



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

POLICY:
STUDENTS WITH A DISABILITY

<p>Purpose: To support Students with a Disability</p> <p>Responsible Executive: University Registrar</p> <p>Responsible Office: Registrar's Office</p> <p>Contact Officer: Disability Support Officer</p> <p>Effective Date: 2nd October 2014</p> <p>Modification History: Approved by the Vice Chancellor on 1st October 2014</p>
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1 INTRODUCTION

- 1.1 The University is committed to meeting the legislative requirements of the *Disability Discrimination Act (1992)* (DDA) and the *Disability Standards for Education (2005)*. In complying with its obligations the University will endeavour to provide students with disabilities access to a learning environment where they can participate in their course of study on equal terms with other students.

2 THE UNIVERSITY'S OBLIGATIONS TO STUDENTS WITH DISABILITIES

- 2.1 The University will:

- (a) Ensure that prospective students who have disabilities are not discriminated against in gaining entry to a University course on the grounds of their disability.
- (b) Provide students (prospective or current) with access to information relating to course/unit materials, assessments, practical placements and any other inherent academic or general requirements, so that students with disabilities have the opportunity to make informed decisions about their likely capacity to participate in a course of study.
- (c) Advise students with disabilities at the earliest time about the support available to students through the Disability Support Office on their relevant campus.
- (d) Encourage a culture among staff and students that raises awareness and recognises the capacities of students with disabilities.
- (e) Wherever practicable, make reasonable adjustments or accommodations to University policy or practice to ensure students with disabilities have access to and equal opportunity to participate in academic and other activities of the University.
- (f) Respect the rights of students with disabilities to privacy and confidentiality.

3 ACCESS TO REASONABLE ADJUSTMENTS – THE REQUIREMENT OF DISCLOSURE

- 3.1 The University's Disability Support Office will provide students with disabilities information, advice and support in relation to the types of adjustments available to support students with disabilities and the process of disclosure of their disability to staff within the University.
- 3.2 To be eligible for reasonable adjustments to a learning environment or an academic program, students are required to formally disclose their disability, medical condition or impairment to the University through the University's Disability Support Office. Disclosure (including the submission of documents or medical certificates) to any other Office, School or individual staff member will not constitute formal disclosure and will not entitle that student to have adjustments to their learning environment or academic program.
- 3.3 Once a student formally discloses their disability through the Registration Procedure, the University's Disability Support Office will undertake an assessment and the Campus Registrar will approve what, if any, reasonable adjustments may be suitable for the student. Adjustments will not be reasonable where the impact of that adjustment results in the student being treated more

favourably than students without disabilities or where the adjustment required may compromise the academic integrity of the course/unit/assessment/academic or general requirement.

- 3.4 The University is not required to make adjustments or accommodations where it can demonstrate that doing so would impose an unjustifiable hardship on the University.
- 3.5 Early disclosure allows the University time to assess, develop, plan and implement adjustments to assist students at the earliest possible time in their course. Failure to disclose at the earliest time may prevent the University from implementing adjustments within a reasonable timeframe.

4 STUDENT OBLIGATIONS

- 4.1 Students with disabilities who wish to have adjustments made to accommodate their disability are responsible for:
- (a) Investigating and fully understanding the requirements of the course they are undertaking (or propose to undertake). If the student is planning to undertake a course that requires professional registration or accreditation, it is the student's responsibility to find out if there are inherent requirements of registration or practice in that profession and consider whether their disability may impact on their ability to pursue this profession.
 - (b) Formally disclosing their disability by following the University's Registration Procedure for disclosure at the earliest possible time.
 - (c) Providing the Disability Support Office with all relevant information relating to their disability, including current medical evidence and/or psycho-educational information relating to functional or activity restrictions, their individual needs, potential adjustments to learning and assessment methods or any other support that may be required.

5 REGISTRATION PROCEDURE

- 5.1 Students must complete a Request for Assistance form, attend an Assessment interview and submit all required medical documentation, as soon as possible, in order for the University to determine whether the student is eligible for adjustments to their learning environment.
- 5.2 If alternative examination arrangements are sought, students should complete the assessment process with the Disability Support Office, prior to the standard semester Census Date. Census Dates are published on the University's academic calendar and on the web. It is the student's responsibility to be aware of and manage these time-frames.
- 5.3 Students must provide independent and current supporting documentation from a Registered Health Professional.
- 5.4 The Disability Support Office will formulate recommendations regarding reasonable adjustments, taking into consideration:
- (a) Information about inherent academic requirements, learning activities and assessment methods.
 - (b) Specific requirements outlined in School and Course Regulations and Unit Outlines.

- 5.5 Collection of the information in 5.4 may involve the Disability Support Office liaising with University staff, including the student's Dean/Director AESC or unit co-ordinator.
- 5.6 Where adjustments are approved by the Campus Registrar, the approved adjustments and supports will be outlined in the student's individualised Learning Access Plan.
- 5.7 Providing a student has given written consent, the Registrar's Office and Disability Support Office will provide Schools with information identifying the student by name and student number and their approved adjustments for examinations and coursework, including fieldwork or practicum.

6 CONFIDENTIALITY

- 6.1 Once formal disclosure is made, all personal information provided by students will be treated as confidential and will be held securely within the Disability Support Office. The information disclosed will be used by the Disability Support Office for the purpose of making an assessment and recommending the appropriate reasonable adjustments to the Campus Registrar for approval.
- 6.2 The Disability Support Office will not disclose a student's disability or diagnosis to University staff without the express consent of that student.
- 6.3 For the purpose of determining whether an adjustment is suitable and consistent with the inherent requirements of an assessment, unit or course it may be necessary in some instances for the Disability Support Office to communicate with the Campus Registrar, individual School staff such as the Dean/Director AESC or Course Coordinator about a student's activity restrictions and needs. This will only occur where the adjustment sought may impact on the academic integrity or operation of a unit, course or assessment or where the staff member is able to provide specific information about the academic activities and requirements to the Disability Support Office in order to formulate reasonable adjustments. In all cases only essential information will be released to those staff identified as having a legitimate need to know. No information will be provided to any other staff member without the prior written consent of the student.
- 6.4 If a student does not consent to information regarding their needs being released to University staff, adjustments and/or other supports may not be able to be implemented due to the restriction this places on communicating about the practical arrangements.

7 APPEALS

- 7.1 Appeals against decisions made by the Campus Registrar regarding reasonable adjustments, including the provision of equipment and services, may be made in writing to the University Registrar.