

Disability Advisory Service

Phone: 0118 3784202

Email: disability@reading.ac.uk

Visit: Carrington reception



The steps explained – from telling us you have a disability, to getting your support in place...

Below is an overview of the process, and then a detailed list, which you can tick off as you go along.



✓ What & when?		Registering with the Disability Advisory Service - What to do at each stage...
<input type="checkbox"/>	When you apply to university	On your UCAS form, complete the section that tells your university about your disability.
<input type="checkbox"/>	Before you register	Please use our ' Supporting Documents Checker ' form to see what paperwork we will need you to provide, and what support we can offer.
<input type="checkbox"/>	Register with DAS as soon as possible	Register on the Student Portal , by filling out the Disability Advisory Service (DAS) registration form. We recommend that you register with us as soon as possible. You can do this as soon as you have accepted an offer of a place at Reading. Please don't wait until you are struggling, register early to get your learning adjustments in place.
<input type="checkbox"/>	When you register – Provide us with your supporting documents	You will be prompted to upload your documents to the Student Portal, when you register, or you can send them to us on email disability@reading.ac.uk We need you to provide us with any supporting documentation that you have, which describes your disability. This can include a letter from a health professional, or a diagnostic assessment report. This is so that we can assess your needs and help with what type of adjustments you might need during your studies/exams.
<input type="checkbox"/>	Talk to an Adviser about your needs	Once you have registered, you will hear from DAS by email. We may ask you for more information to help us understand your needs. Depending on your disability, we may invite you to an appointment with an Adviser.
<input type="checkbox"/>	Next - get your Individual Learning Plan (ILP)	Your Disability Adviser writes your Individual Learning Plan (ILP) which we send to you on email. Your School or department will have access to the information on your ILP and are made aware of your needs for lectures, seminars etc.
<input type="checkbox"/>	For your exams	Your Disability Adviser tells the Exams team what your needs are via the portal. The Exams team will email you separately about your exam adjustments (where relevant).
<input type="checkbox"/>	Stickers	If required, your Adviser may recommend a sticker to put on your work or in-class tests, and the exams team a sticker to put on your exams. Eligibility depends on your disability. It is your responsibility to remember to add your sticker to your work.
<input type="checkbox"/>	Temporary injury or illness	For exceptional circumstances requests, please contact the Support Centre. If you have a temporary injury that may affect your ability to study or take an exam, contact the exams team in the first instance, or email DAS.
<input type="checkbox"/>	When to contact DAS	Your learning plan isn't working for some reason, and you need our help. Your needs change or something unexpected happens - you need your ILP reviewed or updated. You are changing your course or mode of study.

Apply for funded support (if eligible)

Supply supporting documents

Attend a needs assessment

Read and understand your eligibility letter

Arrange your support and training

Use your support while you study

✓ **What & when?** *Applying for funded support including DSA (if you are eligible) - What to do at each stage...*

<input type="checkbox"/>	Apply for your funding ASAP	If you are entitled to additional funding as a result of your disability (for example Disabled Student Allowance (DSA), or an NHS bursary), it is best to apply as soon as possible. You don't need register with the Disability Advisory Service (DAS) first, but you can ask us for help if you need it. You will be asked to provide medical evidence, so make sure you have this ready to send.
<input type="checkbox"/>	Arrange your needs assessment	Most students will be asked to attend a Needs Assessment. You will have to arrange the appointment directly with the Needs Assessor. The appointment might be several hours long, and is a detailed conversation, with lots of questions and quizzes that assess your needs. This may sound scary, but is just a meeting with a friendly, well qualified Assessor, who wants to help make sure you get the best support in place, so try not to worry. The best thing to do, is get your needs assessment done quickly. You will need to arrange it on a day that is not busy. The Needs Assessor will then tell your funder (usually DSA) what funding or equipment you need.
<input type="checkbox"/>	Set up your funded support	When you get your eligibility letter from your funder, e.g., DSA, you will need set up your support. This support is external to the University, and as such the University do not get involved in setting up your DSA support. Your support or equipment will not be set up or sent to you automatically, it is your responsibility to contact each of the suppliers in your letter asap, to make sure your support or equipment is in place. For more information on funding support, or for help in understanding your DSA, see our funding support pages on our website.
<input type="checkbox"/>	Continuing your funding – what may happen	Note: Your funding may not always carry on automatically. If you are a continuing student, then your DSA should carry over to the next year automatically. If this doesn't happen, then contact DSA on: 0300 100 0607. If you have a break in your studies, or change your course, then you will have to re-apply for DSA. If you are not sure about anything, then visit the .gov pages on DSA, or ask us for help.

