



University of  
Nottingham  
UK | CHINA | MALAYSIA

# Welcome to Disability Support Services



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## Contents

About us	3
Confidentiality	4
How we can help you	5
Who we are	6
Talk to us about reasonable adjustments	7
Thinking of applying to Nottingham?	9
Disabled Students' Allowances	12
Checklist for new students	13
Additional support	14
Contact us	16

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## About us

We are here to support the university community in creating an inclusive and equitable teaching and learning environment for the benefit of all students. Our specialist service provides student-led support to enable disabled students to flourish as independent learners.

We are here to help you if you have a disability, mental health condition, long-term medical condition, autistic spectrum condition (ASC), or a specific learning difference (SpLD) such as dyslexia, dyspraxia, dyscalculia or ADHD.





## Confidentiality

**Disability Support Services work in a confidential environment and documentation that we process is stored securely.**

No third party will be given any of the information you provide to us, unless you give us your permission to do so.

We adhere to the University of Nottingham's Data Protection Policy and to the requirements of the General Data Protection Regulations (GDPR). The full privacy statement is available on our website.

## Where can you find us?

You can meet us in person on University Park or online via Microsoft Teams. We also offer advice by phone and email.

## How we can help you

- Provide support in making the transition to university
- Liaise with your faculty or department in the university regarding any impact that your condition may have on your studies
- Develop an individual Support Plan with recommendations for reasonable adjustments to examinations and in teaching
- Advise if you are unsure whether you have a specific learning difference (for example, dyslexia)
- Offer specialist study support for students with specific learning differences, through one-to-one appointments and group workshops covering a range of topics
- Guide you in your application for Disabled Students' Allowances (DSA)
- Offer advice and support around getting the residential accommodation that you need
- Advise about accessible transport around and between campuses
- Arrange access to alternative formats such as alternative fonts and sizes, coloured paper and braille

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## Who we are

We are here to support you throughout your journey at University of Nottingham, from pre-application enquiries through to graduation, supporting students across all faculties. Our team includes:

### Disability advisers

Our disability advisers offer guidance on reasonable adjustments for disabilities, long-term medical conditions, mental health conditions and autistic spectrum conditions. They liaise with academic and support staff in your school.

### Operations Team

Our Senior Administrators can help you to set up a Support Plan and guide you to further support services.

### Specialist Study Support Tutors

Our tutors support students with dyslexia, dyspraxia, dyscalculia, ADHD and other SpLDs. Tutors offer guidance on reasonable adjustments and non-subject specific support with study strategies that can include:

- time management and organisation
- notetaking and research strategies
- reading and research strategies
- analysing essay questions
- planning and writing strategies
- revision and exam techniques

These sessions are offered alongside any DSA funded non-medical helper support you can also access.

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## Talk to us about reasonable adjustments

Please feel free to contact us. We would encourage you to contact us as soon as possible so we can begin discussing your needs, whether you are an applicant or a registered student. Please note that if you contact us later in the academic year there may be a delay in the university meeting some of your needs.

We understand that you may require reasonable adjustments in order to study and learn comfortably to help you achieve your true potential. A Support Plan details the reasonable adjustments we will put in place. Typically, this plan will allow you to request coursework extensions, receive your lecture notes before a lecture, access recordings of lectures and have reasonable adjustments during exams. This may also include adjustments to other types of assessments, like presentations and group work.

Exam adjustments may include:

- additional time and rest breaks
- room adjustments
- use of a computer
- use of equipment such as coloured filters
- adjustments to the format of exam papers
- access to support workers (scribes or readers)
- stickers advising a marker not to penalise errors in spelling, punctuation, untidy handwriting or clumsiness of English expression.

For a Support Plan to be created, we require documentation from a professional, such as a GP, consultant, nurse, educational psychologist or specialist teacher. This may also include information from the NHS app.

If you have a mental health condition, long-term medical condition or autistic spectrum condition your documentation must (ideally but not necessary) state:

- the name of your condition
- when your condition was diagnosed/identified
- how long your condition is likely to last

If you have a SpLD, such as dyslexia, dyspraxia or ADHD your documentation can include, but not be limited to:

- An educational psychologist, specialist teacher, occupational therapist (or equivalent) report
- An Interim Assessment Report
- Education, Health & Care plans

- A JCQ 'Access Arrangement' form (a 'Form 8')
- Report/letter from an appropriately qualified medical practitioner

We accept both pre- and post-16 evidence. More information about the required documentation is available on our website. All documentation should be in English and translations from the original should be provided by an accredited professional translation service.

If you are pursuing a medical identification of Autism Spectrum Conditions and/or ADHD/ADD we will consider offering limited support and reasonable adjustments. We will need a letter from a medical practitioner, confirming a referral or appointment for an assessment.

**Disabled Students' Needs Assessment Reports are a good starting point for a discussion around reasonable adjustment.**

## Thinking of applying to Nottingham?

**We would like to help you make an informed choice about where to study.**

We encourage all applicants to take advantage of the many open days and offer holder days when the team will be available to answer your questions. Please get in touch before you travel.

### International students

You can expect to receive a similar level of support to home students, as far as reasonably possible. This includes a Support Plan that details any reasonable adjustment we will put in place, where appropriate.

As with UK students, your evidence should be provided by an appropriately qualified professional and must be in English. Translations from the original should be provided by an accredited professional translation service.

