



# Disability Support

## Guide for Disability Contacts



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## **Contents**

<b>Key.....</b>	<b>3</b>
<b>Roles and Responsibilities.....</b>	<b>4</b>
<b>Initial Process for Students Declaring Disabilities.....</b>	<b>5</b>
<b>Requirement for an Educational Psychologist’s Report.....</b>	<b>6</b>
<b>Alternative Examination Arrangements.....</b>	<b>7</b>
<b>Disabled Students’ Allowance (DSA).....</b>	<b>8</b>
<b>Obtaining Items/Support Recommended in the Study Needs Report.....</b>	<b>10</b>
<b>Accessing Support For Non-UK students.....</b>	<b>11</b>
<b>Access of other support not provided for through DAS or academic-related funding.....</b>	<b>13</b>
<b>What happens next?.....</b>	<b>14</b>
<b>Brief guide to funding.....</b>	<b>15</b>

## KEY

Colour coding throughout this document indicates those that are responsible a particular action and are as follows:-

-  Disability Advisory Service
-  Disability Advisory Service or College
-  Disability Contacts
-  Disability Advisory Service, College or Department
-  College
-  Funding Body
-  Student

### **Funding Body**

Throughout this document Funding Body refers to Student Finance England (SFE), Local Authority or other Funding Body.

## **ROLES AND RESPONSIBILITIES**

### **Disability Advisers and Senior Disability Officer within the Disability Advisory Service**

Assist students with accessing funding and support for their study-related disability needs. This can include help with DSA forms and follow up with Student Finance England/Local Authorities, sourcing other funding from within the Collegiate University, finding non-medical helpers such as note-takers, mentors or general library support workers and ordering specialist equipment. Monitor ongoing needs of the student.

### **Disability contacts within the Departments and Colleges**

Monitor the progress and needs of disabled students. Disseminate information within the College or Department to relevant academic staff. Speak to relevant academic staff where appropriate about the student's requirements.

### **Senior Tutors**

Involved in seeking permission for and arranging exam concessions, allocating tutors and involvement in the admissions process. Overseeing that required assistance is implemented in College.

