



University of
Salford
MANCHESTER

DISABILITY INCLUSION SERVICE

A background image showing three students sitting around a table with laptops, smiling and engaged in a discussion. The image is overlaid with a semi-transparent yellow filter.

ask

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askUS are a 'one-stop' shop of student support. This is where our Disability Inclusion Service is based on the Peel Park campus.

WELCOME

Our Disability Inclusion Service is here to support you throughout your studies. Our team of Advisers are proud to offer an inclusive and accessible service. We are based in University House as part of the askUS support services. We provide specialist advice to prospective and current students. Before you make your choice of which university to attend, you're welcome to discuss the support options.

We aim to enable you to access your studies and perform academically to the best of your abilities.

We can provide:

- ✓ Assistance with applying for support funding, for example Disabled Student's Allowance (DSA) or ESFA for Degree Apprenticeship courses.
- ✓ Advice about reasonable adjustments including for teaching, field trips, placements and access.
- ✓ Arrangements for assessments, including examinations and assignments.

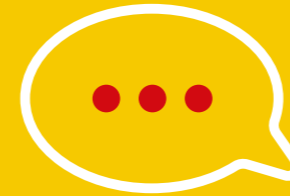
WHAT SUPPORT IS AVAILABLE?

Inclusive and Accessible Teaching and Learning

What is Inclusive Teaching and Learning?

At the University of Salford, we have inclusive and accessible teaching adjustments for all students to remove barriers to learning, enhance your learning experience and enable you to independently develop graduate skills during your studies. These adjustments are also particularly useful to our students with disabilities or specific learning difficulties.

EXAMPLES OF INCLUSIVE TEACHING



ACADEMIC TUTORIALS

Academic tutorials are offered by all tutors within designated office hours or through scheduled appointments. At these tutorials you can discuss your studies and any study related issues you may be experiencing on your course.



NOTE MAKING

You will be required to take responsibility for note making to ensure you actively engage with the learning resources.

To aid this, course materials will be uploaded to Blackboard a minimum of 24 hours in advance of a scheduled lesson.



RECORDING

Tutors will permit you to record sessions with your own recording device. You should follow the University's Guidance found in the student handbook in relation to recording, storage and sharing. Where sensitive and/or confidential information is being shared, you must adhere to good practice in relation to the sharing of this type of information.

REASONABLE ADJUSTMENT PLAN

What is a Reasonable Adjustment Plan?

During an appointment with a Disability Inclusion Adviser a Reasonable Adjustment Plan (RAP) will be created. The RAP will detail reasonable adjustments and identify any barriers or difficulties that your chosen course may present. It will be distributed with your consent to agreed University staff, so that your course can become more accessible to you.

What will we talk about during a RAP appointment?

- / Any barriers that may present when studying at Higher Education.
- / Any previous support that you may have had.
- / Details of your course, e.g. assessments, lectures, practical sessions, group work and presentations.
- / Options of applying for support funding, for example Disabled Student's Allowance (DSA) or ESFA for Degree Apprenticeship courses. If you are eligible, we will help you to apply.

When do I need to make an appointment?

We strongly encourage you to make early contact with us; this is usually 8-12 weeks before starting at University. This will ensure that we are able to prepare and arrange support for the start of your course.

What do I need to provide in advance of booking an appointment?

- / Medical Evidence or an Educational Psychologist Assessment
- / Disability Inclusion Service Registration Form



GETTING SETTLED IN

The Disability Inclusion Service offers transition events for new students to help you get adjusted to university life, meet other students and set up your support ahead of time.

These events will cover:

- / An introduction to the Disability Inclusion Service
- / Information about Disabled Students Allowance and Reasonable Adjustments Plans
- / Campus tours
- / Library tours

If you wish to attend one of our transition events, please contact the Disability Inclusion Service and you will receive an invite via email.



WHAT WELLBEING SUPPORT IS AVAILABLE AT THE UNIVERSITY?

There may be times at university when you need to speak to someone – perhaps you need support with a personal issue or just want a listening ear. Through appointments with our Wellbeing Advisers, we can help you look at the issues you are facing, offer support, and aid you in finding the best solution for you.

