

# DISABILITY SERVICES

Student Education Service

## Prospective Student Handbook

To access the most recent  
handbook please visit  
[students.leeds.ac.uk/  
disabilityservices](https://students.leeds.ac.uk/disabilityservices)



UNIVERSITY OF LEEDS

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## Contacts us

### Disability Services

Chemistry West building  
The University of Leeds  
LS2 9JT

**0113 343 3927**  
**disability@leeds.ac.uk**  
**students.leeds.ac.uk/disabledstudents**

### Opening hours

09.00–17.00  
All year round, except university closure

### Drop-ins

09.30–16.00  
Every weekday  
No appointment required

## Find us

### University campus map

Find us on the University campus map  
**leeds.ac.uk/campusmap**

### Accessible routes

Find an accessible route through our campus  
**www.accessible.co.uk/organisations/university-of-leeds**

### Connect with us

 /UoLDisabilityTeam

 @UoLDisability

 /uoldisability



## Welcome

Hello! And welcome to Disability Services. We are here to support you in your academic studies.

We do this by:

1. Ensuring that you find it easy to engage and share information with us.
2. Advising your School on the support you may need in your learning.
3. Recommending academic adjustments.
4. Giving you advice on a range of matters, from funding to assistive technology.
5. Providing you with ongoing support throughout your time at Leeds.

We are a friendly service made up of three teams: front of house staff, disability advisors, and support workers. Find out more about what we do on our website [students.leeds.ac.uk/disabledstudents](https://students.leeds.ac.uk/disabledstudents)

Welcome to our service.



## Who we support

We support disabled applicants and students at the University of Leeds.

We know that the word “disability” can mean different things to different people, and you may not have thought of yourself as being disabled before. But it is worth considering whether you might be entitled to support, especially if you’ve had support in the past, such as exam arrangements at school.

The Equality Act identifies the following as examples of disability:

- Hearing impairment
- Visual impairment
- Physical/mobility disabilities
- Specific learning difficulties (SpLDs) such as dyslexia or dyspraxia
- Attention Deficit (Hyperactivity) Disorder or AD(H)D
- Autism
- A mental health condition
- A long term medical condition such as chronic fatigue, asthma, epilepsy, diabetes, cancer and HIV

This is by no means an exhaustive list. If you are unsure about anything, please contact us at any time, and with any question – we are here to help.



## Disclosing your disability

### Should I disclose my disability when applying to Leeds?

In short – yes! We encourage you to tell us about your disability. In doing so, we can start the process of recommending adjustments for your learning, teaching and exams.

Since it takes some time to put support and/or funding in place, the earlier you engage with us, the better.

You can tell us about your disability in a number of ways:

1. On your UCAS application form, or your direct application to the University
2. By contacting us and letting us know
3. By completing our sign up form [students.leeds.ac.uk/settingupyoursupport](https://www.students.leeds.ac.uk/settingupyoursupport)

If you have told us on your application that you are disabled, we will contact you with an introductory email once you receive your offer. We will explain the steps you will take to set up your support with us.

We will also invite you to one of our service information days for offer holders. These take place over the summer and are a great chance to meet our team face-to-face and to find out more about us.

## The process for accessing support

- 1 Complete our online sign up form at [www.students.leeds.ac.uk/settingupyoursupport](https://www.students.leeds.ac.uk/settingupyoursupport)
- 2 Send us appropriate evidence. Find guidance on evidence at [www.students.leeds.ac.uk/providingevidence](https://www.students.leeds.ac.uk/providingevidence)
- 3 While we process your information, apply for disability-related funding (such as DSA). Find information about funding and eligibility at [www.students.leeds.ac.uk/disabledstudentsfunding](https://www.students.leeds.ac.uk/disabledstudentsfunding)

If you're not sure where you are in the process, or you have questions or concerns about registering, contact us at

**0113 343 3927**  
**disability@leeds.ac.uk**  
**[students.leeds.ac.uk/disabledstudents](https://www.students.leeds.ac.uk/disabledstudents)**



