**Helpsheets**

**Disability Helpsheet: Accessing disability support at Teesside University 2019/20**

Teesside University welcomes disabled students and we have specialist staff that can help you access resources to enhance your learning experience whilst studying with us.

**Types of Support:**
Teesside University has an excellent range of resources that are available to all students. In addition, if you have additional needs as a result of a specific learning difficulty, mental health condition, autism spectrum condition, sensory impairment, long term illness or any other disability, you can access the following:

- Specific adjustments, tailored to your needs that the University can provide: 1:1 support and/or specific adjustments/exam arrangements.
- Disabled Students’ Allowances funding which you may be able to apply for which could pay for specialist equipment and software, and specialist 1:1 support such as Deaf communication support, Mentoring and/or Study Skills Tuition.

**Student Support Plan**
To organise specific adjustments, an Adviser will work with you to produce a Student Support Plan.

What is a Student Support Plan? A Student Support Plan contains information about the support and adjustments that can be made to help avoid disadvantage and support success in study-related activities.

How do I access this?
- Complete a Disability Health Notification form (link to the form can be found at [https://libguides.tees.ac.uk/disability](https://libguides.tees.ac.uk/disability)) and send this to Disability Services along with appropriate evidence of your condition (details of appropriate evidence are at the bottom of the Disability Health Notification form).
- An Adviser will check we have the correct information and contact you to arrange an appointment to discuss support strategies.
- The Adviser will produce the Student Support Plan so that you and the University can organise the agreed support.

Please note for exam arrangements, students must register with Disability Services at least two months in advance of exam periods or support cannot be guaranteed.
Disabled Students' Allowances (DSAs)
Apply to your funding body and arrange a Study Needs Assessment to discuss the specialist support that may be available to you. How do I apply?

- Complete a DSA funding application relevant to your funding body and send this to the funding body along with appropriate evidence of your condition. If you are a post graduate or part time student, please complete the long DSA application form (if funded by SFE), and send this to Disability Services (contact information below) as an Adviser will need to complete ‘section 5’. We are able to send this to SFE on your behalf if you would like.
- The funding body will contact you to tell you if you are eligible and advise you to book a Study Needs Assessment. This is in addition to the Student Support Plan as this focusses on DSA funded support. Having both will ensure a comprehensive support package.
- An Assessor will discuss support options available to you in the Study Needs Assessment and will provide the funding body with recommendations.
- The funding body will contact you to confirm the support that they have approved funding for and information about how to set this up.

For more information about DSAs: [https://www.gov.uk/disabled-students-allowances-dsas](https://www.gov.uk/disabled-students-allowances-dsas)
Please note, if you are not eligible (e.g. if you are an International or EU student, or if your course is not eligible), then your Adviser can discuss possible alternative options with you.

**What Evidence is Appropriate?**

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<th>You need to provide appropriate evidence for each condition you have declared so that a decision can be made about reasonable adjustments and funding eligibility. Please make sure your evidence covers all of the following:</th>
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<td>For a physical health condition, sensory impairment, mental health condition or autism:</td>
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| - A letter of medical evidence written by your GP or other medical specialist  
- The letter should be signed and on headed paper  
- The letter needs to state what your condition is, or the working diagnosis  
- The letter needs to confirm that your condition is long term (has affected you or is expected to affect you for 12 months or more) | - A full diagnostic assessment report  
- The report must be written by an educational psychologist or a suitably qualified specialist teacher. The author must hold a current Assessment Practicing Certificate which will be indicated on the front of the report  
- The report should use the format and tests recommended by the SpLD Assessment Standards Committee which can be found at [www.sasc.org.uk/](http://www.sasc.org.uk/) |
Funding for computer equipment
Computers are seen as a cost for all students in higher education. You may receive DSA funding for a computer if your Needs Assessor recommends specialist software and will discuss what computer access you currently have to run this. If you do not have a suitable computer then your assessor may recommend one for you. Depending on your funding body, you may be asked to make a £200 contribution.

£200 contribution:
- If you keep your receipt, you can contact Disability Services to be reimbursed for the £200. An Adviser will provide you with information about how to do this.
- Teesside University will only pay the £200 if you use the supplier named by your funding body.
Do not buy any equipment until you have attended a Study Needs Assessment as you will not be reimbursed for this.

Important information for applicants:
The admissions procedure for applicants who declare a disability will ensure that they are not disadvantaged. In accordance with the University’s Admissions Policy, all applications are assessed on an individual basis and admission to the University is based on an applicant’s merits and abilities. The principal academic criterion for determining a candidate’s suitability for admission is that there is a reasonable expectation that he/she will

| The letter needs to describe and explain the adverse impact your condition has upon your day-to-day activities, including study. | If you do not have the above evidence, please contact us to enquire about arranging an assessment. |

Checklist – Have you:
- Obtained appropriate evidence
- Completed a Disability Health Notification form
- Sent the Disability Health Notification form and evidence to Disability Services
- Booked a Student Support Plan appointment
- Completed the relevant DSA application
- Sent the DSA application form and appropriate evidence to your funding body
- Booked a Study Needs Assessment
- Ordered any equipment/software/taxi journeys approved in your DSA funding letter
- Arranged any one to one support agreed in your DSA funding letter
- Contacted Disability Services to claim back your £200 after ordering your equipment

Contact an Adviser if you need assistance with any of these actions
be able to fulfil the learning outcomes of the course and achieve the standard required for the award. Reasonable adjustments are made where required.

Please note, when discussing your support with a Disability Adviser your offer of a place on a course may still be conditional. The final decision regarding suitability for the programme rests with the School. For some programmes of study, this may involve the School’s consideration of whether adjustments can be made to practical and/or work based activities, if required. If you have any queries or concerns, regarding this you should contact the admissions tutor in your academic School.

Disability Advisers are keen to ensure that support is in place as soon as possible and, as such, are happy to work with applicants whilst admissions decisions are still conditional.

If you are applying for University accommodation, make sure you declare your disability when applying and state any specific requirements you have for accommodation. You can discuss this further with a Disability Adviser too but make sure you do this as early as possible pre-arrival.

For more information
W: https://libguides.tees.ac.uk/disability
E: disability@tees.ac.uk
T: 01642 342279