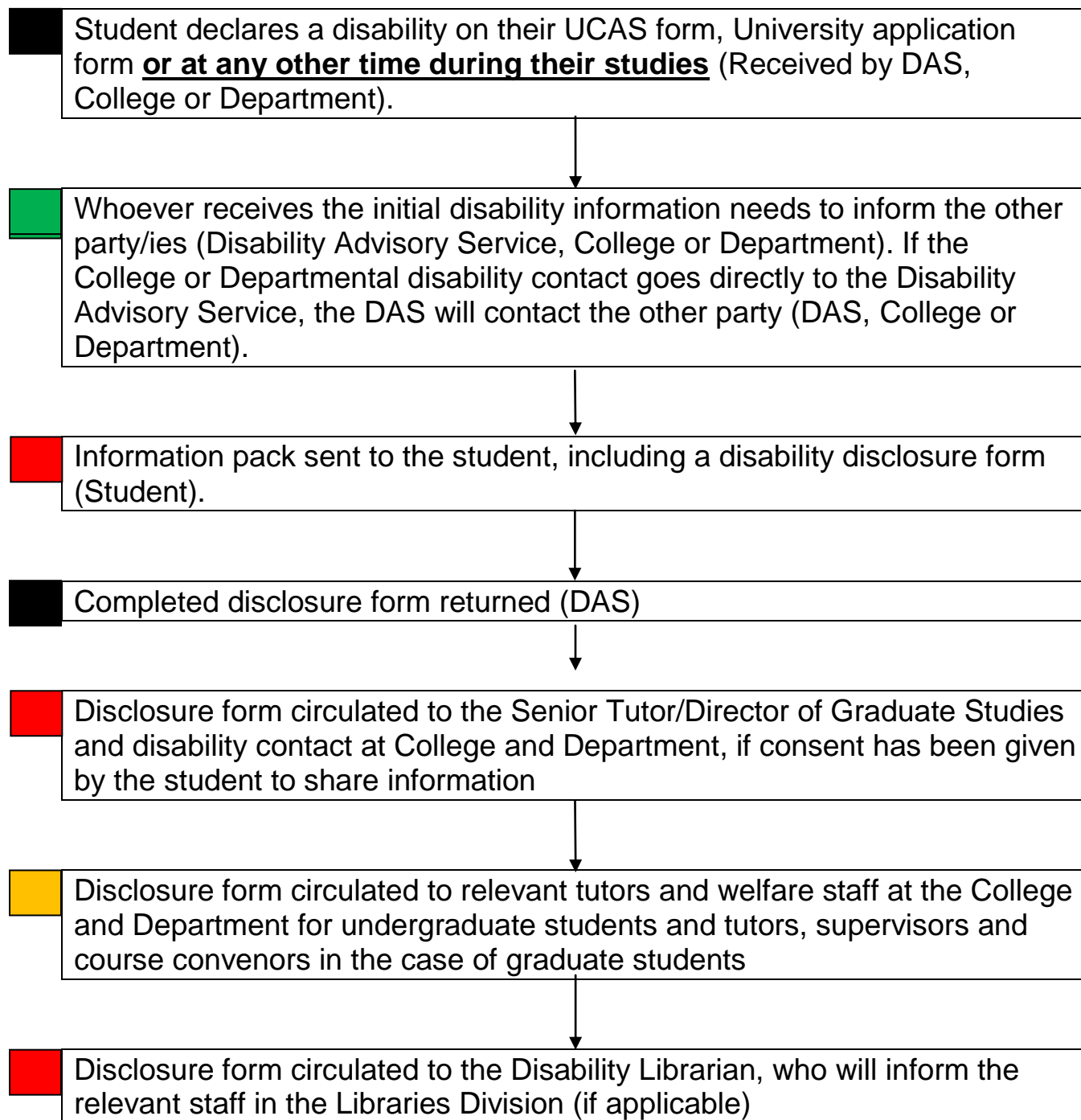
### **Other academic staff**

Academic staff involved in teaching the student may be asked to make certain adjustments to their teaching methods. This may include providing notes ahead of lectures, allowing recording of lectures, ensuring that they face the students when speaking, where practical (to enable techniques such as lip reading) and ensuring that students are notified of any room changes as far in advance as possible.

### **Domestic Bursars or equivalent**

Domestic Bursars are involved if there are any special accommodation arrangements to be made, including catering adjustments, laundry arrangements, etc.

## INITIAL PROCESS FOR STUDENTS DECLARING DISABILITIES



## REQUIREMENT FOR AN EDUCATIONAL PSYCHOLOGIST'S REPORT

Note: Sometimes this process is taken on by the College, when a student comes to them rather than the Disability Advisory Service (DAS). Whoever controls and instigates this process should let the other party know and copy any relevant documents to them, so that work is not duplicated and everyone is kept informed of progress.

### New Report

Does the student have a Specific Learning Difficulty (SpLD, e.g. dyslexia)? If so, ask them for an Educational Psychologist's report (DAS/College/Department).

If student has no Educational Psychologist's report, refer them to the DAS who will arrange a preliminary informal screening, before referring onto a University approved Educational Psychologist for an assessment where appropriate.

The student applies to the SpLD Fund to cover the cost of the assessment. The report is paid for by the DAS out of the SpLD Fund. The College should ask the Educational Psychologist to invoice the DAS.

The Educational Psychologist sends their summary to the Disability Advisory Service who will forward to the College (if the Ed Psych hasn't already done so).

### Existing Report

An existing report should be sent to an approved Educational Psychologist for an opinion on whether it is still valid (e.g. was it done after the age of 16; is it less than 5 years old; were recognised tests used?)

If still valid it will be circulated to College, if held by the DAS.

If the report is still valid, send it to an approved University Educational Psychologist for summarising. This summary is paid for by the Disability Advisory Service. The College should ask the Educational Psychologist to invoice the DAS.

## ALTERNATIVE EXAMINATION ARRANGEMENTS

Establish whether the student requires alternative examination arrangements either through: the disclosure form, an Educational Psychologist's report if there is a Specific Learning Difficulty (see above process), or by obtaining a letter from their GP or consultant.

A GP's letter should be obtained by the student using the guidance set out on the DAS website: <http://www.ox.ac.uk/students/shw/das/exams>. The GP's letter needs to state what the condition is, the reason that special examination arrangements are required and what they should be.

The student applies for special examination arrangements through College via Senior Tutor.

