provided, including positive experiences, queries, complaints or concerns. You can feedback using the feedback cards provided, directly to your adviser, your personal tutor or through annual evaluation procedures.

Additional relevant policies and guides

- [Study support: an introduction to reasonable adjustments](#)
- [Code of practice on reasonable adjustments for students](#)
- [Non-medical help \(NMH\) provision at the University of Suffolk](#)
- [Statement of service](#)
- [Health and safety policy](#)
- [Equal and diversity policy](#)
- [Preparation and conduct of exams](#)
- [Tutorial policy](#)
- [Student complaints procedure](#)
- [Extenuating circumstances policy](#)

Useful websites

www.yourdsa.com

www.gov.uk

www.nhsstudentgrants.co.uk

www.skill.org.uk