## What to do next

Whether you have just accepted your offer or are already on your course, there are two key steps to start the process of accessing support:

1. Complete the Disability Services sign up form:

**[students.leeds.ac.uk/settingupyoursupport](https://students.leeds.ac.uk/settingupyoursupport)**

**AND**

2. Provide suitable evidence of your disability (see pages 9–11).

### How we use your information

#### Who will know about my disability?

In order to support you, we may need to share information about your disability with other people in the University. This is on a strictly “need-to-know” basis – in other words, we will only share sufficient details to resolve any issues, and only with the people involved in resolving them. Our sign up form gives you more information and invites you to give consent to share.

#### What about people outside the University?

We will not share your information with people outside the University, except where you have given us your explicit permission, and only where necessary.

#### Will you contact my parents or family?

No, we do not discuss our students and any of their support with their families. However, you may give us permission to talk to your family about your support if you wish. Parents can visit our parent page for more information **[students.leeds.ac.uk/parentsdisabledstudents](https://students.leeds.ac.uk/parentsdisabledstudents)**

For more details on how we use your information, visit **[students.leeds.ac.uk/confidentiality](https://students.leeds.ac.uk/confidentiality)**



## Support available from the University

As a disabled student, you will receive an individual support summary.

It will contain recommendations for you based on the information you provide in your sign up form and the evidence you give, along with consideration of your course requirements. Examples of some of the support that students could access include:

- Access to campus-based computers with assistive technology
- Workshops and advice from an Assistive Technology Advisor
- The loan of specialist equipment to support you in your studies
- Modified exam and assessment arrangements
- A personal assistant and/or note-taker where appropriate
- Transcription services for alternative formats
- Receiving handouts and lecture presentations in advance
- Adaptations to university accommodation via the Accommodation Team
- Ongoing support from our Disability Advisory Team

## Providing evidence of your disability

To start the process of accessing support, you will need to provide our service with documentary evidence of your disability.

You can send this to us at any point after you have received an offer from the University. Please note, you must give your evidence to us directly, either by email, post, or in person. It should not be sent to us via a third party, such as your GP.

You may find it helpful to check the evidence you have using our online checker to find out what support may be available to you

**[leeds.onlinesurveys.ac.uk/evidencechecker](https://leeds.onlinesurveys.ac.uk/evidencechecker)**

You can also find out more about providing evidence on our website

**[www.students.leeds.ac.uk/providingevidence](https://www.students.leeds.ac.uk/providingevidence)**

### Types of evidence and support for Specific Learning Difficulties, such as dyslexia and dyspraxia

Types of Evidence	Level of Support you May Receive
<p>A letter or other document from your school, college or previous university detailing previous exam arrangements. This could include a JCQ 'Access Arrangement' form (a 'Form 8'), or an EHCP report.</p> <p>Please note that this is not evidence of a disability, and is likely to mean that you cannot access some support or adjustments.</p>	<p>We may recommend some exam arrangements, such as extra time, or the use of a PC where we have evidence that you have had these arrangements before.</p> <p>Please note that university exams are different to school exams, and we do not guarantee to match all previous arrangements.</p> <p>To access further support you will need to provide further diagnostic evidence, such as a full psychological assessment report. Contact us to find out more about this.</p>
<p>A psychological assessment report completed by an Educational Psychologist or specialist teacher (with an active Assessment Practicing Certificate (APC) ) which confirms a diagnosis of a specific learning difficulty (e.g. dyslexia).</p>	<p>We may recommend a range of exam arrangements and University reasonable adjustments for learning and teaching.</p> <p>The Disability Advisory Team will provide recommendations of support and adjustments to your school.</p>
<p>A Needs Assessment Report carried out as part of an application for Disabled Students Allowances</p>	<p>We may recommend a range of exam arrangements and University reasonable adjustments for learning and teaching.</p> <p>The Disability Advisory Team will provide recommendations of support and adjustments to your School.</p>
<p>Results of an SpLD/ Dyslexia screening test e.g. QuickScan. You can access our QuickScan programme here: <a href="http://quickscan.me.uk/QS7/LEED/QSStart.htm">quickscan.me.uk/QS7/LEED/QSStart.htm</a></p>	<p>This is not accepted as evidence. If your screening test has indicated a likelihood of an SpLD then you will need to follow this up with a full diagnostic assessment. Please contact us for details on how to do this.</p>

