Support for students with visual impairments

This is a summary of the type of support potentially available to you at the University.

The support you receive will depend on the information you give us about your disability. Once your support has been agreed, we communicate this to relevant staff through a ‘Reasonable Adjustments Form’. We can update your Reasonable Adjustment Form as needed during your studies with us.

# Adjustments for lectures, seminars, labs and practicals

* Access to class material in advance of lectures/seminars
* Permission to record lectures whilst in attendance
* Specific formatting for course material provided on paper
* Lecturers advised to leave board notes up to give you time to copy information
* Adjustments in labs/practicals
* Support worker e.g. note taker and/or practical assistant
* Academic staff to be provided with good practice guidelines for supporting students with visual impairments

# Adjustments for assessments

* Extra time for exams/in-class tests
* Separate room with other students who have extra time/individual room
* Rest breaks
* Use of a computer (with specialist software)
* Use of coloured overlays (for you to bring with you)
* Scribe (someone to write for you)
* Reader (someone to read for you)
* Coursework deadline extensions (up to 5 working days)
* Papers provided in specific font type/size

# Adjustments in the library

* Double photocopying/printing allowance
* Double laptop loan period (from 24 hours to 48 hours)
* Extended loans for books (one-week loans extended to two weeks)
* One to one induction to the library by a member of the library
* Book fetching service
* Access to staff lifts
* Books in alternative accessible format e.g. large print, braille, PDF
* Access to assistive technology, including Jaws, SensusAccess, Mindview, Microsoft Magnifier, Text Help, Windows Narrator, Zoomtext, Abbyy Fine Reader

You can view our library access guide by clicking the following link: <https://www.westminster.ac.uk/sites/default/public-files/general-documents/Access-Guide-for-disabled-students.pdf>

# Accessibility

## Access to buildings

Together with DisabledGo, we've created a set of access guides for our buildings. To view these, please click the following link: <https://www.accessable.co.uk/organisations/university-of-westminster>

If you'll be driving to our central London campuses and are a Blue Badge Holder, we recommend you apply for the City of Westminster's White Badge scheme, which provides additional parking benefits, as the borough is not part of the national Blue Badge scheme.

## Access to technology

We have some assistive technology networked across the University. Please see our library guides on digital accessibility by clicking the following link: <https://libguides.westminster.ac.uk/c.php?g=669378>

# Emergency evacuation plans

We can provide generic emergency evacuation plans for each University campus building.

We can also create personal emergency evacuation plans by arranging a meeting with a member of the University’s Health, Safety and Wellbeing team.

# How does our team help?

We give confidential advice and support to help you make the most of your studies.

We have a team of Disability Advisers who are available to help you, as well as Disability Tutors at each campus who can answer questions related to your course. Each library also has a Disability Support Representative. Our administration team can answer any general questions and queries.

# Disabled Students Allowances

## What are DSA’s?

Disabled Students’ Allowance (DSA) is funding that helps to contribute to any additional costs you might incur during your course as a direct result of a disability.

The DSA is available in addition to your other student finance loans or grants and does not need to be repaid.

## What can DSAs help pay for?

There are many things that Disabled Students Allowances can contribute towards, depending on your individual needs.

This includes:

• Specialist equipment e.g. computer hardware and software

• One-to-one specialist support such as campus orientation training

• Extra travel costs incurred due to your disability

• Miscellaneous expenditure such as the cost of extra printing

• Other disability-related costs of studying

For more information on DSA, including eligibility criteria, please click the following link: <https://thedsahub.co.uk/>