If you experience anxiety and feel worried about coming to University, you can speak with one of our Wellbeing Advisers in advance of starting your course. Please contact our Wellbeing and Counselling team if you would like further information:

wellbeing@salford.ac.uk
0161 295 0023 (option, 1 then option 1)

FUNDING FOR SUPPORT

Degree Apprenticeship Students

If you are studying on a Degree Apprenticeship course, you may be eligible for further support through Education and Skills Funding Agency. You will need to speak to a Disability Inclusion Adviser who will take you through the application process. Please note, Degree Apprenticeships students are not eligible for Disabled Students Allowance.

International and EU students

International and most EU students are not entitled to claim Disabled Students Allowance (DSA). The Disability Inclusion Service will advise on other support that may be available to you. Please contact us for more information.

Disabled Students Allowance (DSA)

Do I have to apply for DSA?

Disabled Students' Allowance (DSA) helps to pay for the extra study related costs you may have because of your disability. You don't have to apply for DSA (it's your decision), however it's advisable that you do if you're eligible.

We recommend applying for DSA as early as possible (12 weeks before the start of your course) as it can be a lengthy process

What is a DSA Needs Assessment?

If you are eligible for DSA, you will attend a Needs Assessment. This is a meeting with a DSA Needs Assessor who is external to the University. You will discuss strategies for support and the Assessor will make recommendations for support that incurs a cost. This might include ergonomic furniture, assistive software or non-medical helper support (such as Specialist Study Support, Specialist Mentor etc.). As there are assessment centres across the UK, you can attend your assessment before starting University.

Applying for DSA

- / Find out if you're eligible by speaking to an adviser
- / More information about DSA can be found on Student Finance England's website, or by watching a video on Student Finance England's YouTube page (BSL included).

STEP ONE APPLY



STEP TWO NEEDS ASSESSMENT



STEP THREE CONFIRMATION



HOW DO I ACCESS SUPPORT?

In order for us to put support in place during your studies, you will need to provide appropriate, up to date evidence or a valid Educational Psychologist Report. Evidence will also be required for an application for Disabled Student's Allowance, if you are eligible.

Medical Evidence

If you have a disability or long-term condition:

- / Provide us with medical evidence confirming your disability/condition.
- / Please contact us if you have any questions about medical evidence or if you'd like further advice about appropriate evidence. Our team has different criteria to that of Disabled Students Allowance, so please do contact us to discuss further.
- / We can provide a template for a medical practitioner to complete if you do not have appropriate evidence. You can find our [template online](#).

EDUCATIONAL PSYCHOLOGIST ASSESSMENTS

If you have a specific learning difficulty (such as dyslexia):

- / You must have been assessed by a qualified practitioner and the required tests carried out.
- / To ensure that the report meets certain requirements, please send a copy of your report to The Disability Inclusion Service. We can then let you know whether the report is valid.
- / Alternatively, we can advise you about being assessed by an Educational Psychologist.

Students who wish to be assessed:

If your report is not valid, or you've never been assessed, you can be assessed through the University of Salford by an Educational Psychologist. The cost of the Educational Psychologist Assessment for registered students is subsidised by the University, meaning that registered students only pay £50 towards this.

If you plan to study here next academic year, you can pay the full cost of the Assessment and then be refunded at our current rate, minus the £50 student contribution, once you register with the University. Alternatively, you can wait until you are a registered student and make the £50 payment at that time. Please contact us to start this process.

Sending your Medical Evidence, Educational Psychologist Report and Registration Form

- / Post a copy of your evidence to Disability Inclusion Service, University House, University of Salford, M5 4WT.
- / Scan and email your evidence to **disability@salford.ac.uk**
- / Hand in a copy of your evidence to askUS in University House