#### Obtaining evidence during the pandemic

We understand that you may have difficulties obtaining evidence due to the coronavirus pandemic. During this time we will be accepting some alternatives. Please check our website for further information at [www.students.leeds.ac.uk/providingevidence](http://www.students.leeds.ac.uk/providingevidence)

### Types of evidence and support for all other disabilities

Types of Evidence	Type of Support
<p>Letter from GP, Consultant or other medical professional.</p>	<ul style="list-style-type: none"> <li>• Bespoke exam arrangements</li> <li>• University reasonable adjustments</li> <li>• Support recommendations given to your School</li> <li>• Permission to record taught sessions</li> <li>• Additional borrowing rights at the Library</li> <li>• Ongoing support from a Disability Coordinator</li> <li>• Access to funded support, such as 1-1 support, where appropriate</li> </ul>
<p>Diagnostic report from a registered medical professional.</p>	<ul style="list-style-type: none"> <li>• Bespoke exam arrangements</li> <li>• University reasonable adjustments</li> <li>• Support recommendations given to your School</li> <li>• Permission to record taught sessions</li> <li>• Additional borrowing rights at the Library</li> <li>• Ongoing support from a Disability Coordinator</li> <li>• Access to funded support, such as 1-1 support, where appropriate</li> </ul>
<p>Treatment report from a registered medical professional (e.g. therapist, Occupational Therapist, physiotherapist)</p>	<p>Ask us for advice – support will vary depending on what is stated in your evidence</p>

#### PLEASE NOTE

The forms of evidence listed above must:

- be on official headed paper
- be as up to date as possible
- give a clear clinical/medical diagnosis of a disability that is likely to affect your ability to do every day or academic tasks
- clearly state that your disability is long term (e.g. has lasted for, or is likely to last for, at least 12 months)
- indicate the impact your disability has on your daily life, particularly your studies
- must be written in English, or be a formally certified translation.



## Additional Funding

As a disabled student you can apply for additional funding to access disability related support and adjustments.

In most cases, this funding is available for any student who is registered with the University and who has completed the Disability Services sign up process. Funding for disability support can be complex, but don't worry. We can advise you on eligibility and guide you through the process.

There are a number of funding sources available depending on your student status and the type of course you're doing.

The table on the right is an overview of the main types of disability funding available. However, if you have any

questions about your eligibility or how to access funding please contact us at any time.

You can find out more about funding on our website:

[students.leeds.ac.uk/disabledstudentsfunding](https://students.leeds.ac.uk/disabledstudentsfunding)

### Get in there early!

It can take as long as 15 weeks for some funding to be put in place. This means it's best to apply as soon as possible to ensure you have support for the start of your studies.

You can apply for some kinds of funding as soon as you have accepted your offer from Leeds. We recommend that you make your funding application one of the first things you do when completing your university paperwork.

