

Disability Disclosure Guidance

Academic Year 2023-24

Introduction	2
Purpose and Scope	2
Resources	2
Student Confidentiality	2
Process of Sharing a Disability with the University	3
Guidance on Evidence for Disclosing a Disability	3
Deadlines for Adjustments and Assessment	4
Version History	5
Annex A: Disability Disclosure Process Flowchart	6

Introduction

1. Under the Equality Act 2010, Northeastern University London (the University) is legally obliged to make reasonable adjustments to meet the needs of students with a disability or a condition that requires extra support. The University strongly advises students to disclose any disability-related need(s) and/or condition(s) for their own safety at the earliest opportunity, in order to meet their individual study and personal safety requirements.

Purpose and Scope

2. This is a guide for prospective and current students wishing to share a disability with the University.

Resources

3. Student Support and Development can be contacted via [email](#) and additional information regarding services and support available to students can be found on the [Student Support and Development webpage](#).
4. The Disability Disclosure Form can be found on the University's website in the [Forms Library](#).
5. This Guidance should be read in conjunction with the following policies and procedures that are accessible in the [Student Welfare Policies and Procedures](#) section of the Academic Handbook:
 - 5.1. [Student Disability Policy](#)
 - 5.2. [Student Welfare Policy](#)
 - 5.3. [Support to Study Policy](#)
 - 5.4. [Student Confidentially Statement](#)

Student Confidentiality

6. Please note that all documentation and submitted [Disability Disclosure Forms](#) will be visible to the Student Wellbeing Coordinators (SWC) and Head of Student Support and Development as outlined in our [Student Confidentiality Statement](#) and will only be shared outside of the department in a need to know basis in order to implement approved adjustments.

Process of Sharing a Disability with the University

7. This section provides a brief overview of the process of sharing a disability with the University and the subsequent steps taken by the University to develop and implement Learning Support Plans (LSPs).
 - 7.1. Step One:
 - 7.1.1. Email disability@nulondon.ac.uk, OR
 - 7.1.2. Complete a [Disability Disclosure Form](#) and email it to disability@nulondon.ac.uk, OR
 - 7.1.3. Call Student Support and Development at 0207 637 4550 to arrange meeting with a Student Wellbeing Coordinator.
 - 7.2. Step Two: Provide evidence.
 - 7.3. Step Three: Meet with a SWC to discuss your needs.
 - 7.4. Step Four: SWC will review evidence and accommodation requisitions.
 - 7.5. Step Five:
 - 7.5.1. SWC will draft Learning Support Plan (LSP) OR
 - 7.5.2. Request further evidence.
 - 7.6. Step Six:
 - 7.6.1. Student will review LSP and confirm OR
 - 7.6.2. Submit further evidence requested.
 - 7.7. Step Seven:
 - 7.7.1. LSP confirmed OR
 - 7.7.2. Request for accommodations denied until appropriate evidence is received.
 - 7.8. Step Eight: LSP sent to lecturers.

Guidance on Evidence for Disclosing a Disability

8. In order to put a Learning Support Plan in place for you to enable adjustments and support, we require evidence of your disability. The most common types of evidence are:
 - 8.1. Letter from your General Practitioner or Family Doctor which confirms your diagnosis.

- 8.2. Letter from another recognised medical professional such as a psychiatrist, clinical psychologist, orthopedist, which confirms your diagnosis.
 - 8.3. Diagnosis assessment or report from specialists such as an educational psychologist.
 - 8.4. Evidence of a referral for an assessment plus indication from a medical professional that an assessment is recommended.
9. If you are unsure about the evidence you can submit, please discuss this with a Student Wellbeing Coordinator.

Deadlines for Adjustments and Assessment

10. LSPs must be finalised at least six weeks prior to an assessment/examination for the student to receive their accommodations.

Deadlines for Accommodations 2023-24 Academic Year	
Exam Week	Deadline for Learning Support Plans
Midterms: 23-27 October 2023	11 September 2023
Finals: 11-15 December 2023	30 October 2023
Midterms: 26 February – 1 March 2024	15 January 2024
Finals: 22-26 April 2024	11 March 2024

Version History

Title: Disability Disclosure Guidance				
Approved by: The Quality Team				
Location: Academic Handbook/ Policies and Procedures/ General/ Student Welfare				
Version Number	Date Approved	Date Published	Owner	Proposed Next Review Date
23.2.0	June 2023	June 2023	Student Wellbeing Coordinator	April 2024
<i>Version numbering system revised March 2023</i>				
<i>Formerly Prospective Student Disability Disclosure Form - Guidance</i>				
1.1	April 2019	April 2019	Learning and Assessment Support Officer	April 2020
1.0	October 2018	October 2018	Student Wellbeing Coordinator	April 2020
Referenced documents	Disability Disclosure Form; Student Confidentiality Statement; Student Disability Policy; Student Welfare Policy; Support to Study Policy.			
External Reference Point(s)	UK Quality Code Theme: Admissions, Recruitment and Widening Access			

Annex A: Disability Disclosure Process Flowchart

