

Your Student Disability Support at Oxford

This guidance is intended to help you navigate disability support at Oxford. In the context of the collegiate University, the [student life cycle \(map\)](#) below shows you what you should do at each step of your journey, and who in your College or the University is responsible for setting up your adjustments. The stages in the student journey map have actions for you; please read these carefully. As a first step, you should note who your Disability Coordinators are at your College and Departments(s) ([see list here](#))!

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People and Terminology:

Disability Coordinators

College **Disability Coordinators** are responsible for providing oversight of provision for undergraduate students, and Departmental Disability Coordinators are responsible for postgraduate students. However, please reach out to either your College or Departmental contacts if you need help. They can work together to help you, and will signpost if someone else better placed to assist. The person with the Disability Coordinator role may be different depending on your College, but it is often a member of staff in the academic office or in welfare support. Check [here](#) to find out who is the designated Disability Coordinator in your

College and Department. Your College's and Department's Disability Leads are responsible for oversight of monitoring accessibility and working on disability strategic priorities.

Academic Staff

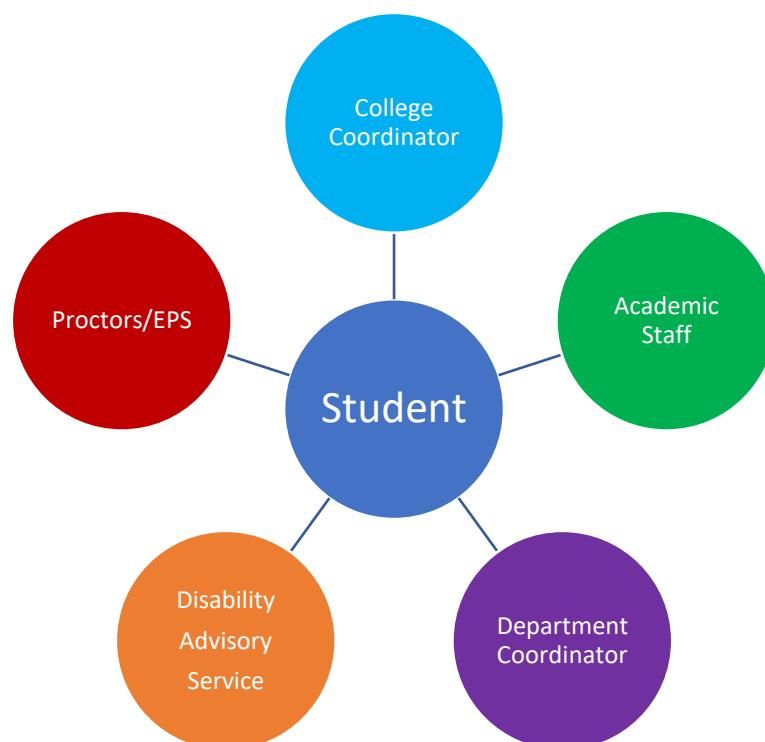
Academic Staff include: Tutors, Lecturers, Supervisors etc. and they are responsible for implementing any teaching-based disability adjustments. You are encouraged to have ongoing communication with these people about what support you need to access teaching; they will be considering how to apply and interpret your Student Support Plan (SSP) recommendations, ensuring that teaching practices (and any reasonable adjustments to those practices) provide equal access to learning opportunities and align with competence standards.

The Disability Advisory Service (DAS)

DAS is the **Disability Advisory Service**. They are a central team in the University who look after student disability support. You can find all the information you need on [their website](#). They create **SSPs** for disabled students, which are **Student Support Plans** – a document that confirms DAS registration and outlines recommended disability adjustments for those involved in your support to consider. In some cases, a college or department may take a view on implementation if different practices would more effectively remove disability-related barriers, the recommended measure is not reasonable in the local context (e.g., due to practical delivery issues or academic/competence standards), or there are other activities requiring adjustments that DAS had not considered. Any alternative arrangements should be discussed with you, explaining why another approach is necessary.

Formal Adjustments via the Proctors' Office and Education Policy Support

For the purposes of disability support, the **Proctors' Office and Education Policy Support (EPS)** are the University teams who make decisions on extensions, dispensations and complex disability adjustments to [summative assessments](#) (e.g., University examinations



and coursework submissions). Neither the Proctors' Office nor EPS can make decisions about college matters, such as extensions to tutorial work (formative assessments) or accommodation provision.

Disability Support – Your role as a student:

At Oxford, we place student agency and enablement at the heart of professional welfare service policy and practice. To help us to organise timely and effective disability reasonable adjustments, we will take a collaborative approach. You can assist us in this process by completing any necessary paperwork promptly and communicating with staff about your requirements; let someone know if this is difficult for reasons relating to your disability so that we can explore other ways to help you.

