

Date update provided:-	23.05.16
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HEI / Disability / Accessibility Support Service Contact Details

<i>HEI/FEI/Other HE course provider</i>	UCS
<i>Contact Name ie Head of Service or Title</i>	Cari Longhurst – Disability and Mental Health adviser
<i>Postal Address</i>	Student Services, First floor waterfront building, UCS, Neptune Quay, Ipswich, Suffolk IP4 1QJ
<i>Telephone No. – Voice</i>	01473 338400
<i>Email(s) – if a general disability support service email address is available please be sure to give this</i>	studentsupport@ucs.ac.uk
<i>Web information / URL</i>	http://www.ucs.ac.uk/StudentLife/Student%20Services/DisabilityandLearningDifficultySupport/Disability%20and%20Learning%20Difficulty%20Support.aspx

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>	No
<i>Are lecture capture systems available? Do students need to make arrangements to access the recordings?</i>	No lecture capture system in place. Students to make individual arrangements through the reasonable adjustment process for audio recording of lectures.
<i>How are students with temporary disabilities accommodated?</i>	Support can be accessed via disability and wellbeing team, and the reasonable adjustment process.
<i>Are any assistive technology resources available via the University Network? If so what is available?</i>	Loan equipment service via the library. Digital voice recorders, tablets and 1 handheld magnifier available for loan from the library for those with

INSTITUTIONAL RESOURCES AND PROVISION TO SUPPORT STUDENTS WITH DISABILITIES

	reasonable adjustments.
<i>Does the HEI have any assistive technology expertise? Is there someone students can contact for assistance?</i>	No
<i>Does HEI residential accommodation have internet access? Do students have to pay?</i>	Yes
<i>Is the campus covered by wifi.</i>	Yes
<i>Does the library make any accommodations for students with disabilities/SpLDs? For example extended library loans?</i>	Extended library loans. Digitisation of materials. Loan equipment service. Academic skills advisers. Study skills workshops.
<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>	Specialist software (text – speech) available on all computers on campus. Quiet, accesible study areas available in the library.
<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>	No
<i>What arrangements are in place for students in receipt of extended time in examinations?</i>	Extra time arranged via disability and wellbeing team when evidence of SpLD or disability is provided.
<i>What is the 'standard' extended testing time value?</i>	25%
<i>What arrangements are in place for students with a 'low distraction' or a 'separate setting' testing environment?</i>	Separate rooms available via disability and wellbeing team.
<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>	15/16 – cost covered by DSA. 16/17 – cost covered by DSA for existing students, cost covered by HEI for newly presenting students.
<i>Can students receive extensions to deadlines? Are these negotiated on an 'assignment by assignment' basis or granted 'carte blanche'?</i>	Extensions granted in line with extenuating circumstances policy and negotiated on a case by case basis. Evidence of deterioration in long term condition or break down in support arrangements to be provided.

INSTITUTIONAL RESOURCES AND PROVISION TO SUPPORT STUDENTS WITH DISABILITIES

<i>Does the HEI have any 'in-house' means of providing course materials and course texts in electronic / alternative formats?</i>	Yes – Digitisation available via learning services. Some availability of e-books.
<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>	Learning services – academic liaison librarians, academic skills advisers. International students officer. Student finance adviser. Careers and employability advisers. Student union advice centre.
<i>Any other specialist provisions?</i>	N/A

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>	Support can be front loaded where the need arises.
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In-house NMH Provision details – if available

<i>DSA-QAG Unique Identifier:-</i>	2LMEHR6EE8
<i>Contact Details:-</i>	01473 338400 studentsupport@ucs.ac.uk