

Students with a Disability Requiring Additional Adjustments Procedures

INTRODUCTION

The University is committed to providing an accessible, supportive, safe and inclusive learning environment for students with a disability; ensuring that prospective and current students with a disability are afforded appropriate opportunities to enter and participate fully in the life of the University; that reasonable adjustments will be made to provide access, participation, retention and success for students with a disability, including assistance to staff to help meet the students' learning and support needs.

COMPLIANCE

This is a compliance requirement under the:

- [Disability Standards for Education 2005](#);
- [Higher Education Standards Framework \(Threshold Standards\)](#);
- [Standards for Registered Training Organisations \(RTOs\)](#); and
- [National Code of Practice for Providers of Education and Training to Overseas Students](#)

INTENT

The intent of this document is to ensure:

- The University closely follows the [Disability Standards for Education 2005](#) which aims to give students with a disability the same rights as other students;
- The University encourages maximum access for students with a disability by providing an inclusive learning environment;
- The University is obligated to make reasonable adjustments to accommodate the needs of students with a disability;
- The University aims to ensure no unnecessary disadvantage results from the effects of the disability;
- The University aims to ensure no unfair advantage occurs through the adjustments;
- Acceptance, understanding and awareness of disability issues are encouraged at all times;
- The University provides support services that encourage the independence of students; and
- The University acknowledges that information related to disability is personal and private and respects confidentiality.

RELEVANT DEFINITIONS

In the context of this document

OES means the University Office of Equity Services; and

Disability Liaison Officer (DLO) means a University staff member employed to support students and staff with a disability.

PROCEDURES

Registration with Equity Services, development and implementation of an Access Plan

A potential student with a disability should disclose to the Office of Equity Support that they have a disability. The student will then be asked to provide documentation or other evidence to verify the disability and its nature. Equity Services, in consultation with the student will then develop an access plan and implement the plan with the student's cooperation.

Students with a disability are encouraged to make contact with Office of Equity Support when making an application for admission.

Information is provided in the Admission Guide advising students to contact the Disability Liaison Officer if their disability is likely to impact upon their studies

Students may also identify that they have a disability at enrolment process. This is done by the student ticking a box on their enrolment form stating they would like to be contacted in relation to their disability.

This information is entered on the student database and a weekly report on students to be contacted is generated. Equity Services will then contact students and provide them with information and encourage them to make an appointment with the Disability Liaison Officer.

A letter is also sent to each student who has identified themselves as having a disability at enrolment, encouraging them to make an appointment with Equity Services and explaining the requirement to provide relevant documentation or other evidence to the University to verify the nature of their disability.

Registration

The student with a disability makes an appointment to meet with the Disability Liaison Officer or can be referred to Equity Services by other sources.

At the meeting:

- Information is collected from the student using the Needs Assessment Form ;
- Authority to Release Information Form is completed;
- The student provides documentation to verify the disability

The student is then officially registered with Equity Services.

Confidential Access Plan

A Confidential Access Plan is developed to address the particular requirements of the student.

The student and SFD discuss reasonable accommodations that are to be made in the context of the inherent requirements of the course. Reasonable accommodations may include:

- Physical access;
- Academic adjustments;
- Academic support (e.g. note taking, tutoring);
- Assistive technology; and/or
- Other support

The student will then be issued with a Disability Registration Card.

Special Arrangements for Examinations

A range of options and adjustments are available for students with a disability to undertake examinations. The options and adjustments are made on the basis of individual needs and are actioned to address the effects of the disability.

Each student will need to request Special Arrangements for examination by registering with Equity Services to request adjustments to the standard examination process to address the needs of the student with a disability. The student must complete the application form. The student can apply for the arrangements to be permanent for the duration of the course or on a semester-by-semester basis.

Application for Special consideration

Students with a disability may apply for Special Consideration due in certain circumstances either prior to or during the examination that may have adversely affected their performance in the examination. Refer to the University [Higher Education Examination Policy](#). If a student needs assistance with this application they are encouraged to make an appointment with the Disability Liaison Officer.

Requesting a Special Examination

A student with a disability may request that the scheduled examination be deferred to a more appropriate date. This can be applied for if the student is unable to attend a particular examination due to an illness or other matter related to their disability. Refer to the University Higher Education Examination Policy. If a student needs assistance with this application they are encouraged to make an appointment with the Disability Liaison Officer.

Student Grievances and Appeals

Avenues are available for students with a disability to raise concerns, identify a grievance or make an appeal regarding any aspect of their experience at Charles Darwin University through the Office of Leadership and Organisational Culture.

Some avenues that students can access include:

- Administrative processes through the [Students - Administrative Complaints Procedures](#);
- Academic matters through the [Students - Academic Grievance Procedures](#); and
- Staff behaviour including discrimination and harassment through the [Students - Grievances with Staff or other Students Procedures](#).

ESSENTIAL SUPPORTING INFORMATION

Internal

Authority to Release Information Form

Confidential Access Plan Form

[Equal Opportunity Policy](#)

[Higher Education Examination Policy](#)

Needs Assessment Form

Student Enrolment forms

[Students - Academic Grievance Procedures](#)

[Students - Administrative Complaints Procedures](#)

[Students - Grievances with Staff and other Students Procedures](#)

External

[Disability Discrimination Act 1992](#) (Commonwealth)

[Disability Discrimination Regulations 1996](#) (Commonwealth)

[Disability Services Act 1993](#) (NT)

[Disability Standards for Education 2005](#) (Commonwealth)

Document History and Version Control

Last amendment:	15 Dec 2017	Next Review:	June 2008
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Version	Date Approved	Approved by	Brief Description
1.00	2005	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	28 Jun 2011	Governance	Update visio and post on Governance document library
1.03	29 Jun 2011	Governance	<ul style="list-style-type: none"> ● Convert process document to procedural document. ● Student Services changed to Student Administration and Equity Services to reflect title change. ● Support and Equity Services removed as no longer in existence. ● Relevant definitions and essential supporting information added ● Updated links ● Visio updated ● Minor changes to formatting, spelling and grammar. ● Dean changed to Pro Vice-Chancellor to reflect title change. ● Student Facilitator, Disability changed to Disability Liaison Officer to reflect title change.
1.04	13 Aug 2013	Governance	<ul style="list-style-type: none"> ● Assigned document number ● Updated hyperlinks
1.05	15 Dec 2017	Governance	<ul style="list-style-type: none"> ● Conversion to new template due to new University branding ● Updated definitions ● Updated hyperlinks ● Amended Contact Officer form Coordinator, Equity Services, OSAES to Manager, Equity Services ● Added Sponsor Director Student Engagement