DISABILITY AND INCLUSION PROCEDURES

Evidence Requirements

7.1   In order for specialist support to be put in place, students must provide supporting evidence to DIS which details the impact of the disability, physical or mental health condition on the student's ability to access their course.

7.2   The evidence must be provided to DIS. Any evidence received by any other part of the University must be passed to DIS without delay.

7.3   Some examples of acceptable types of evidence may include:

- Medical or Diagnostic Needs Assessment reports
- Evidence of regularly prescribed medication
- Care plans, support plans or similar documents from previous education providers outlining adjustments made
- Questionnaires completed by students, or supported to do so by a DIS Advisor, detailing the impact of the condition and any adjustments they have previously had that have been useful
- Notes made by a member of DIS following conversations or meetings with a student
- An Accessible Digital Passport such as the DWP Access to Work Adjustment Passport or AXS Passport.

This list is not exhaustive and will vary on a case-by-case basis depending on the nature of the condition, the student's course and location of study.

7.4   In addition to evidence provided by the student, DIS will also refer to Course

Disability

10.7   If funding is not agreed, the student can request that their case be referred to a Disability Review Panel in line with section 15 of the Disability and Inclusion Policy.

Disability Review Panel

11.1   A Disability Review Panel (DRP) will be convened in the following cases:

- x   A requested adjustment compromises the learning outcomes or competency standards of the course; and / or
- x   A requested adjustment would compromise

Version history:

Version	Amended by	Revision summary	Date
V1.0	Learning Support Officer	Initial drafting	24/04/2014
V1.1	Disability Support Service Manager	Review and incorporation of feedback from Group Legal Counsel	21/11/2014
V1.2	Quality Assurance Manager	Final approval	25/11/2014
V2.0	Disability Support and Inclusion Manager	Amendments	06/11/2019
V2.1	Registry Officer	Change to coding convention	24/03/2020
V2.2	Senior Quality Officer	Further naming convention clarifications	26/03/2020
V3.0	Head of Student Support and Wellbeing	Redraft and change of document to Disability and Inclusion Procedures	30/04/2024
V3.0	Academic Board	Approval	18/07/2024