CHECKLIST FOR NEW STUDENTS

Before you arrive

1	<p>Tell us about your disability as soon as possible</p> <p>Complete a Disability Inclusion Service Registration Form and make us aware of your disability. We would encourage you to disclose your disability on your UCAS form.</p>	✓
2	<p>Provide medical evidence</p> <p>In order for us to put support in place, you will need to provide medical evidence or Educational Psychologist Report. If you are unsure about your evidence, or have any questions, see page 14.</p>	✓
3	<p>Apply for Funded Support if eligible</p> <p>Funded Support (like Disabled Students Allowance or the Education and Skills Funding Agency) is designed to pay for additional study related costs that arise as a result of your disability. You can apply for this in advance of your RAP appointment, or your Disability Inclusion Adviser can help you to apply funded support.</p>	✓
4	<p>Personal Care</p> <p>If you are likely to require personal care assistance or equipment whilst you are at University you should contact your Home Social Services department as soon as possible to start discussing this. Your Home Social Services are responsible for assessing and paying for personal care support at University, even if you will be living away from home.</p>	✓
5	<p>Arrange your support</p> <p>Once you have returned your medical evidence and registration form, you will be contacted by our Disability Inclusion Service to arrange your support. This might be through:</p> <ul style="list-style-type: none"> ✓ An Exam and Assessment Adjustments RAP ✓ A 60-minute RAP Appointment 	✓
6	<p>Familiarise yourself with the campus</p> <p>If you have the opportunity in advance of your course starting, you might find it helpful to familiarise yourself with the campus and where you will be learning.</p>	✓
7	<p>Keep in touch</p> <p>We understand that your needs may change. If your RAP is no longer meeting your needs, or your adjustments are not in place, please let us know.</p>	✓



USEFUL CONTACT DETAILS

WELLBEING AND COUNSELLING:

Here to help you to find ways of coping with the everyday stresses and strains of life, and can offer you a safe place to explore and gain support and information about difficult issues.

Phone: 0161 295 0023 (option 1, option 1)

Email: wellbeing@salford.ac.uk

Website: www.salford.ac.uk/askus/topics/wellbeing-and-counselling

ASKUS:

askUS are your one-stop shop for advice and support. Including: Money Matters, Accommodation Support, Visa and Immigration, Diversity and Faith, Work and Careers and life outside of lectures.

Phone: 0161 295 0023

Email: askUS@salford.ac.uk

Website: www.salford.ac.uk/askus

SKILLS:

Study skills support provided online, through workshops and one-to-one sessions.

Website: www.salford.ac.uk/skills

ACCESSABLE:

AccessAble is an excellent source of information to help with accessibility around campus. There is a website and an app, called AccessAble Salford, that you can download onto your smart phone.

DISABILITY INCLUSION SERVICE:

Phone: 0161 295 0023 (option 1, then option 2)

Email: disability@salford.ac.uk


Website: www.salford.ac.uk/askus/support/disability-inclusion-service

SAFE ZONE:

Safe Zone is a campus-wide health and safety initiative. Using the app, you can call for First Aid, ask for help, or raise an Emergency Alert. Download the mobile app to set up your profile.

