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ADMISSION PROCEDURES FOR STUDENTS WITH DISABILITIES



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ADMISSION PROCEDURES FOR STUDENTS WITH DISABILITIES

Cardiff Metropolitan University is committed to the principle of equality of opportunity for disabled people.

The University's Admissions Procedure seeks to ensure that all applications are treated fairly and on the basis of skills, ability and aptitude, in keeping with the provision of the Disability Discrimination Act (1995). This applies to admission for full-time and part-time, undergraduate and post graduate applicants.

Any applicant who is academically suitable should, subject to the provisions of the Act, not be treated less favourably nor placed at a substantial disadvantage on the grounds of disability unless this can be justified within the provisions of the DDA.

Additional duties placed on all public authorities, by DDA, from December 2006 require universities to promote disability equality. As such, the University publishes a Strategic Equality Plan that commits each area of the organisation to give due regard to issues such as promotion of equality and positive attitudes towards disabled people.

For more information see:

http://www.cardiffmet.ac.uk/about/structureandgovernance/equalityanddiversity/Documents/Equal_Opportunities_Policy%20MB%20Approved%20Dec%202018.pdf

This new duty is in addition to those initiated in 2002 that required institutions:

- Not to treat disabled students less favourably for a reason related to their disability or fail to make reasonable adjustments to prevent a student being at a substantial disadvantage (2002)
- To provide auxiliary aids and services as part of the reasonable adjustments (2003)
- To make reasonable adjustments to premises where physical features would place a student at a substantial disadvantage (2005)

These duties are anticipatory and apply not only to current students but also to applicants and potential applicants.

Processing applications where an applicant has disclosed a disability

It is imperative that applicants who declare a disability are allowed access to advice and guidance at the earliest opportunity, to ensure appropriate support

is in place at the commencement of their studies. There are a number of ways in which an applicant may disclose the information. The process for dealing with this disclosure is outlined below.

- UCAS application forms (or similar) allow the student to indicate a disability. Where the appropriate section has been completed (or any details regarding disabilities, medical conditions or specific learning disabilities are included) a copy of the UCAS form should be forwarded to the Student Wellbeing Team immediately. On these occasions the applicant is deemed to be disclosing to the institution.
- When an applicant discloses directly to a member of staff permission should be sought to share this information with the Student Wellbeing Team. The applicant should be directed to the Student Wellbeing Service web pages for additional information:

<http://www.cardiffmet.ac.uk/study/student-services/wellbeing-service/Pages/Disability-support.aspx>

- A third party (teacher/social worker etc) may enquire on behalf of an applicant. They should be directed to the Student Wellbeing Team.
- Following “A” level results the Student Wellbeing Team requests a list of students who have accepted a place at the University and have declared a disability.
- 2 or 3 weeks in to term, Student Wellbeing Team requests a list from Registry Services to identify all students who have enrolled.

On receipt of this information, the Student Wellbeing Team takes the following action:

- A letter is sent to all students offering advice and support. (Mail shots are repeated several times to encourage contact with the Student Wellbeing Team)
- If an applicant responds they can expect:
 - An offer of an appointment with a Student Wellbeing Advisor (face to face, over the telephone or via e-mail) to discuss individual concerns.
 - Advice regarding institutional reasonable adjustments.
 - Advice regarding Disabled Student’s Allowance.
 - Advice regarding appropriate evidence in line with the University’s Regulations.
 - Advice regarding ongoing support and liaison.
- Regular updates will be forwarded, by the Student Wellbeing Team, to all programme directors advising them of the disclosure and any relevant information relating to applicants for their programmes.
- If appropriate/necessary the Student Wellbeing Team may make contact with the programme director to discuss student needs in more detail.

- This may require a meeting with the student and appropriate members of the course team and Student Wellbeing Team.

Some programmes adhere to external professional body standards. In certain circumstances it may be considered that an applicant is unable to meet the requirements of the course. In this situation it is essential to liaise with the professional body and the Student Wellbeing Team prior to any decision being made regarding an applicant's suitability.

Applicants/students disclosing a disability at any point during their studies should be encouraged to speak to the Student Wellbeing Team to discuss issues, including:

- Disabled Student's Allowance
- Institutional reasonable adjustments
- Reasonable adjustments to learning and teaching
- Personal emergency evacuation plans
- Additional exam arrangements
- Accommodation issues
- Car parking (in limited circumstances)
- Referral to other members of Student Services

It remains the applicant's/student's responsibility to provide any documentation requested by the Student Wellbeing Team.