

**Accessibility and Inclusion Service – Initial Identification of Needs**

**The Accessibility and Inclusion Service provides professional expertise and support to enable students to successfully ACCESS all aspects of their university life. Completing this form will allow you to document your needs and learn how to access the appropriate support from the Accessibility and Inclusion Service.**

* **ACCESS to teaching**
* **ACCESS to learning**
* **ACCESS to wellbeing assistance**
* **ACCESS to academic materials and information**
* **ACCESS to technology**
* **ACCESS to campus facilities**
* **ACCESS to support workers**

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| **If you would prefer to receive this form via email so you may access it in a different format, please contact the Student Services Hub** **ask@stir.ac.uk** |

**You will need to provide written evidence of your disability, health condition or learning needs. This may be provided in the form of an educational psychologist’s report or a letter from your GP or consultant.**

***Please include the necessary documentation with this form***

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| **1 Personal Details** |

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| Student Number |  |
| Forename (s) you like to be known as |  |
| Surname |  |
| Date of Birth |  |
| Address for Correspondence |  |
| University email  |  |
| Contact Telephone Number |  |
| Who pays your fees? (E.g. SAAS, SFE etc.) |  |

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| **2 Background Information** |

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| **Name of course (e.g. BSc Psychology or BA Politics and Law etc.)** |
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| **Please provide brief details of the nature of any disability or impairment and how this affects you on a day to day basis** |
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| **3. Access needs** |

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| On receipt of your written evidence, and where appropriate, we will put basic adjustments in place for your class tests and exams. This will normally be 25% extra response time and the use of a PC if required. (Permanent for those who have submitted written evidence and temporary for one semester for those who are still to submit evidence. This changes to permanent once medical evidence has been received) | **Please tick here if you wish to use a PC in class tests and exams.** The use of a PC can be particularly useful for students with disabilities which effect handwriting, spelling, grammar, proof reading or impaired concentration.**PC**  |

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| What type of technology and software do you currently use (laptop, tablet, smartphone, iPod etc.)?**Free trials and downloads available** [**here**](http://www.stir.ac.uk/student-support/technology/) |  **Please list all hardware and software** |
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| Do you need to manipulate texts, material and information in any way to access it?  | **How do you normally do this and what technology do you use?** |
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| Do you regularly require a communication or access support worker (e.g. sign language interpreter, sighted guide, PA for care assistance in your accommodation, autism support worker)  | **Please specify** |
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| Do you have any accessibility needs, including accommodation adaptations or special parking requirements? | **Please fill in a daily living form here** |
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| Would you require assistance evacuating from a university building in the event of an emergency? | **Please fill in a Personal Emergency Evacuation Form here** |
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| Does your mental health affect your ability to carry out certain activities on a day to day basis?  | **Please give details** |

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| **4. Access Documentation** |

**The next stage once registration is complete will be an**

* **Assessment of Need (AoN) with an Accessibility and Inclusion Adviser. You will receive an invitation via telephone or email to attend.**

**At this assessment your needs will be documented in your**

* **Access Action Plan (AAP) which will be active throughout your time at university.**

**Your AAP is part of a bigger university document called your**

* **Agreed Record of University Access Adjustments (ARUAA)**

**You ARUAA provides information for academic and professional services staff to help support you, as it is recognised that, sometimes, students will require specific adjustments to remove barriers and equalise their access to accommodation, the institution, education, learning and research, and whilst interacting with staff.**

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| If you think you require a short appointment before your full assessment, please tick here and we will contact you. We offer a number of short 20 minute consultations weekly with A & I Advisers | **Short Appointment****What would you like to discuss****Do you require any adjustments for this appointment?** |

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| We have both male and female advisers and assessors, please indicate here if have a preference? |  |

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| **5. Declaration** |

**Thank you for taking the time to fill in this form.**

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| **SIGNED:** |  |
|  |  |
| **DATE:** |  |

**Information that you provide to us will be stored securely within Student Support Services. We will only share this information with colleagues out with Student Support Services if this is deemed necessary. A basic record of your engagement with the services within Student Support Services is stored on the student record and access to this information is restricted to those involved in the student support system.**

**By returning this form, by hand or via your student email, you provide your consent for us to use your information in this way. Please find the link to our confidentiality and data sharing policy here:** [**http://www.stir.ac.uk/student-support/confidentiality**](http://www.stir.ac.uk/student-support/confidentiality)**.**

***Please up load this document via document uploader on your portal, post, email or hand into the Student Services HUB***

**Accessibility and Inclusion Service**

**Student Services Hub**

**Queen Court Entrance**

**2A1 Cottrell Building**

**University of Stirling**

**Stirling**

**FK9 4LA**

**Tel: 01786 466022**

**Email:** **ask@stir.ac.uk**

**Web:** [**www.stir.ac.uk/campuslife/studentserviceshub**](http://www.stir.ac.uk/campuslife/studentserviceshub)