

## Student Wellbeing & Inclusion

### Disability & Inclusion Team

#### Frequently Asked Questions

##### Q1. What support is provided for students with disabilities, Specific Learning Difficulties or health conditions?

- A. We aim to provide positive support for any student applying to the University with a disability, Specific Learning Difficulty, or health condition. Admissions decisions are based on your suitability for the course and relevant qualifications, skills, aptitudes or experience; decisions are not related to your disability or difficulties.

For further information about the support we provide visit Disability & Inclusion information visit [myNapier - Disability & Inclusion pages](#)

##### Q2. When should I make contact?

- A. We encourage all applicants with additional support needs to **contact us at an early stage**. This will enable us to discuss your needs and make any necessary arrangements for you before you start your course. In some instances (for example if you have a visual or hearing impairment or mobility difficulties), being able to put appropriate support and adjustments in place requires plenty of advance notice about your individual needs. Very occasionally, we may have to suggest other options such as deferring entry, where we have not had sufficient notice and suitable support cannot be put in place in time.

Please visit our Dyslexia or Other Specific Learning Difficulties page on [myNapier - Dyslexia or other SpLD difficulties](#).

**Note:** Sometimes applicants assume that if they had previous support for a disability or difficulty in school or college, that this information will be routinely shared with us – it is not! Similarly, although you may tick a disability box on the UCAS form, this will not provide us with the specific information we may need in order to help you, so you do need to contact us and let us know about your individual support needs.

##### Q3. How do I go about making contact?

- A. Please contact the Disability & Inclusion Team by:

- Telephone: (0131 455 2914)
- Email: [disabilityandinclusion@napier.ac.uk](mailto:disabilityandinclusion@napier.ac.uk)
- We routinely contact students who have disclosed a disability or other additional support need and may send you a questionnaire to complete to provide us with further initial information about you.
- We always welcome students getting in touch with any queries or concerns.

**Q4. Do I need to ask for a specific member of staff?**

**A.** In the first instance, please use the contact details above.

- Our Advisers deal with different remits and may support courses run at specific campuses. We will let you know who your main point of contact will be after the initial contact with you.

**Q5. How do I go about arranging support?**

**A.** Once you tell us about your support needs, we will suggest the next steps for you, which may depend on your individual circumstances.

- We offer an introductory Assistive Technology and Library Workshop describing the University's available technology and software resources. This will provide immediate help with literacy difficulties. These run at the start of the academic year and are available to book on-line. The booking information will be made available on myNapier at the start of the Academic Year.
- You may be entitled to apply for 'Disabled Students' Allowance' (DSA) and we can help you to do this. DSA is government funding available to students who fulfil certain criteria, to help with the additional costs of studying at university that are specifically related to your disability. In certain circumstances, DSA may be able to help pay for any equipment and software you need and can help with personal support such as BSL Interpreters, Note-Takers, Study Skills Tutors, Mental Health Mentors etc. (note: not medical or personal care).
- You are required to provide evidence of your needs in order to apply for DSA (for example, information from a qualified medical practitioner about a medical condition, or a report from an educational psychologist confirming a specific learning difficulty).
- Regardless of whether you are entitled to any funded support, we can discuss and arrange the help you need at university.

**Q6. How will my lecturers know about the support I need?**

**A.** Once we have discussed and agreed your needs, we will prepare a 'Learning Support Profile' (LP) for you. This will detail the individual help and adjustments you will require on a day to day basis, to enable you to study effectively. This is normally shared with the nominated 'School Disability Contact' and school operations staff for your course area. With your consent, your LP will be shared with your programme leaders and lecturers.

**Q7. What happens to any confidential information I provide about my health or difficulties?**

- A. When you register with the Disability & Inclusion Team to request help or support, we will ask you to sign a 'disclosure form' which gives your agreement to us sharing key information with other staff in the University who need to know about the support you require and where relevant, external contacts such as agency support workers. We will only share relevant and necessary information. Any confidential information or medical evidence you provide is kept securely in confidential files, in accordance with data protection requirements.

**Q8. What kind of support can I get for exams and assessments?**

- A. This will depend on your individual circumstances but exam support can include extra time, exam papers with increased font size, the use of a PC and specialist software, the provision of specialist furniture such as an ergonomic chair etc.

It is less common to have a scribe or reader, but this can be arranged if appropriate. Our aim is to encourage independence wherever possible. We require evidence of your disability if you want reasonable adjustments to be put into place.

**Q9. What about other types of support?**

- A. We have staff with specialist knowledge in the use of assistive technology who can advise and provide training. We have a range of networked software, including mind mapping, spell checking and proof reading and other study tools that can be accessed both from inside and from outside the University. We also have loan equipment you may be able to borrow.

We will base our help and support on what you need to help you succeed with your studies.

**Q10. Is there anything else I need to know?**

- We offer a range of appointments and a drop-in service throughout the year.
- We provide information, advice and support for up to 1600 students, with a range of disabilities and health conditions. Over half of the students we help have a Specific Learning Difficulty such as dyslexia. We can only provide the support you need if we know about how best to help you, so please get in touch if you are planning to come and study at Edinburgh Napier!