Helpsheets
Disability Helpsheet 6: Academic Support Assistance

What is Academic Support Assistance (ASA)?
Academic Support Assistance is a service to provide disabled students with support to access their course of study. The type of assistance required is identified with a Disability Adviser or Needs Assessor and could include (depending on need):

- Enhanced Assistance
- Practical Assistance
- Study Assistance

Enhanced Assistance can help with:
Manual note taking – lectures, seminars, workshops, tutorials or academic meetings by providing manual notes in a structured and accessible format.

Practical Assistance can help with:
- Equipment management, lifting, carrying etc.
- Mobility access around campus – e.g. pushing a wheelchair or accompanying an electric wheelchair user.
- The physical management of day to day tasks associated with study, such as help to and from lectures, opening doors, carrying books and helping to access buildings and transport.
- Providing library support by searching catalogues for books and journals, retrieving and returning items to/from shelves, assist with photocopying and printing (paid by the student), reading aloud and taking notes.
- Reading aloud to the student in the Library or any other appropriate learning environment, including explaining diagrams and pictures. Reading texts, articles and other materials aloud to record onto audiotape
- Providing Workshop/Laboratory assistance by handling equipment.
- Scribe, by writing (or typing) a student’s dictation, in the library or any other appropriate learning environment.
- Operating equipment, such as a PC according to instructions from the student.
- Accompanying the student to various buildings/locations during their studies – campus orientation.

Study Assistance can help with:
Supporting students to develop their resilience, confidence, independence and autonomy for example by providing support with issues such as time keeping, organisational skills, setting priorities and workload management. This can be supplemented by practical support
such as library support or notetaking in lectures, seminars, workshops and tutorials where needed.

**How to access Academic Support Assistance?**
The first thing a student needs to have done is register for support with Disability Services and attend a Student Support Plan appointment with a Disability Adviser.

As a result of the above process the student needs to have been recommended access to Academic Support Assistance and this recommendation needs to have been approved by Disability Services.

**If the student has been through this process and has been approved Academic Support Assistance with Teesside University, then they need to do the following to begin accessing their sessions:**

1) Provide their Academic Timetable as soon as possible and before they begin each academic year. This can be sent to asa@tees.ac.uk
2) Provide Module Guides for each module where support is required.

Once the support has been identified and recommendations made, an Academic Support Assistant(s) (ASAs) will be assigned for the Academic Year. An introductory meeting will then be arranged with the student and Academic Support Assistant to discuss and agree responsibilities and expectations, etc.

**Accessing a supplier other than Teesside University**
There may be rare occasions where a student is able to access Academic Support Assistance through their funding body. If this is the case, the student will need to refer to their entitlement letter issued by their funding body following a DSA application and Study Needs Assessment. The student can refer to the ‘Non-Medical Helper’ section to find the named supplier of their Academic Support Assistance. The student should contact the supplier directly to set up these sessions. If you are unsure about whether or not you can access sessions through your funding body, your Disability Adviser will be able to help you.

**For more information**

W: [https://libguides.tees.ac.uk/disability](https://libguides.tees.ac.uk/disability)
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