Website: www.salford.ac.uk/safezone

CAMPUS MAP KEY

 Food and drink outlets

 Car Park

Accommodation

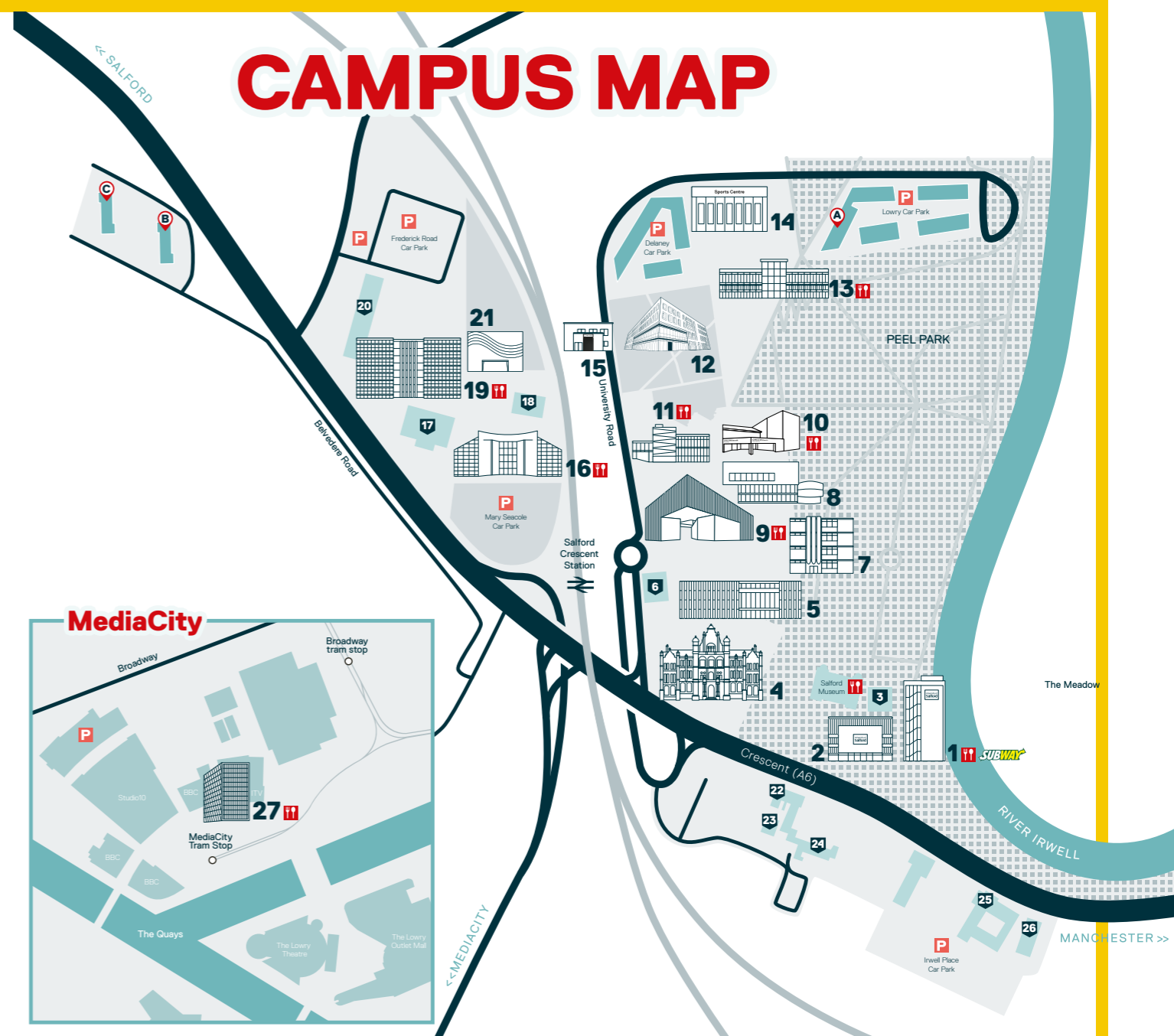
 Peel Park Quarter

 John Lester Court

 Eddie Colman Court

Main University Buildings

- 1 Maxwell Building
- 2 Maxwell Hall
- 3 Gilbert Rooms
- 4 Peel Building
- 5 Newton Building
Thermal Measurement Laboratory
- 6 Barratt Z House
- 7 Cockcroft Building
Energy House
- 8 Lady Hale Building
- 9 New Adelphi Building
- 10 Clifford Whitworth Library
- 11 Chapman Building
- 12 School of Science, Engineering & Environment Building (SEE Building)
- 13 University House
- 14 Sports Centre
- 15 Faith Centre
- 16 Mary Seacole Building
- 17 Brian Blatchford Building
- 18 Busy Bees Childrens Nursery
- 19 Allerton Building
- 20 Podiatry Clinic
- 21 Energy House 2.0
- 22 Joule House
Thermal Measurement Laboratory
- 23 Alumni House
- 24 The Old Fire Station
- 25 Crescent House
- 26 Humphrey Booth House
- 27 University of Salford (MediaCity)





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MANCHESTER

Disability Inclusion Service:

University House, University of Salford, Manchester, M5 4WT

Phone: 0161 295 0023 (option 1, option 2)

Email: disability@salford.ac.uk

Website: www.salford.ac.uk/askus/support/disability-inclusion-service