



Wellbeing Services

Information for students declaring a disability and/or health condition to the University

The University of Exeter supports students with mental health difficulties to access their learning and wider university experience. The mental health team, in Wellbeing Services meet with students on an individual basis to discuss the difficulties they are experiencing as a result of their mental ill-health, and to consider possible reasonable adjustments.

Students who declare a disability, specific learning difficulty, long term health condition or mental health difficulty to the University are entitled to have their specific needs considered and appropriate support put in place. Therefore we ask students to complete the **Mental Health Appointment Request form** to declare their health to the University.

Sharing information about you

For a health condition to be considered a disability, it must have a long term effect on your normal day to day activity. This is defined under the Equality Act 2010. Your condition is 'long term' if it lasts, or is likely to last, 12 months. 'Normal day-to-day activity' is defined as something you do regularly in a normal day such as study. Please see section 'Declaring a Disability' below for further details.

In order for Wellbeing Services to put the most appropriate support in place for you, we are often required to share information with the following teams within the University:

- Your College
- Exams Team
- Accommodation team
- Health and Safety Office

Any information disclosed to us via the **Mental health Appointment Request form** or in communication with Wellbeing Services (for example in an appointment with a member of staff at Wellbeing Services) is considered to be sensitive under the Data Protection Act 1998, and will be stored within the University of Exeter's Student Record System. Data will be shared on a 'need to know' basis and will be based on the least amount of information to put the most effective support in place.

Individual Learning Plans

The most common form of liaison between Wellbeing Services and other teams in the University will be in the form of an Individual Learning Plan (ILP). An Individual Learning Plan (ILP) is a document that informs Colleges and the Exams office of the recommended reasonable adjustments that may



be put in place once you have declared a disability. This could, with your consent, include the details of your disability and/or the impact on your studies. For further information on what an ILP is, please see this link: <http://www.exeter.ac.uk/wellbeing/individuallearningplans/>

Accommodation

Following completion of the **Mental Health Appointment Request form** and your meeting with a Mental health advisor, Wellbeing Services may liaise with the Accommodation team on your behalf to request reasonable adjustments. The Accommodation team may be required to liaise with third party accommodation providers such as Unite or UPP. In most cases, specific details of your disability or health condition are not discussed with Accommodation, and the Wellbeing Services advisor will simply confirm whether or not there is a need for an adjustment and/or support to be put in place. In more complex situations there may be a requirement for more information to be shared with the team, but this will be discussed with you beforehand.

Health and Safety

If you have disclosed any Health and Safety requirements (e.g. that you may be unable to safely evacuate in the event of an emergency) on the **Mental Health Appointment Request form** or in communication with Wellbeing Services (for example in an appointment with a member of staff at Wellbeing Services) it is essential that we share this information with the Health and Safety office, Estate Patrol, the Accommodation team and the UPP Operations Manager. This is to ensure your own safety and that of other students and staff at the University. A Wellbeing Services advisor will discuss this with you in more detail beforehand.

Declaring a Disability

1. By completing the **Mental Health Appointment Request form** and selecting 'Yes' to the declaration section, you are declaring that you have a Mental Health disability that has lasted or is likely to last 12 months or more.

You are agreeing that Wellbeing Services can share your information with other departments within the University, where necessary, in order for support to be set up. This will remain in place for the duration of your course, unless you formally withdraw your consent.

When you declare your disability to the University we will change our Student Record System to reflect this. This screen is accessible to student support teams within the University such as Wellbeing Services, Accommodation, Exams, Student Information Desk (SID), Admissions, and College staff.

If you declared your disability/Mental Health condition via online registration at the start of the academic year then it is very likely that the University will already have this on file to confirm that you have declared a disability to the University.



2. By completing the **Mental Health Appointment Request form** and selecting 'No', please ensure you are fully aware that this will affect the level of support the University is able to offer you as we will not be able to consider adjustments for you. If you wish to speak to Wellbeing Services before completing our Prospective Student online form, or about any of the above, please contact us on 01392 724381 (Wellbeing) or 01392 723880 (AccessAbility).

Amending your declaration to the University

Please be aware that you can also withdraw your declaration by writing to Wellbeing Services, or request a change to this agreement at any time.

Data Retention

We will keep your data on our database for 7 years, following our last year of contact with you. This is to ensure that we can support you throughout your studies and afterwards should you continue to post-graduate study. We also have to ensure data is kept on file for compliance reasons and statistical reporting.

Please note that once you have declared your disability or health condition to the University this will remain in place for the entirety of your course unless you contact Wellbeing Services in order to change or revoke your declaration.