Who you are	Likely funding source	What to do
Home (UK) Undergraduate	Disabled Students' Allowances provided by one of the main Student Finance funding bodies (e.g. Student Finance England).	Apply via your Student Finance funding body. You can do this before you start your studies. See next page.
NHS Funded Students	Disabled Students' Allowances provided by your NHS funding body.	Apply via your NHS funding body. See next page.
Home (UK) Taught Postgraduate	Disabled Students' Allowances provided by one of the main Student Finance funding bodies (e.g. Student Finance England).	Apply via your Student Finance funding body. You can do this before you start your studies. See next page.
Research Council Funded Postgraduates	Disabled Students' Allowances provided by your Research Council .	Talk to one of our Disability Coordinators and they will assist you further.
Non-Research Council Funded Home (UK) Postgraduates	Disabled Students' Allowances provided by one of the main Student Finance funding bodies (e.g. Student Finance England).	Apply via your Student Finance funding body. You can do this before you start your studies. See next page.
International and EU Students	There is likely to be funding available but the provider will vary .	Talk to one of our Disability Coordinators and they will assist you further.
Part-time Home (UK) Students	Disabled Students' Allowances provided by one of the main Student Finance funding bodies (e.g. Student Finance England). You are eligible provided the course is at least one year and doesn't take more than four times as long to complete as an equivalent full-time course.	Apply via your Student Finance funding body. You can do this before you start your studies. See next page.
Other Part-time Students	There is likely to be funding available but the provider will vary.	Talk to one of our Disability Coordinators and they will assist you further.
Study Abroad and Exchange Students (Erasmus)	There is likely to be funding available but the provider will vary.	Talk to one of our Disability Coordinators and they will assist you further.
Degree Apprentices	Funding is available as part of your apprenticeship .	Talk to one of our Disability Coordinators and they will assist you further.





## Funding bodies

Please visit the website of your funding body to find out more information:

- **Student Finance England**
- **Student Finance Northern Ireland**
- **Student Finance Wales**
- **Student Awards Agency Scotland**
- **Research Councils UK**
- **NHS Student Bursaries (England)**
- **NHS Bursary Administration Unit (Northern Ireland)**
- **NHS Wales Student Awards Unit**
- **NHS Student Bursaries (Scotland)**

### The Disabled Students Access Fund

The University's access fund provides short-term support for disabled students. Money is to be used for non-academic related activities, for example accessing facilities like a bank or supermarket, or for attending a society for the first time. This is a limited fund with a limit of £100 per person. You can find out more about the fund here [students.leeds.ac.uk/accessfund](http://students.leeds.ac.uk/accessfund)

## Useful resources

### Assistive technology

There are a number of assistive technology applications available across campus that are free of charge to students, as well as those provided by additional funding.

Disability Services hosts regular workshops to introduce students to apps and software, and these are widely advertised on our social media channels throughout the year. Check out our Assistive Tech page to find out what's going on:

[www.eventbrite.co.uk/o/l-su-ds-assistive-technology-workshop-sessions-20236825064](http://www.eventbrite.co.uk/o/l-su-ds-assistive-technology-workshop-sessions-20236825064)

### Lecture capture

The University has the facility to record and store lectures on Minerva (the University's virtual learning environment). This allows you to revisit and review content at your own pace. Please be aware that individual teaching staff are responsible for using lecture capture, and it may not be available in all your teaching sessions.

### Skills@Library

The Skills@library team help students develop their study skills, including note-taking, referencing, revision and time management. Online tutorials and free workshops are available, as well as the option to meet one-to-one with a Learning Advisor. More information is available at: [library.leeds.ac.uk/info/1401/academic\\_skills](http://library.leeds.ac.uk/info/1401/academic_skills)



## Getting to and around campus

### Your School

Within your School there are a number of useful resources available:

- A Disability Contact responsible for working with staff to make sure that arrangements are in place for you within the School. Find your School's Disability Contact here: [students.leeds.ac.uk/disabilitycontacts](https://students.leeds.ac.uk/disabilitycontacts)
- Visit your Student Support Office to find out what kind of help is offered in your particular School.
- Contact your lecturers if you need any clarification on anything. They often hold drop-in office hours, or you are welcome to send them an email.

### Accessibility

The University of Leeds is a large and dynamic campus in the heart of the city. However, it is built on a hill and has several old buildings which means that accessibility can be a challenge at times.

