



# Advice guide 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 and could include (depending on need):

- Practical Assistance
- Notetaking Assistance
- Study Assistance

## Practical Assistance Support

Practical assistance can support with the following:

- Transporting and managing equipment.
- Mobility access around campus, such as 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 for the student, 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.





## **Notetaking Assistance Support**

Notetaking assistance can support with manual note taking within lectures, seminars, workshops, tutorials, or academic meetings by providing manual notes in a structured and accessible format.

## **Study Assistance Support**

Study Assistance can support students to develop their resilience, confidence, independence and autonomy for example by providing support in areas such as time keeping, workload management, organisational skills, setting priorities, breaking down tasks and following instruction, implementing strategies for anxiety management, confidence building and motivation. Study Assistance can be provided within the timetabled learning environment or one-to-one study sessions.

## **How to access Academic Support Assistance?**

The student will need to notify Disability Services of their disability, register with the service, and attend a Student Support Plan appointment with a Disability Adviser. **(See Advice guide - Accessing disability support at Teesside University for further information)**

Within the Student Support Plan appointment, ASA will be considered and suggested by the student's Disability Adviser if deemed an appropriate form of support.

The student's Disability Adviser will then approve this support and refer the student to the Academic Support Assistance service.

**If the student has been through this process and had Academic Support Assistance approved with Teesside University, the following is needed to begin accessing support:**

- 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](mailto: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 semester or academic year. An introductory meeting will then be arranged with the student and Academic Support Assistant to discuss and agree responsibilities, expectations and support preferences, etc.





## **Accessing a supplier other than Teesside University**

There may be rare occasions where a student is unable to access Academic Support Assistance through Teesside University. If this is the case, a Disability Adviser will refer them to an external supplier with the student's consent. The student will then be provided with information about how to set this up.

If a student is accessing ASA support which is funded through Disabled Students' Allowances, the student should refer to their funding letter for information about which supplier has been approved and contact them directly using the information on the letter.

### **For more information**

W: <https://www.tees.ac.uk/sections/stud/disability>

E: [studentlife@tees.ac.uk](mailto:studentlife@tees.ac.uk)

T: 01642 342277