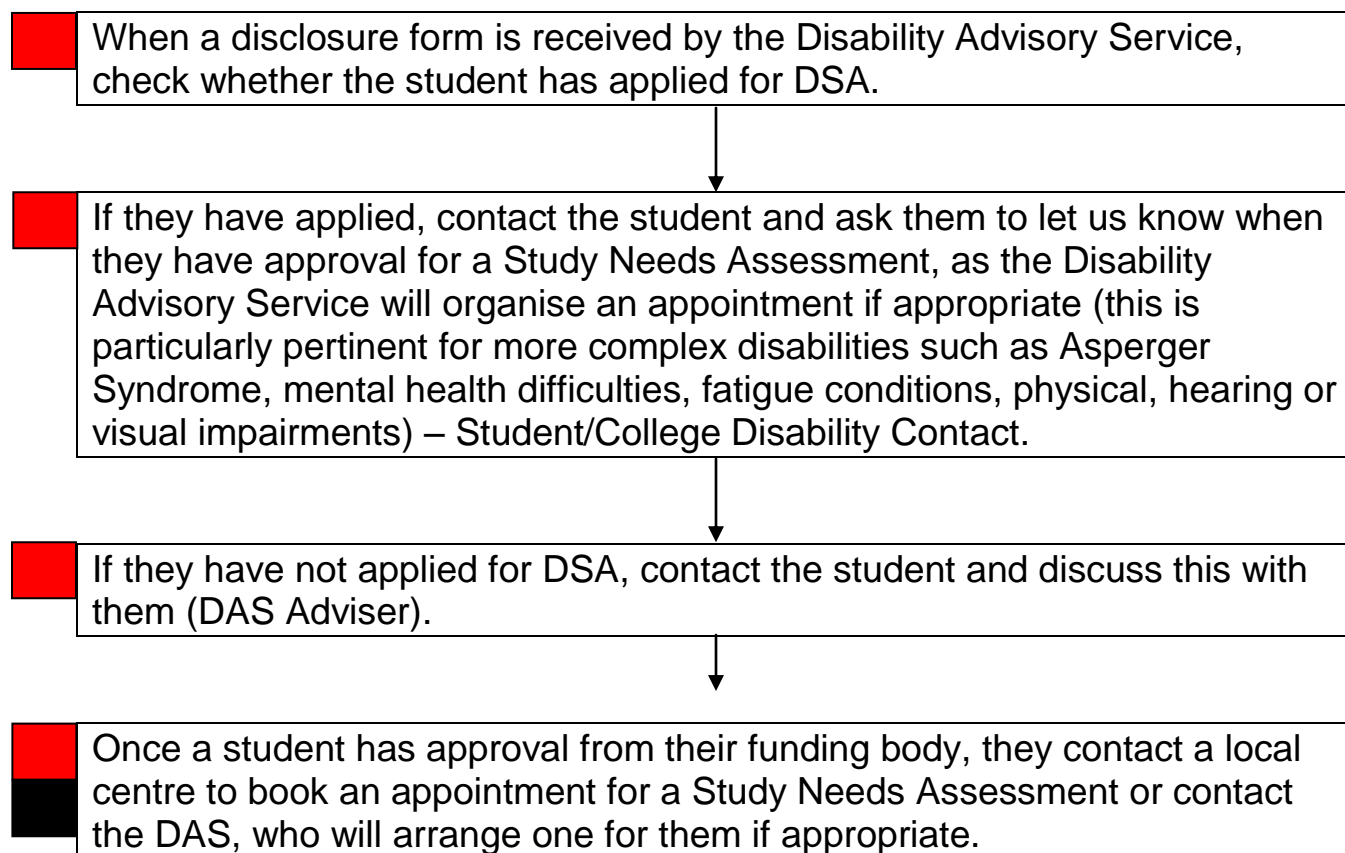
Proctorial permission for special examination arrangements is applied for. This should be done as early as is practicable. This is often followed by negotiation between the Proctors and the college if technical requirements are complex.

