

Date update provided:-	23/05/2016
-------------------------------	------------

HEI / Disability / Accessibility Support Service Contact Details

<i>HEI/FEI/Other HE course provider</i>	University of Chichester- Chichester Campus and University of Chichester-Bognor Regis Campus
<i>Contact Name ie Head of Service or Title</i>	Stephen C O'Melia
<i>Postal Address</i>	University of Chichester, Upper Bognor Road, Bognor Regis, West Sussex, PO21 1HR
<i>Telephone No. – Voice</i>	01243 812076
<i>Email(s) – if a general disability support service email address is available please be sure to give this</i>	disability@chi.ac.uk
<i>Web information / URL</i>	http://www.chi.ac.uk/study-us/student-services/disability-specific-learning-difficulties-eg-dyslexia-and-medical-5

Institutional provisions and resources

<i>Does the HEI have any means of supporting students in respect of the £200 student contribution to the DSA equipment package?</i>	The University has a Hardship Fund which students can apply to after registering. Access to this is Means Tested.
<i>Are lecture capture systems available? Do students need to make arrangements to access the recordings?</i>	The University uses a Panopto and this is available for students to access using ChiPlayer through the Moodle VLE. Not all classes have taken up the use of this at present, although the University is encouraging further take-up.
<i>How are students with temporary disabilities accommodated?</i>	Temporary disabilities depends very much on the individual situation and it is not possible to generalize here.

INSTITUTIONAL RESOURCES AND PROVISION TO SUPPORT STUDENTS WITH DISABILITIES

<p><i>Are any assistive technology resources available via the University Network? If so what is available?</i></p>	<p>Inspiration is currently networked. There are plans to also network Texthelp Read and Write.</p>
<p><i>Does the HEI have any assistive technology expertise? Is there someone students can contact for assistance?</i></p>	<p>The generic Skills Team based in the learning Resource Centre offer some assistive technology advice and training and can be contacted via skills@chi.ac.uk</p>
<p><i>Does HEI residential accommodation have internet access? Do students have to pay?</i></p>	<p>WIFI is available at University accommodation at no extra cost to students</p>
<p><i>Is the campus covered by wifi.</i></p>	<p>Mostly</p>
<p><i>Does the library make any accommodations for students with disabilities/SpLDs? For example extended library loans?</i></p>	<p>Variety of services including: Assisted Library Service (ALS)</p> <ul style="list-style-type: none"> • Feel free to ask Library staff (or SIZ staff during evenings and weekends) for additional help locating books - notice may be required depending on staff availability • Study Room B (top floor of the Chichester LRC) is only bookable by ALS users • Height adjusted desks, large screen monitors, and assistive equipment can be booked by ALS users • Coloured paper for printing/copying for ALS users • Reserve books ahead of your visit for collection at whichever LRC is most convenient for you, by emailing leo@chi.ac.uk • The library team will contact publishers to locate textbooks in accessible formats • Make an appointment with your subject librarian (see overleaf) whenever you like during your course so they can help you with <ul style="list-style-type: none"> ○ access to print and online resources and

INSTITUTIONAL RESOURCES AND PROVISION TO SUPPORT STUDENTS WITH DISABILITIES

	<ul style="list-style-type: none"> ○ any library issues you might have ● Please contact SIZ or your Subject Librarian if you would like general help, laptops, netbooks, to make bookings for Study Room B and training or support for assistive technology (e.g. screen readers, magnifiers or Mind Mapping programmes) ● SIZ: help@chi.ac.uk or x6222 ● Library Enquiries online: leo@chi.ac.uk
<p><i>Do you have study areas on campus specifically for the use of students with disabilities/SpLDs? Is specialist AT available in these locations?</i></p>	<p>See above</p>
<p><i>Are examination script labels available for students with disabilities to identify the scripts to markers? Please give as much detail as possible. Please make distinctions between coursework and examinations where appropriate.</i></p>	<p>Labels are available for students with Dyslexia only. Allowances are then made for spelling, grammar and punctuation errors in coursework and exams. Exemptions from this policy are for courses in Education (especially those with QTS) Social Work and some Language modules.</p>
<p><i>What arrangements are in place for students in receipt of extended time in examinations?</i></p>	<p>Students are required to register with the Disability and Dyslexia Service, providing suitable supportive evidence of need for adjustment. Such adjustments are then put in place for the duration of the student's course.</p>
<p><i>What is the 'standard' extended testing time value?</i></p>	<p>Standard time would be 25%, although 50% and 100% is considered for students with significant physical or sensory needs.</p>
<p><i>What arrangements are in place for students with a 'low distraction' or a 'separate setting' testing environment?</i></p>	<p>All students needing an adjustment to exam arrangements are normally seated in a small group room of up to 9 people. Students who require an entirely separate testing environment</p>

INSTITUTIONAL RESOURCES AND PROVISION TO SUPPORT STUDENTS WITH DISABILITIES

	are housed in an entirely separate office with an invigilator and scribe/reader if needed.
<i>Does the HEI cover costs for support workers in examinations ie for readers and scribes...or is the DSA used to cover these?</i>	HEI covers the cost of these.
<i>Can students receive extensions to deadlines? Are these negotiated on an 'assignment by assignment' basis or granted 'carte blanche'?</i>	Most courses consider requests for extensions but these are handled on a case-by-case basis. There are no 'carte blanche' or 'blanket' arrangements for individuals or disability types.
<i>Does the HEI have any 'in-house' means of providing course materials and course texts in electronic / alternative formats?</i>	Yes
<i>Do any other 'student services' have particular provisions for students with disabilities? For example is there a dedicated careers adviser, study abroad adviser, residential services/accommodation adviser, study skills adviser?</i>	There are a number of advisors responsible for Mental Health Advice, including a Mental Health Advisor, and Assistant Mental Health Advisor; Counselling Service; Student Welfare Advisor; Student Health Advisors (including physical health).

Procedures for interim support

<i>What procedure / provision is in place relating to 'interim' support – ie support to be made available to students in advance of funding body financed provision?</i>	The Disability and Dyslexia Service will consider cases where a student needs support in advance of the DSA agreement and will put support in place where deemed necessary for student.
--	---

In-house NMH Provision details – if available

<i>DSA-QAG Unique Identifier:-</i>	KQQZASUXAL
<i>Contact Details:-</i>	Disability and Dyslexia Service University of Chichester, Upper Bognor Road, Bognor Regis, West Sussex PO21 1HR

INSTITUTIONAL RESOURCES AND PROVISION TO SUPPORT STUDENTS WITH DISABILITIES

	01243 812076 Email disability@chi.ac.uk
--	--