



Accessing disability support at Teesside University

Teesside University 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. If you have additional needs because of a specific learning difficulty, mental health condition, autism spectrum condition, sensory impairment, long term illness, physical impairment, or any other disability, you can access the following:

1. Reasonable adjustments tailored to your needs that the University can provide: 1:1 support and/or specific adjustments/exam arrangements. These adjustments will form part of your Student Support Plan which you will agree with a Disability Adviser.
2. Disabled Students' Allowances: this is funding which you can apply for to explore specialist equipment and software, and/or specialist 1:1 support. This may include Deaf communication support, Specialist Mentoring and/or Specialist Study Skills Tuition.

Student Support Plan:

What is a Student Support Plan?

A Student Support Plan is a document created between you and your Disability Adviser, which contains information about the impact of your condition/s and the support package that has been explored and recommended for use throughout your course.

How do I access this?

- Complete a Disability Health Notification form (DHN) (link to the form can be found at <https://www.tees.ac.uk/sections/stud/disability.cfm>) and send this to Disability Services along with appropriate evidence of your condition (details of appropriate evidence are at the bottom of the DHN form). Your completed DHN form can be sent to studentlife@tees.ac.uk.





- An Adviser will check we have the correct information and contact you to arrange an appointment to discuss support strategies or advise on the next steps.
- Following your appointment, your 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):

To access DSAs, you will need to 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 for Disabled Students' Allowances?

1. Complete the DSA application relevant to your funding body and send it to them along with appropriate evidence of your condition. We have advice guides for Student Finance and NHS funded students on this. Please visit:

https://www.tees.ac.uk/sections/stud/disability_guides.cfm

If you are a postgraduate or part time student, please complete the **full** 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' for you. We can send your completed application to SFE on your behalf.

2. Your 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 appointment we do at Teesside, as this focusses on DSA funded support. Having both will ensure a comprehensive support package.
3. An Assessor will discuss support options available to you in the Study Needs Assessment and will provide the funding body with recommendations.
4. The funding body will contact you to confirm the support they have approved and information/guidance on how to set this up.

For more information about DSAs visit: <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), your Adviser can discuss possible alternative options with you.





What Evidence is Appropriate?

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:

For a physical impairment, sensory impairment, mental health condition, long-term illness or autism (or any other disability):

- 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 your diagnosed conditions or 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)
- The letter needs to describe and explain the adverse impact your condition has upon your day-to-day activities, including study activities.

For a specific learning difficulty (such as dyslexia):

- 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 <https://www.sasc.org.uk/>
- If you do not have the above evidence, please contact us to enquire about arranging an assessment.

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 you either do not currently have a computer, or do not have a computer with the required specifications to run the software.

Depending on your funding body, you may be asked to make a £200 contribution towards the cost of the computer.





Checklist – Have you:

- Obtained appropriate evidence
- Completed a Disability and Health Notification form (DHN)
- Sent the DHN form and evidence to Disability Services
- Arranged a Student Support Plan appointment with an Adviser
- 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

Please contact an Adviser if you need assistance with any of these actions

Important information for applicants:

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**, we would encourage you to declare your disability when applying if you require any specific adjustments to your accommodation. You can discuss this further with a Disability Adviser if needed.

For more information

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

E: studentlife@tees.ac.uk

Disability Services, Student Life Building, Teesside University, Middlesbrough, TS1 3BX