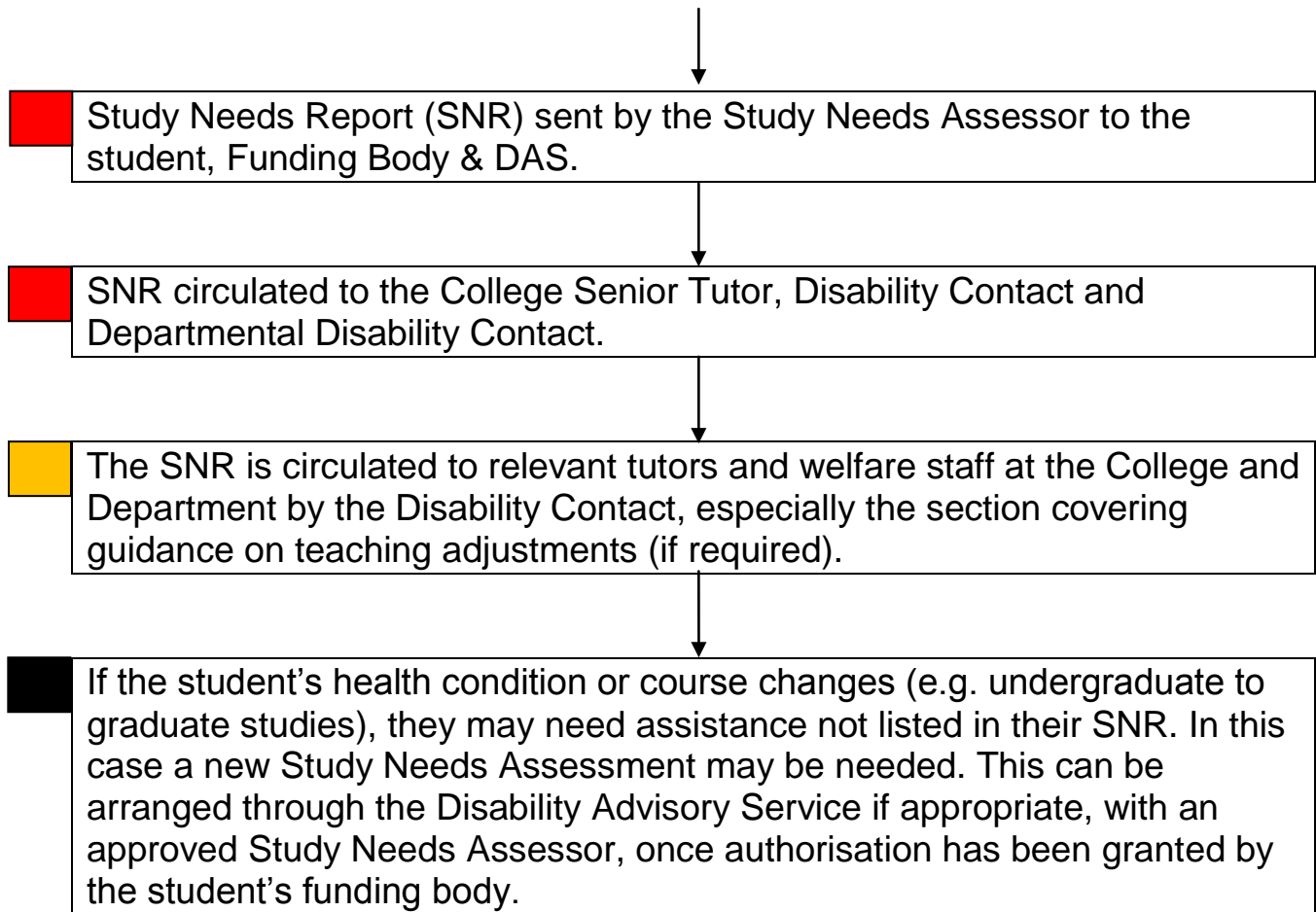
## DISABLED STUDENTS ALLOWANCE (DSA)

APPLIES TO UK UNDERGRADUATE OR UK POST-GRADUATES ONLY.  
Please note: international and EU students must be treated in the same way as UK students (see page 11).

The student can apply to Student Finance England for Disabled Students Allowance (DSA). If the student is a graduate with funding, their funding body (e.g. Research Council) should have a DSA equivalent (the Disability Advisory Service can advise further).

DSA can fund (amongst other things), computer hardware and software, specialist furniture, dyslexia study skills tuition, academic study support such as note takers, mentors (including mental health and Asperger Syndrome specialists) and library support, general consumables including extra photocopying costs and transport costs. DSA covers support arrangements related to a student's studies only, not social or personal care.





## OBTAINING ITEMS/SUPPORT RECOMMENDED IN THE STUDY NEEDS REPORT

The Funding Body send a letter to the student authorising the purchase of items recommended in their Study Needs Report, (copied to the DAS)

If the student has equipment recommended they can order from the suggested supplier. If required, the DAS can do this for them.

