

Procedure for Applicants with a Disability

1. Purpose of the procedure

The University welcomes applications from people with disabilities. This procedure provides information about the admissions process and consideration of offer adjustments for applicants who have additional support needs resulting from a long-term medical condition, specific learning difficulty or disability.

2. Other related procedures

If you have applied for a vocational or professional course where there is a requirement to demonstrate medical fitness prior to admission, you are encouraged to refer to the *Procedure for admitting applicants for courses requiring medical fitness assessment* which is available on the University website at:

<http://www.manchester.ac.uk/undergraduate/howtoapply/afteryouapply/offer/> or
<http://www.manchester.ac.uk/postgraduate/howtoapply/policies/>.

3. Pre-application information

3.1 Importance of early communication

If you have additional support needs, you are encouraged to contact the University's Disability Support Office (DSO) prior to making a formal application. The DSO is part of the Directorate for the Student Experience and is responsible for co-ordinating support for students and staff with additional support needs at the University. The DSO contact details can be found at the end of this document.

4. Pre-application information

4.1 Disclosing a disability in an application form

At application stage you are given the opportunity to disclose information on a disability or additional support needs which may have resulted from a medical condition or specific learning difficulty. We strongly encourage applicants to disclose this information at the application stage as it will enable us to inform you about the options available to you though you may choose not to take them up. Any information you provide will be treated as strictly confidential. Please refer to the University website <http://www.manchester.ac.uk/disability> for further information about practical support that we have to offer. Most academic Schools also provide information for applicants with a disability on the course website.

4.2 Applications submitted close to the course start date

If you are applying for a course close to the starting date, you should be aware that difficulties may arise with completing the process of identifying reasonable adjustments and confirming medical fitness where this is a requirement. For undergraduate applicants difficulties can be especially prominent if you are applying around confirmation/clearing time.

5. The application process

5.1 Information received by the University

For undergraduate courses the information regarding any disability is received via UCAS and for postgraduate or other direct entry courses through an online or paper based application form. If you have disclosed a disability or additional support needs in your application, the information is automatically passed to the DSO.

5.2 Exchange of information

When the DSO receives notification of your application, they will send you an information pack which includes relevant information and contact details. At this point the DSO will ask you to provide any additional evidence that you may have in relation to your disability.

5.3 Assessment of your application

Your application will be assessed against the set academic and non-academic selection criteria specific to the course of study for which you have applied. Information on course specific entry requirements can be found on the University website at <http://www.manchester.ac.uk/undergraduate/courses/> and/or <http://www.manchester.ac.uk/postgraduate/>.

The assessment is done only against the set entry criteria of the course and the information about your disability, medical condition or requirement for additional support needs are not normally considered at this stage.

6. Reasonable adjustments

The University takes steps to ensure that applicants who have additional support needs, resulting from a long-term medical condition, specific learning difficulty or disability, have access to higher education. This section explains how this process works in practice.

6.1 Support arrangements

The Disability Support Office will contact you to discuss any adjustments/support needs. They will then advise the admitting School, who will consider whether these adjustments are reasonable in the light of the level of fitness required to complete the course.

6.2 Adjustments to the standard offer

The DSO will invite you to provide further information if any new, clear evidence is available to demonstrate that your academic performance to date may have been compromised as a **direct result of your disability**. For example, because of your disability you have had to spend extended periods of time in a hospital which has affected your attendance and your academic performance.

6.2.1 Verification of this information

If you wish to submit additional information, it is essential that your school or college provides a written statement to verify this information. The DSO will also require additional evidence such as a note from your doctor. **Please note** that without appropriate verification we cannot take this information into account.

6.2.2 Purpose of requesting this information

The reason for asking for this information is to ensure that the DSO has the full information available regarding your application and circumstances so that they can advise the admitting School accordingly.

You should be aware that this process is only for new evidence / situations that have not already been compensated for. We will not make any further adjustments if one of the following applies to you:

- You have already been given sufficient allowances to compensate (e.g. extra time in exams).
- You have received support that was recommended by your doctor or a relevant body.
- The Examination Board has been informed and consequently your examination results have been remarked (for UG applicants) or your first degree outcome has been modified (for PG applicants).

