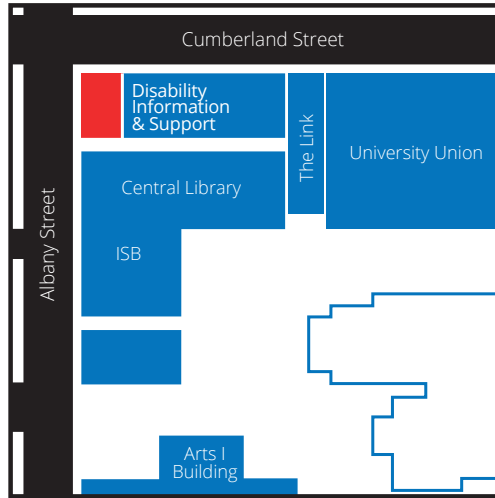




If a student has difficulty with...	Possible support
Taking notes during lectures	<ul style="list-style-type: none"> • Note-taking service • Loan of dictaphone or other relevant equipment
Reading print material	<ul style="list-style-type: none"> • Materials in alternative formats
Keeping up with work and meeting deadlines	<ul style="list-style-type: none"> • Individual or group tutoring • Negotiating extensions with departments
Performing practical tasks	<ul style="list-style-type: none"> • Laboratory or library assistants • Access to specialised computer software, such as voice recognition
Studying comfortably	<ul style="list-style-type: none"> • Specialised equipment and furniture • Study and rest rooms
Standard assessments	<ul style="list-style-type: none"> • Alternative arrangements for tests and examinations
Mobility	<ul style="list-style-type: none"> • On-campus parking permit
Hearing during lectures and tutorials	<ul style="list-style-type: none"> • Access to the hearing loop system or other devices • NZSL interpreter



Contact information

Please contact us directly if you have any enquiries.

Disability Information and Support
 University of Otago
 PO Box 56
 Dunedin 9054

Tel 03 479 8235
 Or 0800 80 80 98
 Email disabilities@otago.ac.nz
 Office hours Monday – Friday 8:30am–5pm

otago.ac.nz/disabilities

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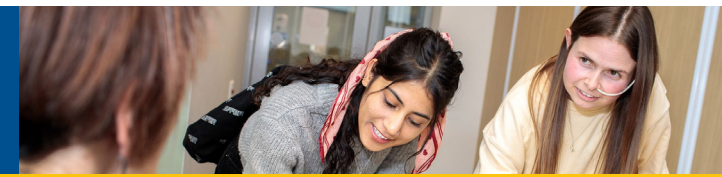


DISABILITY INFORMATION & SUPPORT
 Te Pokapū Hāpai Huka Hauā

Guidelines for providing documentation



Disability Information and Support Guidelines for providing documentation



Vision and role

Disability Information and Support (DI&S) is a student support service at the University of Otago. Our vision is to work in partnership to promote an inclusive environment that celebrates diversity, promotes comprehensive academic support and empowers individuals with impairments to achieve their full potential.

Our role is to provide learning support, advice, advocacy and information to students who have a disability, impairment, injury or medical condition that affects their study.

DI&S tailors academic support to best accommodate individual study requirements. This is done in consultation with students and, where appropriate, the professionals working with them.

The information that a student provides to DI&S in relation to their impairment and support requirements will be held in confidence. In addition, the support received is not documented on a student's academic record or marked on their qualification.

What DI&S asks of professionals who are working with students with an impairment

DI&S requires documentation from a relevant professional for a number of reasons:

1. To ensure the most appropriate support system is put in place for the student.
2. To ensure we do not work against the strategies put in place by the professionals working with students.
3. To protect the integrity of the student's degree.
4. To justify any flexibility and accommodations for academic assessments.

Guidelines for writing documentation

In order to determine that we are providing the most appropriate form of support, DI&S asks that documentation be supplied which:

1. Outlines the student's impairment.
2. Describes ways in which the student's impairment may affect their ability to study.
3. Advises whether the student's impairment is permanent, intermittent, variable or temporary.
4. Suggests variations of learning support that the student would benefit from accessing (refer to the information provided).
5. Advises of any additional information that may be useful to DI&S in providing support that best suits individual requirements.

If you would like further information, please feel free to contact a student advisor: 03 479 8235.

