

**THE WHITE BOOK
REGULATIONS (PROCEDURES)**

REGULATION P5

Equal Opportunities: Reasonable Adjustments

Disclosure of disability

1. Further to Ordinance C,XIII, the procedures under this Regulation shall not apply unless and until a student discloses to the College a disability which falls within Ordinance C,XIII,3. A disclosure of disability may be made at any time and shall be made directly to the College.
2. A disclosure to the University Disability Resource Centre (DRC) shall be treated as a disclosure to the College only where a Student Support Document (SSD) or other recommendation issued by the DRC is received by the Senior Tutor, either from the DRC or from the student concerned. Receipt of an SSD or other recommendation shall be acknowledged by the Senior Tutor, in writing, both to the DRC and to the student concerned. The student concerned shall not assume that a relevant disclosure has effectively been made unless and until he or she receives such an acknowledgement.
3. Where no SSD or other recommendation is issued by the DRC, the College shall treat a disclosure as having been made only where the Senior Tutor is informed of the disability by the student concerned. The Senior Tutor shall acknowledge every such disclosure, in writing, to the student concerned. The student concerned shall not assume that a relevant disclosure has effectively been made unless and until they receive such an acknowledgement.
4. A disclosure under paragraph [3] may be made on the student's behalf by any member of the Pastoral Team, or the student's Director of Studies or Supervisor. The Senior Tutor may consider that a relevant disclosure has been made in the course of a review for unsatisfactory academic progress conducted under Ordinance C,XII,7-9 and Regulations P2-P4, or during any Stage of the fitness to study procedures conducted under Ordinance C,XIII and Regulation P7. In any such case, the Senior Tutor shall inform the student concerned in writing.
5. Where a disclosure is treated as having been made under paragraphs [3] or [4], the College has a legal duty to ensure that all relevant parties in the collegiate University are so far as possible made aware of the disclosure, so that they may consider whether any support arrangements are required on their own part. Accordingly, the Senior Tutor shall seek the written consent of the student concerned for relevant information to be shared with the DRC. Where consent is refused, the College shall inform the DRC that a disclosure of disability has been made but that no consent to share any relevant information, including the name of the student, has been given.

Assessments

6. Where any disclosure of a disability is made under paragraphs 2-4, a Disability Group, comprising the Senior Tutor, Chaplain and Bursar, shall have responsibility for determining what adjustments, if any, to the normal practices of the College are reasonably required, in order to fulfil the duty of the College under Ordinance C,XIII,1-2 to ensure that the student does not suffer a substantial disadvantage. It shall not be a pre-condition for making a determination that the student first makes any specific request.
7. For the purposes of paragraph [6], the Disability Group shall normally request the DRC to make an assessment in the case and to issue an SSD as soon as practicable. Exceptionally, where either:
 - (a) the student concerned refuses consent for information to be shared with the DRC; or;
 - (b) the DRC declines to issue an SSD (which shall not be the same as issuing an SSD recommending that no adjustments are required);the Disability Group shall consult as widely as practicable, including the student concerned, the student's Tutor and Director of Studies, the College Nurse, and, so far as possible, the DRC, in order to make an assessment under paragraphs 9-10.

Reasonable adjustments

8. Any adjustments recommended by the DRC in an SSD shall normally be implemented; provided that where a recommendation is, in the opinion of the Disability Group, applying the criteria in paragraph [9], not a reasonable one for the College to be required to make, the College reserves the right not to implement it.
9. Any assessment by the Disability Group shall comprise a consideration of all the relevant circumstances; in particular:
 - (a) the effectiveness of any proposed adjustment in removing the identified disadvantage;
 - (b) any relevant health and safety matters;
 - (c) the effect of any adjustment on the teaching and learning environment of other students;
 - (d) the proportionality of the financial costs to the College;
 - (e) whether any University guidelines on reasonable adjustments should be applied by analogy.
10. Adjustments which may reasonably be required to ensure that a student may participate in student life shall include changes to:
 - (a) any physical features of the College that affect the student concerned in their studies, such as access to library material;
 - (b) the provision of teaching and learning resources, such as materials in accessible physical or digital formats or permission to audio record supervisions;
 - (c) the modes of academic assessment of the student carried out by or for the College, such as alternative formats, use of a computer, additional time, or supervised rest breaks, for College supervision work or examinations;

(d) any physical features of the College that affect the student concerned in their use of accommodation, catering & social facilities

11. The College shall not, as a matter of making reasonable adjustments under this Regulation, adjust any standard of academic competence that the College normally applies to students on the course to which a student with a disability has been admitted, unless that standard of competence is itself discriminatory.
12. The Senior Tutor and other members of the Pastoral Team, and/or the student's Director of Studies, shall:
 - (a) ensure the expeditious implementation of any reasonable adjustments determined under paragraphs 6-10;
 - (b) keep the situation under continuous review; and
 - (c) make further or alternative adjustments in accordance with this Regulation, if and when necessary.

Appeal

13. A student may appeal to an Academic Review Committee, under Ordinance C,XIII,4(d) and Regulation P3,21(b), against any decision to make, or not to make, reasonable adjustments under paragraphs 6-10, by giving notice in writing to the Senior Tutor within 14 calendar days of being notified of the decision.

Relationship with University procedures

14. Where reasonable adjustments to its provision are made by the University for a student of the College with a disability, appropriate members of the College Pastoral Team shall, insofar as practicable:
 - (a) keep the situation under continuous review;
 - (b) seek to ensure that the adjustments are properly implemented by the University;
 - (c) inform the DRC and the relevant Faculty or Department if and where the circumstances of the student change.
15. Where:
 - (a) a Faculty or Department decides that a recommendation of the DRC is not a reasonable one for the University to be required to make; or
 - (b) a student considers that adjustments made by the University are insufficient to address their specific disadvantage; or
 - (c) a student is not satisfied that adjustments recommended by the DRC have been properly implemented by the University;the student has a right under University procedures to initiate a review of the relevant decisions by the University Education Committee.
16. Where a student considers that:
 - (a) the standard modes of assessment for their University examinations; together with
 - (b) any special arrangements normally permitted by the Board of Examinations;

would not alleviate the substantial disadvantage flowing from their disability, and would not permit a proper demonstration of the requisite knowledge and skills required by their course, the student has a right under University procedures to apply to the Board of Examinations for consent that he or she is assessed by alternative means.

17. Where a student makes an application to the University Education Committee or Board of Examinations, as set out in paragraphs [15] and [16], the College shall:

- (a) ensure that the student is given appropriate pastoral support while participating in the University procedures; but
- (b) reserve the right not to support the substance of an application which it considers inappropriate.

18. Pastoral support under paragraph 17(a) for the purposes of an application set out in paragraph [16] shall normally include:

- (a) advising the student on the University criteria for consent to alternative assessment, and the application of the criteria to the student;
- (b) liaison with the DRC to consider possible alternative models of assessment;
- (c) informal consultation with the Secretary to the Board of Examinations;
- (d) support at any case conference arranged by the Board;
- (e) where appropriate, submission of a formal request to the Secretary to the Board, which shall include:
 - (i) medical evidence and/or an assessment from an appropriate expert;
 - (ii) a statement of the preferred alternative method of assessment.