If the student has non-medical helper support recommended (e.g. for a note taker, mentor or study skills tuition), the DAS will check that the student wants this and will find an appropriate support person.

If the student has a need for materials in other formats, such as Braille, or the use of speech to text software, they may be assisted by ARACU, who can provide materials in different formats and facilitate students wishing to trial certain computer packages. They can be contacted on (01865) (2)83862 or via the website:  
<http://www.ouls.ox.ac.uk/services/disability/aracu>

Any recommendations concerning lectures and learning to be identified and acted upon by the Department and College.

## ACCESSING SUPPORT FOR NON-UK STUDENTS

The student should speak to their College or Departmental disability contact and the DAS.

Any matriculated student can apply to the SpLD Fund to pay for an Educational Psychologist's Assessment (DAS).

If funded through a scholarship, etc, approach the fund manager for additional funds.


If no other funding is available, it will need to be provided jointly between the College and Department (as per the PRAC agreement 2010).

	<b>College</b>	<b>Department</b>
Overseas Undergraduate	50%	50%
EU Undergraduates	35%	65%
All Postgraduates	15%	85%

The student will need to go for an independent study needs assessment with a suitably qualified assessor, to ensure that the correct study support is purchased and arranged. The DAS will arrange this and invoice the College/Department for the cost of the assessment.

The study needs assessment will provide quotes from the relevant suppliers/support workers, and DAS will disseminate the recommendations and breakdown of costs to the College and Department.

The DAS will purchase the study support 7 days after circulating the report, and will subsequently invoice the Department and College.



Any items that are purchased for non-UK students are ultimately the property of the college/department who will need to keep a record of what has been purchased, and make arrangements with the student regarding the return at the end of their course.

It may be possible to arrange to redistribute some items as new non-UK disabled student support requirements are identified, providing the equipment or furniture is in good working order/condition and is appropriate within the context of their individual Study Needs Assessment and recommendations.

## **ACCESS OF OTHER SUPPORT NOT PROVIDED FOR THROUGH DAS OR ACADEMIC-RELATED FUNDING**

**This is the responsibility of the student to arrange.**

### **Mobility or Care Needs**

If the student has mobility or care needs they may be able to apply for Disability Living Allowance through the Department for Work and Pensions (DWP). The DAS can help the student in completing the forms. DWP benefits information can be accessed via the link:

<http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/index.htm>

### **Social Care Needs**

If the student has social care needs they may be able to access social services in Oxford. They should speak to Social Services in their home town who can refer them to the relevant services in Oxford.

Social Services are not always set up in a way that suits student needs, e.g. a nurse who visits people in their homes does not necessarily come at a specific time, but rather a general morning or afternoon slot.

### **Medical Needs**

If the student has medical needs, they should ask their GP/hospital to refer them to a GP/hospital in Oxford for treatment.

In the case of international students, they need to arrive with a letter stating their diagnosis and needs from their GP/specialist. They will need to register with a GP in Oxford who will then refer them to Oxford social services or hospital services. This can take 2-3 months so if they need treatment in place from when they arrive, they should speak to their prospective Oxford GP or College GP beforehand. The DAS should be notified as well and will help where appropriate.

## **WHAT HAPPENS NEXT?**

The College, Department or the Disability Advisory Service (as appropriate) should keep in touch with the student and monitor any ongoing needs. This is a joint responsibility and the College and Department, and Disability Contacts will need to keep the DAS any other relevant parties informed where appropriate (and vice versa).

## BRIEF GUIDE TO FUNDING

Requirement	Funded By
Educational Psychologist's report or report summary	Disability Advisory Service
Study Needs Assessment	Most often SFE (if student is UK undergraduate).
Study support recommended in Study Needs Report	Most often SFE (if student is UK undergraduate and SFE have confirmed they will pay for the recommendations). Apply to the funding body if a non-UK funded student, or graduate funded student.
Disability study support not funded through DSA or the student's funding body	The Collegiate University (usually a Department and College split).
Social care needs	Through social services, where this service is provided by them.
Student medical and social care requirements not provided by social services/NHS (e.g. specific types of counselling or physiotherapy).	The student can apply to the Collegiate University for funding which will be dealt with on a case by case basis. Contact DAS for more information: <a href="http://www.ox.ac.uk/students/shw/das/">http://www.ox.ac.uk/students/shw/das/</a>