### Postgraduate researchers

Postgraduate research (PGR) courses can be very different to undergraduate/postgraduate taught (UG/PGT) studies. You are still eligible for support and course adjustments, which may include:

- workplace and workspace adaptations
- recommendations for supervisions
- extensions to the phases of your course
- viva and annual review adjustments

Having support in place from the start can make the transition to postgraduate research (PGR) study easier, and we would be happy to work with you to create a Support Plan that will help you during your studies.

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## Undergraduate

There are a wide range of reasonable adjustments and assistive solutions at university, and finding the right arrangements to match Access Arrangements or SEND support may require a conversation with a Disability Adviser or Specialist Study Support Tutor at the University of Nottingham.

Higher education can demand greater self-directed learning and foster independence, and this may have an impact on support arrangements you are used to.

We can offer support with social integration, guidance on managing a long-term medical condition and assistance in navigating the different services at the University.



## Postgraduate taught

PGT courses can come with their own unique challenges. The shorter length of study, step-up in workload and independent working, and studying over the summer months may have an impact on your wellbeing. Similarly, PGT courses with significant placement work like PGCEs require students to manage working alongside their studies.

It is important to arrange a Support Plan as early as possible so that we can ensure you have the right support from the beginning, particularly if you have September placements.

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## Degree Apprenticeships

If you have concerns about what information may be shared with your employer, please do speak with us.

All the Disability Support team offer in-person and online appointments. You can request alternative times if you have limited time to meet.

Students on Degree Apprenticeships are not eligible for Disabled Students Allowance funding. Instead, the University of Nottingham will fund requirements for study purposes, such as Non-Medical Helper study skills support or mentoring. Requirements for support also used in the workplace, including computer hardware and software, is funded through Access to Work.

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## Distance learning

Reasonable adjustments may be different as the emphasis may be on course work and online assessment methods rather than in-person exams.

Distance learning can often require good time management skills and commitment to remain engaged. Our online Learning Well workshops and resources aim to bring students together for skills development alongside your subject specific learning community.

All the Disability Support team offer in-person and online appointments.

# Disabled Students' Allowances

Disabled Students' Allowances (DSAs) are non means-tested funds to help pay for extra costs you may incur whilst attending your course, as a direct result of a disability, mental health condition, long-term medical condition, autistic spectrum condition, or SpLD.

This may include support workers, such as mentors, as well as equipment or software. Disabled Students' Allowances (DSAs) funding is not affected by your household income, and you don't have to pay it back.

Disabled Students' Allowances (DSAs) are available to all home undergraduate or postgraduate disabled students, studying full-time or part-time. Full information can be found at [direct.gov.uk/dsas](https://direct.gov.uk/dsas)

Postgraduate students who are funded by one of the UKRI Research Councils, International students and students on degree apprenticeship programmes should contact Disability Support Services at the university.

Although you can apply for Disabled Students' Allowances (DSAs) at any time during your studies, we advise you to make your application before you arrive. This will enable your allowances to be in place from the beginning of your course.

# Checklist for new students

## Before you arrive

- Share your disability, long-term medical condition or specific learning difference on your application form.
- Let Disability Support know of support arrangements at school as this information will not transfer.
- Apply for additional funding for assistive technology and one-to-one support which is the Disabled Students Allowance (DSA).
- Check my Support Plan is in place by logging in to NottinghamHub and clicking 'Support Arrangements'.
- Contact my local social services department as I will require assistance with day-to-day personal tasks (washing, dressing, shopping).

## After you arrive

- When I register online, also join the Disability Support Guide to University Moodle.
- What extracurricular/wind-down/ relax activities would help with settling in and making connections.
- At the start of term, log-in to StudentLife and book an appointment to ask about anything I am unsure about.

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## Additional support

We can explore additional options for:

- **Living accommodation funding**

As part of the assessment of your needs Disability Support may recommend financial support to assist with the cost of a room type required based on your disability.

- **Sports membership**

We can outline how the Sports Centre can support you in using the facilities to manage your long-term condition and discounts you may be entitled to.

- **Minibus/transport**

We can help you know what to expect and explore your options, so you can decide what would work. For example, you might want a referral to our accessible minibus service for disabled students or want to ask questions about campus accessibility and public/ University transport.

- **Assistive solutions**

We offer a range of support to ensure our facilities and services are accessible to disabled students. This includes assistive technology rooms, enhanced library support and alternative formats. There are also services available on-demand to all students within our libraries. We can advise how to apply for a Disabled Students' Allowance (DSA) to fund further assistive software and ergonomic equipment.



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## Enhanced offering for:

- **Transition support (Autism)**

We offer a Transition Summer School to help with your start at university. This two-day online event before the beginning of term, provides you with an opportunity to ask questions and learn more about different aspects of the university. It covers different areas of support, information about teaching, societies and amenities on campus, advice about assessments and university systems, and an introduction to inclusive sports and the Autism Social Network.

- **Learning Well**

Learning Well is our Moodle learning module and offers informal study skills workshops for students with specific learning differences (e.g. dyslexia, ADHD, dyspraxia). Although the content is designed for the neurodiverse student community, all students with a Support Plan are welcome to join.

- **ADHD Support Group**

The aim of this group is to improve study skills with peer and specialist tutor support. Students have a space to discuss and learn from personal experiences in a supportive and understanding environment. Tutors will introduce and share materials relating to executive functioning topics to improve understanding of ADHD and its impact on study skills.



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## Contact us

For further information, please contact us:

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