**Your University Support Plan**

**Background Information given to the School:**

This section will be filled in when you have your individual appointment with a Disability Adviser as it’s important that we discuss and agree this together.

**Academic, Library and Exam Support:**

This is summarised here, but please make sure you read the full explanations of your support below, as they contain important information:

* **Advance copies of lecture notes & slides**
* **Reading list support**
* **Access to podcasts**
* **Automatic 1 week extensions**
* **Extension to High Demand Library loans**

**Explanations of your support**

**Advance copies of lecture notes**: most Schools already provide all students with these documents (e.g. on Blackboard). If they don’t, they’ve been asked to provide them to you. If you’re not receiving notes, please do get in touch with your School Disability Coordinator who can check this out for you.

Equally, contact your School Disability Coordinator if you are struggling to find out how to access notes independently. They will be able to help you learn how to do this.

**Reading list support:** most Schools take an inclusive approach to reading lists, giving all students e.g. required texts, articles, chapters and page numbers (where possible).

If you are struggling to complete the required reading, please contact the academic concerned. You may also want to try and use [read back software](http://www.dass.manchester.ac.uk/what-support-can-i-get/study-support/assistive-software/) to assist you. If you are still struggling with reading after this, please contact your School Disability Coordinator to discuss.

**Automatic 1 week extensions:** please do make sure you read this [guidance document](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=37272) to understand how to access automatic extensions, and when they can and cannot be used.

**Access to podcasts:** all students can access most lecture recordings [(podcasts)](http://www.mypodcasts.manchester.ac.uk/support/download/) for units on which they are enrolled. This recommendation from DASS means you can also access podcasts where a [lecturer has opted-out of the recording process](http://www.mypodcasts.manchester.ac.uk/support/opt-out/).

Other students on such a unit are not entitled to have access to these recordings and any distribution of them, by any means, may result in disciplinary action being taken against you for improper use of these recordings. You must follow the [Policy on the Recording of Lectures and](http://documents.manchester.ac.uk/display.aspx?DocID=16559) [other Teaching and Learning Activities](http://documents.manchester.ac.uk/display.aspx?DocID=16559).

“Except where authorised by the University, recordings of University group-based teaching and learning activities are not for public consumption by any means, including by virtue of external publication, whether on the web or otherwise. Such recordings must not be copied or passed on to anyone else, other than for transcription purposes. Once a personal copy of a recording has served its purpose, it should be permanently erased. Students or staff found to be in infringement of this principle may be subject to disciplinary proceedings”.

You should note that only lecture rooms booked through Central Timetabling Unit (CTU) will have access to the podcasting recording software. Other rooms not bookable through the CTU, such as smaller seminar group rooms, for example, won’t have access to podcasts and so students who need support in having their lectures recorded in these types of venues should contact DASS in the first instance – 0161 275 7512 / dass@manchester.ac.uk

A further note: seminars are not recorded; only lectures. If you have concerns around this, again please contact DASS to book a quick query to discuss further with an Advisor – 0161 275 7512 / dass@manchester.ac.uk

**Library Support:**

**Extension to High Demand Library loans**

(High Demand Books in the library are normally loaned for 3-day periods. Students who are registered at the DASS are allowed to borrow these books for 5 days at a time. Self-issue machines do not indicate the longer loan, but this is corrected by an overnight computer run, which automatically picks up those students who have the longer loan and adjusts the due date).

**Exam Support:**

* **25% extra time**
* **Exam room – with other students who have extra time**

**Extra time:** applies to timed, written examinations. It does not apply to, for example, oral, aural/listening, viva, practical/lab, CCA exams. Please do make sure you read the [explanations of your exam arrangements](http://www.dso.manchester.ac.uk/what-support-can-i-get/exams/exam-explanations/)