

Date update provided:-	1 July 2016
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HEI / Disability / Accessibility Support Service Contact Details

<i>HEI/FEI/Other HE course provider</i>	University of Huddersfield
<i>Contact Name ie Head of Service or Title</i>	Jo Mitchell Senior Disability Officer
<i>Postal Address</i>	Wellbeing & Disability Services, Student Central, University of Huddersfield, Queensgate, Huddersfield, HD1 3DH
<i>Telephone No. – Voice</i>	01484 471001 (Service first point of contact)
<i>Email(s)</i>	disability@hud.ac.uk (Service first point of contact)
<i>Web information / URL</i>	http://www.hud.ac.uk/wellbeing-disability-services/disabilityservices/

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>	<p>The University offers support to some students who are asked to pay £200 towards the cost of a PC. If the contribution leaves the student in financial difficulty and their household income is below a certain threshold, they may be able to apply for all or some of the £200 through the Hardship Fund.</p> <p>Household income of £25,000 or below – entitled to the full £200 Household income of £42,600 or below – entitled to some of the £200</p> <p>The Hardship Fund is administered through the University’s Student Finance Office. Students can contact this team on studentfinancialsupport@hud.ac.uk for</p>
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	<p>more information about the fund and how to apply. If students need to check any information about their DSA and whether they will be expected to pay £200 towards a computer or laptop, they can contact their adviser in Disability Services.</p>
<p><i>Are lecture capture systems available? Do students need to make arrangements to access the recordings?</i></p>	<p>In 2016, the University of Huddersfield will have lecture capture available in the majority of the teaching spaces. Taught sessions that have been recorded will be made available to students within 48 hours via UniLearn, the University's virtual learning environment.</p> <p>Students should be able to find out if a session is not being recorded and liaise with academic staff to find an alternative way to create a record of the information discussed at the taught session.</p>
<p><i>How are students with temporary disabilities accommodated?</i></p>	<p>Students with temporary impairments are accommodated via their academic schools. Wellbeing and Disability Services are available to offer advice and guidance to school about this where necessary.</p>
<p><i>Are any assistive technology resources available via the University Network? If so what is available?</i></p>	<p>TextHelp Read & Write Gold and MindView are available on all PCs within the University (site license). There are individual licenses for a range of assistive software that are available on computers in Computing & Library Services.</p>
<p><i>Does the HEI have any assistive technology expertise? Is there someone students can contact for assistance?</i></p>	<p>Students can currently contact the IT Training as the trainers have some knowledge about TextHelp and MindView.</p>

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	<p>The University of Huddersfield will be appointing an IT Trainer with specific responsibility for assistive software and IT accessibility. The appointment will be made in the first term of the 2016/17 academic year. The post holder will be responsible for overseeing the provision of assistive software at the University and the design and development of assistive software training to students and staff.</p>
<p><i>Does HEI residential accommodation have internet access? Do students have to pay?</i></p>	<p>The student accommodation in Huddersfield is privately owned and the majority of the providers of student accommodation include the cost of internet access in the overall price of the accommodation. Students are advised to check with each provider to ensure that they are not charged separately for internet access.</p>
<p><i>Is the campus covered by wifi.</i></p>	<p>Yes, the secure primary wireless network is UniWi-Fi.</p>
<p><i>Does the library make any accommodations for students with disabilities/SpLDs? For example extended library loans?</i></p>	<p>There is a Computing and Library Services Disability Support Adviser who:</p> <ul style="list-style-type: none"> ➤ Acts as first point of contact for disabled students using the service ➤ Provides personalised individual inductions or small group inductions ➤ Coordinates any on-going practical support provided by CLS <ul style="list-style-type: none"> • A range of assistive software is provided and ergonomic equipment such as mice, keyboards etc. can be made available.

