

# SUPPORT AVAILABLE

Please find below details of the reasonable adjustments that we make for disabled students. If you feel that you require an adjustment which is not listed here, please [contact us](#) to discuss this.

## From your academic department:

- A named member of staff to whom registration details are communicated (D&N Network member).
- Lectures are recorded and will be available via your course in Moodle.
- Permission to record lectures, whilst in attendance and subject to applicable University policies <sup>1</sup>.
- Access to lecture slides a minimum of 24 hours in advance.
- Access to class material a minimum of 24hrs in advance, where available<sup>2</sup>.
- Access to course material in alternative formats, where possible.
- Preferential seating in lectures and seminars, where appropriate to your disability. *(Please notify D&N if you would like to request this arrangement).*
- Additional time to respond to oral questions in workshops, tutorials and seminars, where appropriate to your disability. *(Please notify D&N if you would like to request this arrangement).*
- For students with a specific learning difficulty (dyslexia & dyspraxia) being able to identify your disability on assessed work (referred to as a 'green sticker') so that markers are aware of how your SpLD affects your written work.
- For students with a specific learning difficulty exemption from being asked to read passages out loud in class. *(Please notify D&N if you would like to request this arrangement).*
- Accessible classrooms and lecture theatres, where appropriate to your disability.

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<sup>1</sup> Attendance is a course requirement which cannot be waived at Royal Holloway.

<sup>2</sup> The nature of the teaching on some courses may mean this is not possible but every effort will be made to work out with you and your department a suitable alternative.

**From the Disability & Neurodiversity team (D&N):**

- **Exams access arrangements (EAAs)** if registered with D&N according to recommendations from an appropriately qualified professional or [College standard arrangements](#).
- **Diagnostic Assessments** for students with a specific learning difficulty if evidence provided is deemed insufficient for D&N registration or for Disabled Students' Allowance (*please note fees may apply*).
- **DSA Non-Medical Help provision** (specialist one to one study skills or specialist mentoring) where Royal Holloway is the named supplier.
- **Accommodation** a pre-arrival visit to University accommodation, available upon request, in order to determine your accommodation needs. **This is highly recommended if you are a wheelchair user due to the nature of the campus, or if you require a live in carer to be in residence.** Please contact D&N as soon as possible to arrange this visit.
- **Accommodation** – students may apply to remain in halls beyond their first year of study if they occupy a halls room which has been adapted for them or they were provided with a room with existing adaptations which met with their disability requirements. Please contact D&N if you meet either of these criteria.
- **Coursework Extensions** – the College has a process for handling [extension requests](#). Please note that being registered with D&N does not automatically qualify for an extension. Students are expected to access the disability support that is available to enable them to meet their coursework deadlines. Extensions are for unexpected circumstances or worsening of a current condition.
- **Fields Trips** – support from D&N to discuss any support requirements with your department.

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## From other professional services in University:

### [Library support](#)

- [Extended book loans](#)

### [Library](#)

- [Extended book loans](#)
- Book retrieval service
- Help claiming back printing costs from DSA, if applicable
- [Alternative formats service](#)
- Appointments to meet with an [Library Information Consultant](#)
- Access to the [Assistive Technology Suite](#)
- [Robobrainle](#) software to convert documents into alternative formats

### [Careers and Placements](#)

Available upon request and with some support from the Disability & Neurodiversity team, help and advice with discussing your disability with:

- Your host institution/ work placement abroad
- Your compulsory work placements
- Any companies involved in an optional year in Business / Industry

### [Student Union](#)

Please refer to the Student Union website for information on the [accessibility of their events and venues](#):

If you have any further questions, please [email](#) the Student Union directly.