Guidance for Reasonable Adjustments within Faculty Cases procedures

Where the University is supporting students who may face challenges due to a disability, neurodivergence, or physical or mental health conditions, the principles of accessibility, fairness, proportionality and confidentiality are particularly important, and we therefore offer reasonable adjustments to students who may need assistance in engaging with one of our procedures.

These adjustments aim to remove potential barriers and ensure that all students have the opportunity to engage with our procedures without disadvantage.

If you believe that this applies to you, and if you are undergoing one of the procedures managed by the Faculty Cases Team, it is important to let the Team know if you need any adjustments to make a procedure more accessible to you.

Please do not assume that preferred adjustments will be made. The University has a legal duty under the Equality Act 2010 to anticipate the adjustments that disabled students may need; however, even if we are aware of your disability or learning difficulty, we may not automatically know the most appropriate adjustments or access arrangements for you. The earlier you let us know, the sooner we can make changes or provide support.

To request a reasonable adjustment please contact us via the details found here.

Once you contact us with a request, we will then determine whether or not it is reasonable and what steps need to be taken to put the adjustments into place, and if your request is not deemed reasonable, what steps might be taken instead.

Some examples of Reasonable Adjustments include:

Time

- Extra time in meetings (either for the meeting as a whole, or additional time to answer the panel's questions)
- Rest breaks during the meeting
- Extensions (e.g to statement deadlines).
- Postponing the meeting if the student is experiencing a health crisis or "flare-up" of a chronic condition.

Environment

- Option of online or in person meeting, to help alleviate anxiety or mobility issues.
- Accessible venue
- Alternative time of the meeting, where this is possible, if it clashes with or creates time pressure due to other timetabled activities (or if you are an apprentice, with your workplace requirements. e.g. you might request an alternative time if you're unable to arrange an appropriate quiet meeting space at the time of the original meeting).

Format of Meeting Materials

- Meeting documentation to be provided in an accessible format (e.g., electronic format, large print).

- Adaptations to the Panel's questions to suit the needs of your disability (e.g. if your disability or ILP requires it, we may be able to provide examples of some of the questions in advance).

Support

- An additional supporter (e.g. you may request to be allowed a family member attend for morale support, and a member of the university also attend as a supporter with greater knowledge of the University procedures).
- Informal/verbal outcome to be offered at the end of the meeting to help alleviate anxiety whilst awaiting the formal letter.

This list is not exhaustive, and we are keen to hear from our students on what support they need. Additionally, Wellbeing and Accessibility teams can advise students on support pathways available.