At Oxford, our community is designed to encourage and support academic, social and personal development and wellbeing by providing an abundance of opportunities for you to thrive and grow. You can look after your own health and wellbeing, and work with us to organise your disability support, in the following ways:

- keep in touch with your College and Department, and let them know if you need help;
- seek out support when needed, e.g., by making use of the welfare resources available from your College and the [University Counselling Service](#) (see the Common Approach to [Support Student Mental Health](#) for more information);
- register with the [Disability Advisory Service \(DAS\)](#) for structured support, ideally well before you arrive at Oxford, or at the earliest point you think you might need reasonable adjustments;
 - provide [evidence of your disability](#), health condition or specific learning difficulty to meet University guidelines for DAS registration;
 - let us know how your disability affects your studies or student life, steps you take to manage the impact and what support or adjustments have been helpful before – so that DAS can prepare and share your Student Support Plan (SSP) with relevant staff (with your permission) across the collegiate University;
- engage actively with disability study aids and support strategies if they are available, and make good use of the available support;
- let someone know if there is a problem with your support (e.g., the Disability Advisory Service, or college/department Disability Coordinator) or a change in circumstances related to your disability;
- complete all necessary paperwork, including applications for the [Disabled Students' Allowance](#) (DSA), as applicable, and maintain accurate information on [Student Self Service](#) – ask DAS or your College or Department Disability Coordinator for help if these tasks are difficult for reasons relating to your disability;
- depending on the nature of your disability and prognosis, some of your support requirements may evolve over time. For example, students with fluctuating or treatable/improving conditions may wish to adjust SSP arrangements to support

their longer-term academic and personal development goals – talk to DAS if you would like to review your support plan; and

- make full use of any health support or treatment you need to access from healthcare services outside the University.

Disability Support on your Student Journey:

[See graphic of a disabled student's lifecycle below](#). If printing, use A3 paper.

1. Planning for the Future

- All colleges proactively consider the needs of future disabled students in planning their services and provision, to optimise accessibility and inclusion.

2. Interview / Application

- For undergraduates only, your interviewing College(s) will contact you directly to ask what adjustments or support you need for your interview; let them know as soon as possible what you will need.
- Your Department(s) may also get in touch, depending on your course.

3. When you have an Offer

- Your College, Department(s), and the Disability Advisory Service (DAS) will signpost you to register with DAS and discuss disability study support for your course.
- Register with DAS as early as possible, providing your required evidence. You don't need to wait for your results or a confirmed place. Speak with your College Disability Coordinator if there are things you think you will need.

4. Prior to Arrival (or at the point your disability needs present)

- Your College will be working to ensure that site access and facilities are suitable. They will also be determining how accommodation will be allocated based on disability need and available resources.
- Your College may also meet with you and/or DAS to discuss any complex requirements.

5. Fresher (your first few weeks)

- Your College and DAS work together and with you to put support in place before (or shortly after) you arrive.
- Meet with your College's Disability Coordinator as soon as possible after you arrive to discuss your disability support.

6. Receiving your Student Support Plan (SSP)

- DAS will make recommendations in your SSP for your College and Department(s). If they cannot provide the recommended support, e.g. due to practical limitations or better options, they will discuss this with you. Speak with your College/DAS/Department(s) if there are any issues.
- DAS may assist you to apply for and access Disabled Students' Allowance funded study aids and support strategies. Submit this funding paperwork promptly.

7. Circulation of your Support Plan

- Your College and/or Department(s) Disability Coordinators will share relevant information to staff who need to make the adjustments, including your tutors.
- Your lead subject Tutor will share relevant teaching support information with other teaching staff. For postgraduates, this will be done by your course director or supervisor.
- Speak to your tutors directly if you need help, or something isn't working well.

8. Throughout your Course

- Your College and Department Disability Coordinators will keep in touch with you and with DAS to monitor your support arrangements.
- Ask for help if you need it and keep in communication. Think about how you might take advantage of opportunities to develop skills you would like to leave Oxford with, and how we can help you get there.

9. In Advance of Exams and Assessments

- Your College submits applications to the Exams Team, the Proctor's Office and Education Policy Support for adjustments to exams and assessed work.
- Your Department(s) arranges and monitors adjustments for postgraduates and for some undergraduate programmes.
- Contact your College or Department(s) quickly when you think you'll need extensions or adjustments ([see guidance](#)).

Website Links

[Designated Disability Coordinators for Colleges and Departments](#)

[About the Disability Advisory Service](#)

[About Student Support Plans](#)

[University Counselling Service](#)

[Common Approach for Supporting Student Mental Health](#)

[Providing Evidence for your Disability](#)

[The UK Government's Disabled Students' Allowance](#)

[Examination Adjustments](#)

Glossary of terms here: [das-glossary-key-disability-termspdf \(ox.ac.uk\)](#)

Conference of Colleges Student Disability Working Group

KA – July 2024

Map: Journey as a disabled student at Oxford

