**Reasonable Adjustments Questionnaire: Mental Health**

Please find below a list of adjustments available at the University. The adjustments you may receive will depend on the information you give us about your disability. Once your adjustments and support have been agreed, they will be communicated to relevant staff through a ‘Learning Support Entitlement’ form.

|  |
| --- |
| LEARNING AND TEACHING  Standard adjustments you will receive:   * Access to class material in advance of lectures/seminars * Permission to record lectures whilst in attendance * For academic staff to be provided with good practice guidelines for supporting students with mental health conditions, found [here](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/resources-and-links) |
| Additional adjustments  Please tick the boxes to let us know about additional support you have received previously, or think you may benefit from:  Be able to leave/re-enter class for disability-related reasons  Be able to arrive late to class for disability-related reasons  Teaching staff to be made aware you may miss class for disability-related reasons  Sufficient time to take notes (e.g. from the whiteboard)  Additional time to respond to oral questions in lectures, seminars and tutorials  Exemption from being asked to read passages out loud in class  For verbal instructions to be written down e.g. on the board  Preferential seating in lectures and seminars, where possible – please give details below: |
| ASSESSMENTS  Please tick the boxes to let us know about additional support you have received previously, or think you may benefit from:  25% extra time in exams (15 minutes per hour) Your exam will be in a separate room with others requiring extra time  25% extra time in in-class tests (15 minutes per hour)  (usually taken with your group during teaching time)  In-class tests - separate room with others requiring extra time  Individual room for in-class tests/exams i.e. with no other students  I may need adjustments in presentations – please give details:    I may need adjustments in group work – please give details:  Coursework deadline extensions (up to 5 working days)  I would like to discuss my assessment options with a Disability Advisor |
| [LIBRARY](https://www.westminster.ac.uk/library-and-it/our-libraries)  Standard adjustments you will receive (once registered with us):   * Double photocopying/printing allowance * Double laptop loan period i.e. from 24 hours to 48 hours   Please tick the boxes to let us know about additional support you have received previously, or think you may benefit from:  Extended loans (one week loans extended to two weeks). Please note that you will receive the Extended Loan Card in the post, once you start your course with us.  One to one induction to the library  Please click [here](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/accessibility) for information on accessibility within the university, including access to buildings, equipment and technology (including the Library Access Guide for Disabled Students). |
| [DISABILITY LEARNING SUPPORT (DLS)](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/)  You can contact us at any time for advice and support. For details please click [here](http://www.westminster.ac.uk/disability)  Please indicate any additional support you think you may benefit from:  A Disability Advisor to check in with you once a term to see how you are getting on  Help with applying for Disabled Students’ Allowance (please find additional advice and application forms [here](https://www.gov.uk/disabled-students-allowances-dsas/overview))  \*Please note that if you are eligible to apply for the [Disabled Students’ Allowance,](https://www.gov.uk/disabled-students-allowances-dsas/overview) you may be recommended mentoring support.  Support with a referral to the [Counselling Service](https://www.westminster.ac.uk/study/current-students/support-and-facilities/counselling)  Support with a referral to the [Student Health Service](https://www.westminster.ac.uk/study/current-students/support-and-facilities/health-services)  OTHER SUPPORT  Please advise us of any additional support you wish to discuss (we will get in touch with you to arrange a face to face or phone appointment):  If there is any information about your mental health that you would like to share with relevant staff (i.e this information will be included on your Reasonable Adjustments form) please indicate it here:  You have received this information because you:   1. Declared yourself as having a mental health condition on your UCAS application form   OR   1. Disclosed to the university that you have a mental health condition   If you have another disability/long term medical condition which may impact on your studies, please state it here: |

**Disability Learning Support (DLS) Consent form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like you to refer to my disability/Specific Learning Difficulty (SpLD) to University staff:

By the terminology used in my medical/diagnostic evidence

By this other terminology (please specify):

I understand that sharing information about my disability with relevant staff at University, Student Finance England and support worker agencies can be essential in implementing my support. I have been made aware that the full [Disability Learning Support Consent and Disclosure statement](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support) is available on the DLS website.

**Please note that by signing our consent form, you agree to the above.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent to correspond with others (optional)**

Where necessary, I would like Disability Learning Support to be able to communicate with the following people whilst I am studying at the University. This could include, for example, named family members or friends, my GP/consultant, or other relevant professionals e.g. social worker/Community Mental Health Team member:

Name

Phone

Email

Relationship to me (e.g. parent)

Name

Phone

Email

Relationship to me (e.g. parent)

Once you have completed this questionnaire, please email it to [DLS@westminster.ac.uk](mailto:DLS@westminster.ac.uk) together with your medical evidence e.g. a letter from your doctor (or bring this along to your appointment with an advisor).

If you would like to meet with an advisor to discuss your support, please contact our administration team:

* Email: [DLS@westminster.ac.uk](mailto:DLS@westminster.ac.uk)
* Phone: 020 350 68800 (9.30 - 4.30)