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	<ul style="list-style-type: none"> • Adjustable height workstations are available on all floors of the Library • Adjustments for using library services are also available to disabled students. These may include: <ul style="list-style-type: none"> ➤ Longer borrowing periods ➤ A book retrieval service with single collection point ➤ A proxy borrower scheme ➤ Assistance with Information Retrieval from Subject Librarians
<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>No</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>All examinations and assessments are marked equally at the point of submission. For coursework there is support available to students during the production of assignments both through Academic Skills Tutors who are based in each academic school and DSA Provision. The University also makes appropriate adjustments for coursework assignments such as the right to request an extension, guidance on what is required from a set piece of work at the initial stages and deadlines spread as evenly as possible throughout the academic year.</p> <p>For examinations, there are a range of adjustments that can be made according to the impact of a student's disability. These include additional time for exams, use of a computer, use of a support worker, exam materials in an alternative format, separate room and rest breaks.</p> <p>For both assignments and exams, staff are asked to be clear if spelling, grammar and clarity of expression etc. are learning outcomes and whether</p>

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	errors can affect a student's mark. This enables students with difficulties in these areas to take this into account when producing an assignment or undertaking an exam.
<i>What arrangements are in place for students in receipt of extended time in examinations?</i>	Students with additional time sit their exam in a separate room so that all students taking an exam in the separate room start and finish their exam at the same time wherever possible. Students with additional time for their exam (and no other recommendations such as use of an amanuensis or use of a computer) will receive notification from the University's Registry Service of the time and place for their exam.
<i>What is the 'standard' extended testing time value?</i>	25% additional time.
<i>What arrangements are in place for students with a 'low distraction' or a 'separate setting' testing environment?</i>	There are a range of adjustments such as a room on their own, a room with no pictures/resources on the wall and exam support workers such as a prompter. The arrangements are dependant on the impact of the disability, the nature of the assessment and the learning outcomes.
<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>	As this is designated to be the primary responsibility of the HEI, the University currently meets the cost of support workers in exams, except in exceptional circumstances.
<i>Can students receive extensions to deadlines? Are these negotiated on an 'assignment by assignment' basis or granted 'carte blanche'?</i>	Yes, students can receive extensions and if a student has disclosed a disability their adjustments (including the right to apply for extensions) will be outlined in their Personal Learning Support Plan (PLSP). Extensions are negotiated on an 'assignment by assignment' basis. Students are asked to apply for extensions using the on line e-cover system and provide full reasons

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	for their request for an extension and the length of the extension they are requesting. Students will not be required to submit further evidence but to make staff aware that they have a PLSP.
<i>Does the HEI have any 'in-house' means of providing course materials and course texts in electronic / alternative formats?</i>	Students can find the reading list for each module of their studies in UniLearn (entitled MyReading). The lecturers will have marked if each item is essential, recommended or background reading. Students can click on each title and the record will expand to show links to the eBooks if this is available. If the item is a journal article or website, the list will provide direct links to them.
<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 is a Careers adviser in the Careers and Employability Service with a remit to work with disabled students. There is a Disability Support Adviser in the Library and Computing Services.
<i>Any other specialist provisions?</i>	There are Disability Coordinators based within each academic school who disseminate information about disabled students' study requirements and can be the first point of contact for disabled students within their school or department.

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>	If a student requires a support worker to enable them to access the course (e.g. BSL Interpreter, Study Mentor) then the University will put this in place at the point it is required and request for the funding for the role to be reimbursed through DSA. The University also has a loan of equipment scheme where students can borrow a range of items until their entitlement is established.
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	This includes laptops (with MindView and TextHelp Read & Write Gold installed), digital recorders, speech to text software and back friends.
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In-house NMH Provision

<i>Does the HEI have its own NMH provision?</i>	The University of Huddersfield has an in-house Learning Support Service.
<i>Is the service registered with DSA-QAG?</i>	Yes
<i>DSA-QAG Unique Identifier:-</i>	JO8N7Y87O1
<i>Contact Details:-</i>	Pam Baxendale p.baxendale@hud.ac.uk 01484 473977
<i>URL with details of support types and costs:-</i>	http://www.hud.ac.uk/wellbeing-disability-services/disabilityservices/universityofhuddersfieldnmhrates/