



- 1 The Disability Support and Inclusion policy of The University of Law (the

# Disability Support and Inclusion Policy

and work with students on resolving any concerns or complaints relating to the provision of any adjustments;

- 9.5 respond to changing student conditions and support needs on an ongoing basis;
  - 9.6 provide guidance to academic staff on supporting students with disabilities or learning needs.
- 10 The Disability Support and Inclusion team offers a tailored service and works with other pastoral support staff within the University, e.g. Personal Tutors, to

### **Confidentiality and student data**

- 11 All personal information disclosed by students in their application or registration forms is treated as confidential to the University. I skBT/F3 12 Tf1 0 0 1 U00008

## Procedural approach

### Admissions & Pre-Course Disclosures

15 The application and acceptance of offer process for all University programmes invites prospective students to disclose information about disabilities, health conditions (including mental health conditions) and specific learning difficulties (such as dyslexia).

16 Students are encouraged to follow the application and acceptance process to disclose their disability. Once the student has accepted their place, the information and contacts them to commence the process of forming a University of Law Inclusion Plan (ULIP).

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- 21 In the case of late disclosures or the onset of new conditions after the course start date, the University may require students to defer or intermit their studies to allow an assessment of their needs to be undertaken and considered. This is only likely in complex cases and enables the University to ensure the student is able to access the internal and external support required to maximise their chances of success.
- 22 Should a deferral/intermission be required as outlined in paragraph 22, this could result in the student being unable to resume studies for up to one year. The University will work with the student to achieve the best outcome in each individual case.
- 23 Where students request arrangements for assessments and examinations such as extra time or stop the clock breaks, the University will work with the student to achieve the best outcome in each individual case.

## University of Law Inclusion Plans

- 27 The University of Law Inclusion Plan records a together with the support to be provided by the University on an ongoing basis. Adjustments cannot be put in place until supporting evidence has been provided and the University has considered whether:
- ◁ the adjustments are likely to significantly reduce or prevent the substantial disadvantage faced by a disabled student while maintaining relevant standards
  - ◁ the adjustments are reasonable
  - ◁ the adjustments do not endanger the health and safety of the disabled person or other people
  - ◁ the adjustments do not substantially disadvantage other students or other people
- 28 Where a student has provided evidence indicating a Specific Learning Difficulty (SpLD) which demonstrates support has been provided in the past but does not have a diagnostic assessment, a temporary agreement will be issued. Under these circumstances, with the support of the University will make a referral for a diagnosis to its partner Educational Psychologist and implement interim adjustments. The temporary agreement will last for 2 months from the date of referral to allow for the Educational Psychologist report to be provided.
- 29 Where students have a medical condition that may need emergency first aid or medical attention, they are encouraged to inform the Disability Support and Inclusion Service so that first aiders can be informed. This is to ensure the University can enable the University to provide the best care should an emergency medication situation arise.

## Programme demands documents

- 30 The University publishes programme demands documents on the Disability Support and Inclusion Service microsite (<https://www.law.ac.uk/about/disability-support-service/>), which explain the nature of the requirements of each course. These documents give an overview of the structure of each course and the skills required for successful completion.

- 31 Du and level of support received during previous studies may no longer be appropriate. Therefore, students may be required to have an updated Specific Learning Difficulties (SpLD) assessment or obtain contemporaneous medical evidence. Students will be contacted by the Disability Support and Inclusion Service with details should this apply.

### Funding

- 32 If students require equipment for their own use, those eligible may be able to allowance, which is not means tested, may also pay for non-medical helpers and any one-to-one study skills and mentoring that may be needed. Details can be found via the [www.gov.uk/disabled-students-allowances-dsas](https://www.gov.uk/disabled-students-allowances-dsas) website. Students need to apply for this allowance as early as possible as the process can take up to 14 weeks to complete. It is advisable to have funding agreed and in place prior to induction onto the course.
- 33 In the event that a student has applied late for Disabled Student Allowance funding and the Needs Assessment is not received at least 28 days prior to the start of the course, it may be necessary for the student to defer their enrolment, resulting in the student being unable to resume studies for up to one year. This is to ensure students have the best chance of success and access to appropriate support. The University will work with the student to achieve the best outcome in each individual case. Where a Needs Assessment has been received at least 28 days prior to the start of the course, the University will provide interim funding where required for up to four weeks to allow the DSA application to be finalised.
- 34 cost may be recoverable from the DSA. Students can check <https://www.gov.uk/disabled-students-allowances->



- 36 A Disability Support Funding Panel will include three members of staff at Manager level or above. Funding panels usually take place within 7 calendar days from receipt of all required information/evidence for the case. The funding panel will consider the criteria outlined in paragraph 27 prior to reaching any decision. If the funding panel decides not to fund the adjustments, the student may request a review of this by a Disability Review Panel as outlined in paragraphs 45 – 51.
- 37 Where students who are ineligible for DSA funding are provided with equipment from the University, the equipment remains the property of the University and is provided on a loan basis. Equipment must be returned at the end of the course.
- 38 As DSA funding is not available for students after the official course end date, the University will consider applications for additional funding for reasonable adjustments where a student subsequently has assessments outstanding. In these circumstances, applications for additional funding are generally only considered for up to one year following course completion.

- 42 The DAG will consider the evidence provided and adjustments requested by the student with reference to the PSRB requirements. If the DAG decides that adjustments can be made that are compatible with PSRB requirements, this will be communicated to the student and if the student agrees, the adjustments will be implemented in the University of Law Inclusion Plan.
- 43 If the DAG decides that, on the basis of the evidence provided, the requested adjustments cannot be implemented without reference to the PSRB, the student will be sought to share information with the PSRB for them to make a decision as to the requested adjustments. If the PSRB agrees with the adjustments, they will be implemented in the University of Law Inclusion Plan.
- 44 If the PSRB does not approve the adjustments, the DAG must notify the student and provide details of the Disability Review Process.

### **Disability Review Process**

- 45 If the student is not happy with the outcome of the Disability Advisory Group or a Disability Funding Review Panel, they may request a review under the Disability Review Process.
- 46 The Disability Review Process is managed by Academic Registry. A student who wishes to request a review under this process must do so within 14 days of notification of the Disability Funding Review Panel or Disability Advisory

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V1.9	Head of Quality Assurance	Amendments as per Academic Board approval	18/12/14
V2.0	Head of Disability Support Service	Full Review	18/11/15
V2.1	Academic Board	Approval	10/02/16