6.2.3 Further information for applicants with specific learning difficulties

If you have specific learning difficulties such as dyslexia, **please note** that in most cases we cannot make any allowances for work completed without support BEFORE the point at which you were diagnosed.

6.2.4 Closing dates for submitting additional information

6.2.4.1 Undergraduate applicants

Requests for consideration of additional information regarding your disability should be made **by 1st July** for courses that start the following September. Requests for offer adjustments made outside these cut-off points are only considered in very exceptional circumstances.

6.2.4.2 Postgraduate applicants

Requests for consideration of additional information regarding your disability should be made **by 1st July** for programmes that start the following September. For programmes starting at other times during the year, requests must be made the minimum of two calendar months prior to the starting date.

Requests for offer adjustments made outside these cut-off points are only considered in very exceptional circumstances.

6.2.5 Consideration of the new information

The Head of the DSO will consider the information and supporting evidence you provided.

If the outcome confirms that the disability has adversely affected your performance in your studies, these steps will be followed:

- 6.2.5.1 The DSO will check whether any compensation has already applied. If this is the case then the University will not take further action unless there is new evidence to consider your case again.

6.2.5.2 If compensation has not been applied, the DSO will ask the admissions tutor to consider this further. This will result in one of the following:

- Admissions staff will reconsider your application in the light of the new information and the recommendation made by the DSO.
- If you have already been made an offer but you did not meet the offer conditions at the point of examination results / degree outcomes becoming available, Admissions staff will reconsider whether you will still be offered a place.
- If despite of the reasonable adjustments having been put in place, you do not meet the offer conditions, your application will be deemed as unsuccessful.

7. Appeals against the outcome

Where the process has revealed that you will not be offered a place on your chosen course despite the additional information that you submitted, you may request feedback from the Disability Support Office. The feedback will be based on the information you provided and the assessments relating to the identified competency standards/course requirements.

A simple disagreement with the decision would not be reason for the School to reconsider your application. However, if you have additional medical information which was not previously considered you can contact the School requesting that the Disability Support Office sees this and decides whether, as a result, it is appropriate to change the decision; you will then be informed accordingly.

If you have been dissatisfied with the way the procedures have been followed or the treatment you have received, we advise you to refer to the University's [Appeals and Complaints Procedure for Applicants](#). Please use the University's [Appeals and Complaints form](#) for your appeal or a complaint.

Contact details

Disability Support Office

Tel: +44 (0)161 275 7512/8518/8519
Minicom: +44 (0)161 275 2794
Fax: +44 (0)161 275 7018
Email: dso@manchester.ac.uk
Website: www.manchester.ac.uk/disability

Occupational Health Services

South Campus – All students other than Nursing/ Social Work
Waterloo Place
182-184 Oxford Road
Manchester M13 9GP
Tel: +44 (0)161 275 2858

North Campus – Nursing/ Social Work students
B22 The Mill
Sackville Street
Manchester M13 9PL
Tel: +44 (0)161 306 5806

Academic Schools

www.manchester.ac.uk
Tel: +44 (0)161 275 2000 (The University switch board)

Document control box	
Policy / Procedure title:	Procedure for Applicants with a Disability
Date approved:	July 2011
Approving body:	Recruitment and Admissions Management Group
Supersedes:	N/A
Previous review dates:	N/A
Next review date:	June 2012
Related Statutes, Ordinances, General Regulations:	Ordinance XVI The Admissions and Registration of Students Equality Act 2010
Equality Relevance outcome:	High
Related policies:	Student Admissions Policy
Related procedures:	Procedure for admitting applicants for courses requiring medical fitness assessment
Additional information:	Information provided by the Disability Support Office at http://www.manchester.ac.uk/disability Information provided by academic Schools at http://www.manchester.ac.uk/
Policy owner:	Head of Disability Support Office (Elaine Shillcock) Head of Student Marketing and Admissions (Paul Govey)
Lead contact:	Head of Disability Support Office (Elaine Shillcock) The University of Manchester The University Place Oxford Road Manchester M13 9PL