

# 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 with permanent, recurring or temporary impairments.

DI&S in consultation with students, and where appropriate the team of professionals working with students, tailors support to best suit individual study requirements.



The information that a student provides 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.



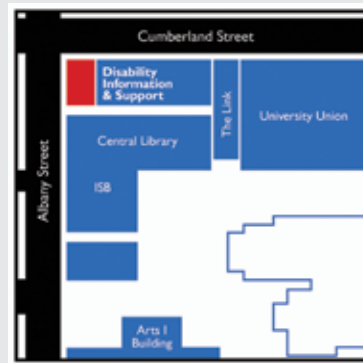
### GUIDELINES FOR WRITING DOCUMENTATION

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, recurring or temporary**.
4. **Suggests variations of learning support** that the student would benefit from having access to (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 by telephoning 03 479 8235.

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



PLEASE CONTACT US DIRECTLY IF YOU HAVE ANY ENQUIRIES.

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 New Zealand

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 Or 0800 80 80 98  
 Fax 03 479 5873

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Office Hours: Monday – Friday 8.30am - 5.00pm

[www.otago.ac.nz/disabilities](http://www.otago.ac.nz/disabilities)

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