

Sheffield Hallam University (SHU)

Information for Study Needs Assessors

Accessing SHU's website

Accessibility features of SHU's web pages and advice about how to view the site in different ways is described in the [accessibility](#) link that can be found at the bottom of every SHU web page.

Accessible formats

Library Services can provide an accessible format service for students who have difficulty reading printed or electronic books or journals. For more information, please contact [Disabled Student Support](#). Students and tutors have access to [Sensus Access](#) software to make texts more accessible.

Accessibility of university buildings

All university buildings are audited for accessibility by [Disabled Go](#). Find out about the resources and accessibility of specific buildings [here](#).

Accommodation

The University has a range of residential accommodation which has been adapted for disabled students. Additional adaptations may be made on an individual basis subject to resources.

Disabled students who have special requirements should contact [Accommodation Services](#) as early as possible to explore options. It is possible to do this before applying for a place or being accepted on a course. For more information please contact the team you can also see more information on accommodation available [here](#).

Assistive technology and equipment at SHU

Students have access to the software Texthelp Read&Write, MindView, Inspiration, and Audio Notetaker via the university networked computers. They can be accessed through the AppsAnywhere app on the desktop. Zoomtext is available on selected computers in both learning centres. JAWS can be installed on any workstation upon request. All of these packages are only available for students to use on campus. Loan equipment is available to disabled students for a limited period of time.

Loan equipment is available to disabled students for a limited time in some situations - contact [Disabled Student Support](#) for more information.

Some induction sessions around this software is available through the [Skills Centre](#).

Course requirements

You can find details of SHU courses, including content, assessment arrangements, modules and placements, using the SHU [course search](#).

Some courses have specific attendance requirements, all courses that are not distance learning will expect students to attend course sessions. If a student has a condition that means they might be unable to attend it is helpful for them to contact their course team and university disability adviser to discuss their options.

£200 student contribution for DSA computer costs

There is no direct reimbursement for these costs - students are expected to pay equipment contributions. Students experiencing financial difficulties are advised to apply for support from Student Funding and Access Support. [The Student Success Scholarship](#) offers means-tested awards for students experiencing difficulty. Extra support is also available for students in some protected groups (including disabled students) through [SHU Progress](#).

IT

All Sheffield Hallam students can download [Office 365](#) for free using their student number. This will give them access to the standard Microsoft programs on their own PC. There is also a range of other software packages that can be downloaded for free or at a reduced cost as a student. Loan equipment is available to disabled students for a limited time in some situations - contact [Disabled Student Support](#) for more information.

Library Support

Both university campus libraries (City Centre and Collegiate) offer a range of support for disabled students, including:

- Assistive Technology that is available on all PCs
- Printing onto pastel paper
- Accessible formats service (contact [Disabled Student Support](#))

Support Workers

Sheffield Hallam University is not a provider of DSA-funded support workers. A range of providers offer DSA-funded support to Sheffield Hallam students. Assessors should refer to the DSA-QAG list.

Sheffield Hallam can provide the following support worker roles:

Band 1 - Support Assistants

- Practical Support Assistant
- Library Support Assistant
- Workshop / Laboratory Assistant

Band 2 - Enhanced Support Assistants

- Study Assistant
- Examination Support Worker
- Manual Note Taker

Band 3 – Specialist notetaker

- Whilst Sheffield Hallam endeavours to support students with specialist notetaker support, please contact [Disabled Student Support](#) to check for capacity to supply.

Travel and Parking

There are designated spaces for blue badge holders on both university campuses (City Centre and Collegiate). Students who are blue badge holders should contact [Disabled Student Support](#) for further advice.

Accessible car parking can also be arranged for students who are not blue badge holders, but who need to park closer to the university buildings for disability related reasons. Students who require accessible car parking should contact [Disabled Student Support](#).

Bus travel - most buses that serve SHU can accommodate wheelchair users. Allocated seating areas are available on many of the buses for passengers who are disabled, elderly or using a buggy. For more information see [Travel South Yorkshire](#).

Further information about SHU support for disabled students

Students getting support for their disability

Most students disclose through UCAS at the application stage, but they can also [register online for disability support](#) before they arrive or once they are already here.

If students do not have a log in and want to contact the team then they can contact us [here](#) to discuss support.

Once students have disclosed a disability, specific learning difficulty or medical condition, some support is available straightaway with no need for medical evidence, as follows:

- [Specialist Study Skills](#): sessions by expert tutors to improve study skills. [Find out more and book a session](#) (booking only available for current students)
- [Assistive Technology Training](#): students can have introductory sessions on how to access and use assistive technology software on [AppsAnywhere](#) when they arrive.
- Once we receive medical evidence we can support disabled students by producing [Learning Contracts](#) - personalised documents detailing reasonable adjustments appropriate to each student depending on their condition, how it affects them and the requirements of their course. For example, some students are granted extended deadlines or extra time in exams. Basic learning contracts are provided without an appointment on receipt of suitable medical evidence. Students can use our medical evidence proforma to obtain suitable evidence from their GP or medical professional if they don't have some already. Regrettably we cannot pay for any costs incurred in obtaining medical evidence. Please [contact us](#) if you require any help and access to the guidelines and proforma.

If a student has a Specific Learning Difficulty (such as dyslexia or dyspraxia) then we require a diagnostic assessment from a suitably qualified professional carried out after the age of 16. We may be able to offer them a diagnostic assessment for specific learning difficulties, but they will need to apply early as there can be a wait for these appointments. The best way to provide medical evidence is for a student to [register online](#) or come to a [drop in session](#).

Faculty Student Support

Each course has designated staff who are there to support students in addition to academic support from tutors. Most often this is via a Student Support Officer (SSO). It is a good idea for students to get to know who this is on their course - if they are not sure, they should ask at their course reception desk.

Medical services

All full time students are advised to register with a local medical practice while attending SHU. They may find it convenient to register with the [University Medical Centre](#). Full details of all GP practices in the area can be found on the [NHS website](#).

Placements

Some courses at the University involve compulsory placements. If a disabled student is on such a course they may require specific adjustments on their placement and we advise them to contact the person responsible for organising placements on their course to discuss further. Disabled Student Support cannot make specific recommendations about placement provision but we can support students please contact us if you need to discuss support arrangements.

Students who have disclosed a disability, medical condition or mental health condition who are on courses with professional placements may be required to complete Occupational Health assessments prior to their course. Students need to check this with their course administrators.

Personal Emergency Evacuation Plans (PEEPs)

Students who need help to evacuate the building in the event of an emergency can be supported with a Personal Emergency Evacuation Plan (PEEP). This is arranged at pre-enrolment.

Study skills and library services

The University provides generic study skills support for students - more information can be found on [The Skills Centre](#) website. The Skills Centre provides specific study skills tuition sessions, essay writing workshops and assistive technology introduction sessions, which are available to all students. If students experience difficulties with organisation, time management and structuring of work they may find this extra support particularly useful.

Student Wellbeing

The Student Wellbeing Service can help to support students' psychological wellbeing to help manage studies and make the most of university life. Services are confidential,

delivered at both campuses and have qualified practitioners from different backgrounds in case of specific requirements. For more information and to register for support, please click [here](#).

Further queries

If you have any additional queries please contact [Disabled Student Support](#)