A north-south campus access route provides a step-free course across campus for anyone with access requirements. It is well marked and involves the use of lifts in some places. A key fob is needed to access the route outside of the main University opening hours. You can apply for fob by completing an application form here [students.leeds.ac.uk/accessiblefacilities](https://students.leeds.ac.uk/accessiblefacilities)

### AccessAble

The University works in partnership with AccessAble, a national organisation that creates a detailed access guide to our spaces and buildings. You can find the University access guides at: [www.accessable.co.uk/organisations/university-of-leeds](https://www.accessable.co.uk/organisations/university-of-leeds)

### Parking

Accessible parking on campus is available to Blue Badge holders. Limited parking may also be available to students who do not hold a Blue Badge, but who may need to park on campus for disability related reasons. Please speak with your Disability Coordinator if you feel that accessing campus may be an issue for you.

### Campus map

You can find an interactive campus map at [www.leeds.ac.uk/campusmap](https://www.leeds.ac.uk/campusmap). Large print versions are also available.

### Public transport

The University is served by a number of bus services: [www.firstgroup.com/leeds](https://www.firstgroup.com/leeds)

Taxi firm Uber provides UberASSIST (for those needing an extra hand) and UberACCESS (wheelchair accessible) vehicles, both priced the same as UberX taxis. Download the app and make sure you select which vehicle you would like when ordering your car: [www.uber.com/gb/en/ride/uberwav](https://www.uber.com/gb/en/ride/uberwav)



## Additional campus help

### Accommodation

If you have additional requirements for your accommodation, simply answer “yes” to the question on your accommodation application form “do you require accommodation which is adapted or do you require a specific type of accommodation because of a disability/ medical condition?”

The accommodation team will then manage all reasonable adjustments.

You should also complete an additional requirements form. Some students may also be eligible for a reduction in rent if they require specific accommodation for disability-related reasons.

**accom@leeds.ac.uk**  
**0370 1200 189 / 0113 343 7777**

### Leeds University Union

Leeds University Union (or LUU) is the students’ union on campus. They are a student-led charity providing clubs and societies, advice, campaigns, and events. Check out their listings to see if any relate to your disability or interest:

**luu.org.uk/clubs-and-societies**

The Disabled Students Society is aimed at students with any disability who would like to meet others for anything, from socialising, to support, to activism.

LUU also provide free, confidential and impartial advice on finance and benefits.

### Student Counselling and Wellbeing

Student Counselling and Wellbeing are here to support you at times of any emotional, psychological or mental health difficulties. A number of services are available including online help, remote online support and a daily drop-in:

**students.leeds.ac.uk/  
counsellingandwellbeing**

**scc@leeds.ac.uk**  
**0113 343 4107**

### Big White Wall

Big White Wall is a free online service that provides 24/7 online peer and professional support with trained counsellors in cases of any mental health problems, from anxiety, depression, stress and trauma, to relationship problems and lifestyle challenges:

**www.bigwhitewall.com**

### Personal care

#### UK students

Assistance with aspects of your personal care (e.g. cooking, shopping or toileting) is normally arranged through social services. Arranging personal care support can take a long time, so as soon as you have chosen to come to Leeds you should contact your local social services to discuss your personal care requirements.

#### International students

As an overseas student you will not be eligible for personal care through social services, and the University is unable to fund this kind of assistance. If you are likely to require any personal care, you need to ensure well in advance of arrival that you have sufficient funding to cover the cost of this, and are able to arrange this support yourself.

# The process for accessing support

**1** Complete our online sign up form at [www.students.leeds.ac.uk/settingupyoursupport](http://www.students.leeds.ac.uk/settingupyoursupport)

**2** Send us appropriate evidence. Find guidance on evidence at [www.students.leeds.ac.uk/providingevidence](http://www.students.leeds.ac.uk/providingevidence)

**3** While we process your information, apply for disability-related funding (such as DSA). Find information about funding and eligibility at [www.students.leeds.ac.uk/disabledstudentsfunding](http://www.students.leeds.ac.uk/disabledstudentsfunding)

If you're not sure where you are in the process, or you have questions or concerns about registering, contact us at

**0113 343 3927**  
[disability@leeds.ac.uk](mailto:disability@leeds.ac.uk)  
[students.leeds.ac.uk/disabledstudents](http://students.leeds.ac.uk/disabledstudents)



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