

HEI / Disability / Accessibility Support Service Contact Details

<i>HEI/FEI/Other HE course provider</i>	University of Huddersfield
<i>Contact Name & Position</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
<i>Minicom / SMS</i>	07507 646866
<i>Email(s) – if a general disability support service email address is available please be sure to give this</i>	disability@hud.ac.uk
<i>Web information / URL</i>	http://www.hud.ac.uk/disability-services/

Institutional provisions and accommodations

<i>Are any assistive technology resources available via the University Network? If so what is available?</i>	TextHelp Read & Write Gold and MindView available on all computers within the University (site license). There are individual licenses for a range of assistive software that are available on computers in Computing & Library Services.
<i>Does University accommodation have internet access? Do students have to pay? Please tell us about campus wifi coverage.</i>	The student accommodation in Huddersfield is privately owned and the providers of student accommodation include the cost of internet access in the overall price of the accommodation. Uni-WiFi Our secure primary wireless network. Once connected, it remains connected.

	<p>Eduroam Wireless network for visiting students and staff from other universities. Not recommended for University students and staff</p>
<p><i>Does the library make any accommodations for to students with disabilities/SpLDs?</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 • Coordinates any on-going practical support provided by CLS • A range of assistive software is provided and ergonomic equipment such as mice, keyboards etc. can be made available. • 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? Please list.</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</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</p>

<p><i>distinctions between coursework and examinations where appropriate.</i></p>	<p>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. For examinations, there is a vast 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. For both assignments and exams, staff are asked to be clear if spelling, grammar and clarity of expression etc. are learning outcomes and whether 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.</p>
<p><i>What arrangements are in place for students in receipt of additional time in examinations?</i></p>	<p>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. 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.</p>
<p><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></p>	<p>The DSA is currently used to cover the cost of support workers in exams for students who are eligible for this fund. For students who require exam support but are not eligible for DSA, the University meets the cost of this support.</p>

<p><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></p>	<p>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.</p>
<p><i>Any other specialist provisions?</i></p>	<p>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.</p>

Procedures for interim support

<p><i>What procedure / provision is in place relating to 'interim' support – ie support to be made available to students in advance of funding body entitlement information?</i></p>	<p>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. This includes laptops (with MindView and TextHelp Read & Write Gold installed), digital recorders, speech to text software and back friends.</p>
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Apple Macs

<p><i>Courses that are delivered EXCLUSIVELY using the Apple Mac platform.</i></p>	<ul style="list-style-type: none"> • BA (Hons) Music Technology • BA (Hons) Music Technology and Popular Music • BMus (Hons) Creative Music Technology • BA (Hons) Music and Sound for Image • BA (Hons) Contemporary Art/Illustration • BA (Hons) Animation/Motion Graphics
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	<ul style="list-style-type: none">• BA (Hons) Graphic Design/Advertising <p>There are other courses with a very high percentage of the delivery taking place on an Apple Mac:</p> <ul style="list-style-type: none">• BA (Hons) Fashion & Textile Buying/Management• BA (Hons) Fashion Communications & Production• BA (Hons) Fashion Design with Marketing & Production• BA (Hons) Fashion Design with Textiles• BA (Hons) Surface Design for Fashion & Interiors• BA (Hons) Architecture or Architectural Technology
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NMH Provision

<p><i>Please describe the HEI's NMH arrangements:-</i></p>	<p>The University of Huddersfield has an in-house Learning Support Service which links students with non-medical helpers. This service is governed by the University's policies and procedures in relation, for instance to quality, lone-working and training.</p>
<p><i>In-house provider / Contact Details:-</i></p>	<p>Pam Baxendale p.baxendale@hud.ac.uk 01484 473977</p>
<p><i>Support role 1:-</i></p> <p><i>Activity Title</i> <i>Charge Rate ex VAT</i> <i>Charge Rate inc VAT</i> <i>SFE Band 1, 2, 3 or 4</i> <i>Notes/further info</i></p>	<p>Library Support Assistant £15.87 exc VAT £19.16 inc VAT SFE Band 1</p>
<p><i>Support role 2:-</i></p> <p><i>Activity Title</i> <i>Charge Rate ex VAT</i> <i>Charge Rate inc VAT</i> <i>SFE Band 1, 2, 3 or 4</i> <i>Notes/further info</i></p>	<p>Practical Support Assistant £15.87 exc VAT £19.16 inc VAT SFE Band 1</p>
<p><i>Support role 3:-</i></p> <p><i>Activity Title</i> <i>Charge Rate ex VAT</i> <i>Charge Rate inc VAT</i> <i>SFE Band 1, 2, 3 or 4</i> <i>Notes/further info</i></p>	<p>Proof-Reder £15.87 exc VAT £19.16 inc VAT SFE Band 1</p>

<p><i>Support role 4:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Reader</p> <p>£15.87 exc VAT</p> <p>£19.16 inc VAT</p> <p>SFE Band 1</p>
<p><i>Support role 5:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Scribe</p> <p>£15.87 exc VAT</p> <p>£19.16 inc VAT</p> <p>SFE Band 1</p>
<p><i>Support role 6:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Prompter</p> <p>£15.87 exc VAT</p> <p>£19.16 inc VAT</p> <p>SFE Band 1</p>
<p><i>Support role 7:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Workshop/Laboratory Assistant</p> <p>£17.97 exc VAT</p> <p>£21.56 inc VAT</p> <p>SFE Band 1</p>
<p><i>Support role 8:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Manual Note Taker</p> <p>£17.97 exc VAT</p> <p>£21.56 inc VAT</p> <p>SFE Band 2</p>

<p><i>Support role 9:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Examination Support Worker</p> <p>£17.97 exc VAT</p> <p>£21.56 inc VAT</p> <p>SFE Band 2</p>
<p><i>Support role 10:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Study Assistant</p> <p>£17.97 exc VAT</p> <p>£21.56 inc VAT</p> <p>SFE Band 2</p> <p>Notes/further info: enhanced support for students to develop their independence and autonomy, especially at times of transition.</p>
<p><i>Support role 11:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Specialist Transcription Services</p> <p>£24.97 exc VAT</p> <p>£29.96 inc VAT</p> <p>SFE Band 3</p>
<p><i>Support role 12:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Communication Support Worker</p> <p>£24.97 exc VAT</p> <p>£29.96 inc VAT</p> <p>SFE Band 3</p>
<p><i>Support role 13:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Electronic Note Taker</p> <p>£24.97 exc VAT</p> <p>£29.96 inc VAT</p> <p>SFE Band 3</p>

<p><i>Support role 14:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Mobility Trainer £24.97 exc VAT £29.96 inc VAT SFE Band 3</p>
<p><i>Support role 15:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>BSL Interpreter £48.97 exc VAT £58.76 inc VAT Band 4</p>
<p><i>Support role 16:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Language Support Teacher for Deaf Students £50.97 exc VAT £61.16 inc VAT Band 4</p>
<p><i>Support role 17:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Specialist Mentor £49.97 exc VAT £59.96 inc VAT Band 4</p>
<p><i>Support role 18:-</i></p> <p><i>Activity Title</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p> <p><i>SFE Band 1, 2, 3 or 4</i></p> <p><i>Notes/further info</i></p>	<p>Specialist One to One Study Skills Support £57.97 exc VAT £69.56 inc VAT Band 4</p>