Other frequently asked questions, and information that students tell us can be confusing...

This thing...	What is it?	do I have to do anything?
The different mentors and tutors are confusing	<p>Tutors and Mentors explained:</p> <ul style="list-style-type: none"> • Academic Tutors - All undergraduate and postgraduate taught students are allocated an Academic Tutor – this is a member of academic staff in the School or Department who acts as a key point of contact throughout the student's degree. (University provided). • University Social or Academic Mentors are 'other students', who are employed to spend a few hours a week providing support to targeted students. (University provided through DAS, only for students who are eligible – we will tell you if you are eligible). • SpLD Tutor - a specialist Tutor (external to the University), who provides one-to-one tutor support. (DSA provided). • Specialist Mentor - a specialist Mentor (external to the University), who provides one-to-one mentoring support. (DSA provided). 	<p>You don't need to do anything.</p> <p>You will need to arrange to meet them.</p> <p>You will need to arrange to meet them.</p> <p>You will need to arrange to meet them.</p>

<p>DSA and DAS</p> <p>What is the difference?</p>	<p>Students tell us that the two acronyms DSA and DAS are confusing.</p> <ul style="list-style-type: none"> • DSA or Disabled Student Allowance is Government funding, on top of Student Finance, to help with costs towards equipment or support needs that students may have as a disabled student. To get DSA you must be a 'home' student and meet the eligibility criteria. • DAS stands for Disability Advisory Service, We are the University team who students need to speak to, to discuss the impact of their disability on your studies, so we can make recommendations of any reasonable adjustments required to their learning or exams (these won't be automatic). 	<p>You will need to apply online, and arrange your support (see above).</p> <p>You will need to register with our service on the portal (see above).</p>
<p>What about fire safety?</p>	<p>It is important to keep safe while on campus, and that includes knowing how to get to safety during an emergency situation and building evacuation. Some students with disabilities need extra help getting to safety during an evacuation.</p> <p>If you need help during an evacuation, or you are not sure if you need help, you must tell us by filling out our PEEP form.</p> <p>Check our web page on fire safety and evacuation for more information.</p>	
<p>Consent</p>	<p>Consent to speak to your parents or carers:</p> <p>We will ask you when you registered with DAS if we have your consent to speak to your parents or carers, and you will have given their details to us (if you consented).</p> <p>DAS may speak to parents/carers if you request that we do so, but this would be limited to:</p> <ul style="list-style-type: none"> • only the person you named in your consent form • only discussing setting up the learning adjustments for you, usually at the start of your course or before joining the University • we do not have an ongoing dialogue with parents or carers outside of this, and will only ever contact them in an emergency • The University does not provide updates to parents or carers, on your wellbeing, or your grades and progress in your studies. As adults it is expected that you will keep in touch with your own support network in and outside of University, and that includes friends and family who can help you when you need it. • Please see our Student Privacy Notice which sets out how we deal with students' personal data. 	<p>You will need to give us consent on the portal.</p> <p>You will need to keep your parents/carers updated about your progress in your studies and your wellbeing.</p>

Disability Advisory Service

University of Reading

Reception Opening Times: Monday to Friday, 10am - 1pm and 2pm-4pm

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