



## Access to Assistance for Students with Disability

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### INTRODUCTION

The University of Tasmania is committed to ensuring that students with disabilities are accorded complete and equitable access to all facets of university life, as far as circumstances reasonably allow. The range of assistance available for students outlined in the Services for Students with Disabilities fact sheet aims to ensure that your disability does not get in the way of you completing your degree.

If you have a disability that may affect your study we strongly encourage you to see the Disability Adviser for information and advice about how to work with the University to respond to your disability-related needs.

### Applying for study and assessment accommodations

- Make an appointment with the Disability Adviser at Student Services to learn about services and/or study accommodations (incl. assessment) that are available.
- Ask your doctor, physio, psychologist etc. to complete the Health Practitioner's Report form and bring it and any other relevant information about your disability along to the appointment.
- The Disability Adviser assists you to identify options for reducing the impact of your disability on study in consultation with academic staff as required.
- With the assistance of the Disability Adviser apply to the relevant Associate Dean, T&L for a Learning Access Plan (LAP) which will specify the implications of your disability, the impact on your study and assessment requirements, and what accommodations and resources need to be available.
- Check your email web account for confirmation in writing of approved study accommodations and services and save a copy of your LAP for future reference. All communications will only occur by email directed to your UTAS address.
- Meet with your lecturers to discuss the implementation of the requirements listed in your LAP within your course.
- Provide a copy of your LAP to Library, Residential Accommodation, IT Services, Security or other UTAS service providers as required.
- The Disability Adviser will provide a copy of your LAP to the Examinations Office when assessment accommodations are identified. Please note that application for alternative examination arrangements must be made by week 12 of each semester.
- If you have any concerns, or your circumstances change, make another appointment to discuss your situation with the Disability Adviser immediately.
- The Disability Adviser arranges any other required services, monitors the effectiveness of study accommodations and reviews requirements at the end of each semester.

# **RIGHTS AND RESPONSIBILITIES**

## **WHAT ARE THE RESPONSIBILITIES OF STUDENT SERVICES STAFF?**

- Treat you with respect, fairness and integrity.
- Consult with you about your needs.
- Ensure that information about you is treated confidentially.
- Fully inform you of your rights and responsibilities.
- Provide high quality services.
- Strive to achieve the best possible outcome for you.

## **WHAT ARE THE RESPONSIBILITIES OF STUDENTS?**

- Attend appointments or interviews with the Disability Adviser (or notify them beforehand if you are unable to attend).
- Provide the Disability Adviser with documentation from medical or specialist practitioners as required.
- Participate in regular reviews of services and study accommodations (including assessment) that you receive and inform the Disability Adviser immediately of any problems.
- Provide a copy of your Learning Access Plan to identified UTAS staff.
- Inform the Disability Adviser if there is a change in your disability-related circumstances or needs.
- Frequently access your University of Tasmania email as all procedural communication occurs by email directed to your UTAS address.

## **WHAT IF I AM NOT SATISFIED?**

- Try to sort out the problem by discussing it with the staff member concerned. The University welcomes your feedback as it helps us to improve the services that we provide.
- If for some reason you can't discuss the issue directly, or you have tried but are still not satisfied, you should contact the Manager of Student Services.
- If the Manager of Student Services is unable to resolve the problem you can make a formal complaint through the University complaints process (Ordinance 8) or through the Complaints Commissioner.

## **PRIVACY**

The University is committed to protecting the privacy, accuracy and security of individuals' personal information. Personal information will not be disclosed to any other person or body without the consent of the individual concerned unless there is a requirement to do so for legal reasons, or according to disclosure arrangements outlined in the University's privacy policy.

## **MORE INFORMATION**

More information is available in the University's Ordinances, Rules and Codes of Conduct accessible through the University website. The Equal Opportunity Policy provides information specifically relating to students with disabilities.



## HEALTH PRACTITIONER'S REPORT

The University provides services, study and assessment accommodations for students with disabilities or health conditions which aim to reduce the impact of these conditions on study. (Please see information overleaf).

To assist the University in providing the most appropriate support for this student, can you please provide the following information in relation to this student whose agreement to this release of information is provided below.

I ..... ID ..... hereby give authority for .....  
(Student's Name) (Student ID Number) (Practitioner's Name)

to release information relating to my disability to the Disability Service at the University of Tasmania.

Signed: ..... Date: .....  
(Student's signature)

**Practitioner to complete this section.**

*Nature and duration of disability or health condition:*

*Impact on Reading (visual) or Hearing Information:*

*Impact on Writing:*

*Impact on Mobility:*

*Impact on Concentration or Cognitive Processing:*

*Impact on Examinations:*

*Recommended strategies to minimise the impact of the disability:*

*(If extra time is required when undertaking examinations, please advise whether it is for writing or resting).*

Name: ..... Profession: .....

Address: .....

Phone: ..... Email: .....

Signed: ..... Date: .....

## **INFORMATION FOR PRACTITIONERS**

Students with disabilities may require services and study and assessment accommodations to enable equal access to learning. This includes access to:

- the physical environment – buildings and equipment;
- lectures & tutorials – viewing & hearing information;
- tutorials – participation in group discussion;
- laboratory work – mobility and safe usage of equipment; and
- practice placements – workplace interaction with patients, school students, staff etc.

## **PROCEDURE FOR PROVISION OF SERVICES AND ACCOMMODATIONS**

The UTAS Disability Service uses the following procedure to identify appropriate services and accommodations:

- Step 1. The Disability Service receives advice and recommendations from health practitioners or specialist community service providers.
- Step 2. The Disability Adviser refers to the practitioner's recommendations and in conjunction with the student, assesses the student's needs.
- Step 3. Obligations under the Disability Discrimination Act and the University's policies are considered with relation to participation in the chosen course (inherent requirements of the course).
- Step 4. Services and accommodations are identified and documented in a Learning Access Plan (LAP). Factors for consideration include:
  - the student's skills at that time – assistive technology, equipment, compensatory strategies, etc.;
  - implications of the disability, which are likely to impact on participation on components throughout the course;
  - strategies for developing UTAS graduate attributes, which are; knowledge, communication skills, problem solving skills, global perspective and social responsibility;
  - what is practically possible – e.g. the nature of examination accommodations; and
  - the student's preference for services and adjustments which are adjudged appropriate and reasonable.
- Step 5. The student's LAP (Application) is forwarded to the Faculty Associate Dean, Teaching and Learning for approval. The Disability Service then provides the student with their (Approved) LAP, with copies to Faculty Associate Dean/s and Examinations Office, to distribute to relevant UTAS service providers and academic staff for implementation.
- Step 6. Services and adjustments are reviewed through consultation with the student and UTAS staff. Adjustments and improvements are made, if necessary by returning to Step 1 of the procedure.

Please visit the UTAS Disability Service website for more information at:

[www.studentservices.utas.edu.au/disability](http://www.studentservices.utas.edu.au/disability)