



Swansea University
Prifysgol Abertawe

Guide for prospective students on extra help and support





This guide is for anyone interested in studying at Swansea University who may have a disability or specific learning difficulty such as dyslexia.

It could also be useful for people with mental health conditions, autistic spectrum conditions and/or medical conditions. At Swansea University we want all our students to do the best they can and we offer lots of help and support to those who need it.

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This guide is available in alternative formats on request.
Please contact disability@swansea.ac.uk

Introduction

Who should read this guide?

This guide is for people with disabilities who are thinking about applying to study at Swansea University. It will give you an idea about the help we can offer and how to go about getting the right support for you.

How we define disability

The Equality Act 2010 says a disability is a condition that has a

“substantial and long term negative effect on normal daily activities”

Some examples are dyslexia, ADHD, anxiety, depression, autism, bulimia, sight loss, hearing loss, mobility difficulties and so on.

Application to Arrival

Telling us about your needs (disclosure)

If you are thinking about Swansea University, you can share information about your disability with us at any point. If you **let us know as soon as you can** we can make sure all the right help and support is in place.

The information you give us will only be shared with staff who need to know so that you get the help you need.

We will only share your information if you say we can.

I've disclosed a disability on my UCAS form. What next?

1. We will send you a **questionnaire** to fill out, which will ask for details of your disability, specific learning difficulty or mental health, autistic spectrum or medical condition. Please return it to us as soon as possible so we can get an idea of the support you need and have plenty of time to explore the options together.

2. Why not attend an **open day**? It is a great opportunity to explore the campus and local area. It will also give you the chance to visit your chosen College, discuss your course and find out about the facilities and support available to you. To find out more about our open days visit swansea.ac.uk/open-days/open-days

3. I've received an **offer**, what next? You will be asked to provide the university with evidence of your disability, specific learning difficulty or mental health, autistic spectrum or medical condition. For details about what you need to send to us go to swansea.ac.uk/media/Supporting-documentary-evidence-English.pdf

4. Arrival! You will need to make an appointment with a disability caseworker or wellbeing practitioner as soon as possible so that we can put your support in place. Please see page 20 for contact details.

Funding for UK Students

Disabled Students' Allowances (DSAs) are grants to help you with extra costs you might face because of a disability. They can help pay for things like computer software, specialist study skills tutors (swansea.ac.uk/stas), note takers, mentors and travel costs.



Remember to start your DSA application as early as possible as the process can take up to 14 weeks. For more information about DSAs, go to: dsa-qag.org.uk

If you are not sure whether you should apply for DSAs, contact your funding body as soon as possible:

English students:

tinyurl.com/ch563g2

Welsh students:

studentfinancewales.co.uk

Scottish students:

saas.gov.uk

Students from Northern Ireland:

tinyurl.com/6d26dm

Funding for International and EU Students

Swansea University welcomes applications from international students with disabilities. It is important that you tell us about your support needs as soon as possible so that we can talk to you about possible options.

Although international students can't claim DSAs, you may be able to get funding through your home government, sponsors or scholarships. There may also be charitable trusts and organisations that you can apply to for funding such as The Snowdon Award Scheme who offer grants to support students with physical or sensory conditions. For more information please visit their website at:
snowdonawardscheme.org.uk

The British Council provides more information.
Please go to **britishcouncil.org**

If you have multiple support needs the University will decide whether support can be offered to you.



DSA Application Process

- 1** Download the **DSA Application Form**
Welsh students: tinyurl.com/y7bpsfx9
English Students: tinyurl.com/d9k5pn8
- 2** Send the completed form with **supporting evidence** of each disability to your funding body.
- 3** Your funding body will assess your application and write to you to ask you to attend a **needs assessment**.
- 4** Contact your local **Assessment Centre** to arrange a needs assessment. To find an accredited centre near to you visit dsa-qag.org.uk
- 5** **Attend** your needs assessment.
- 6** The needs assessor will write a **report** and send it to you and your funding body for approval.
- 7** Your funding body will send you a **letter** confirming what support they have agreed to pay for. It would be helpful if you sent a copy to your chosen University.
- 8** Make an **appointment** with your disability caseworker or wellbeing practitioner and bring the funding body letter with you. This way we can help put in place the agreed support. Please see page 20 for contact details.

Individual support for you!

At Swansea University we want all our students to do the best they can and we offer lots of help and support to those who need it. We will work closely with you to make sure the right help and support is put in place.

Please note that some support will only be available if agreed by the University, based on student need.

Support for your learning

- Our teaching staff are experienced in supporting students with particular needs and training for them is provided
- There will be a staff member in your College you can talk with about concerns once you arrive
- Our Transcription Centre provides course and library materials in the format you need such as electronic text, large print, braille, accessible PDF files, tactile diagrams, DAISY audio books as well as print transcriptions of audio recordings
- Your additional needs may mean you can record lectures so you can study at your own pace
- Note takers, support workers and one to one specialist tuition sessions may be available if it has been agreed you need them

“The team at Swansea have been brilliant. My lecturers email PowerPoints to the transcription team and they put them into Word documents which my screen-reader can read to me.”

Jasmine Metcalfe (undergraduate studying English Language and Literature)

Arrangements for Assessments & Marking

Special arrangements and adjustments can be made and might include:

- An accessible venue
- Use of a small room
- Extra time to finish the assessment
- Someone to read to you or write for you
- Access to a PC
- Exam questions in the format you need
- Feedback and marks in the right format for you
- Consideration for spelling, grammar and punctuation in some circumstances

Equipment to make things easier

Specialist equipment to help you with your studies is available to loan from the library including laptops, digital voice recorders, tracker ball mice, infra-red hearing loops and flip cams.

We also have:

- PC labs including touch screen PCs
- Assistive technology (swansea.ac.uk/assistivetech/)
- Resource rooms on each of the Singleton and Bay campuses with 'Jaws' and 'Supernova' software for students with sight loss



The library offers lots of support for students with disabilities including a book fetching service and photocopying service.

For more information visit:
swansea.ac.uk/library/using-the-library/inclusiveservices/

Accommodation to suit you



We can offer:

- Adapted bedrooms, kitchens and bathrooms
- Carer rooms
- Welfare Wardens (experienced students living in the University accommodation, there to help you)
- Quiet and alcohol free accommodation
- Telephones in rooms
- Telecare Service - 24 hour telephone link between your room and a monitoring centre
- Flashing fire alarms
- Personal triggers, fall detectors and Epilepsy sensors to get you help fast
- Facilities for assistance dogs

If it has been agreed with the Disability Office, Wellbeing Service or ASC Service you can spend your entire time at University living in campus residential accommodation.

Remember: Apply for adapted accommodation as early as possible so that it is ready for when you arrive

For more information go to:

swansea.ac.uk/accommodation/applying-for-accommodation/students-with-disabilities/

Personal Care Support

If you have any personal care support needs you will need to make arrangements privately, but do also contact the disability office who can give you advice about your options and how to get funding. This type of support can take a long time to arrange so it is best to **start planning as soon as you can.**

Taking Care of You - mental health and welfare support

- Mental health support including mentoring, therapy groups, meditation groups and short term one to one counselling sessions
- Welfare support to help you deal with issues such as homesickness, bullying and bereavement
- Named staff for you to go to in your College or School once you arrive
- Dedicated team to support students with Autistic Spectrum Conditions including help to settle in
- An independent Students' Union Advice Centre
- Dedicated full time and part time Student Union Officers to help with disability and welfare issues
- Supportive Students' Union Societies e.g. Student Minds

Please note some support will only be available if agreed by the university, based on student need.

Year abroad, work abroad, work experience and placements

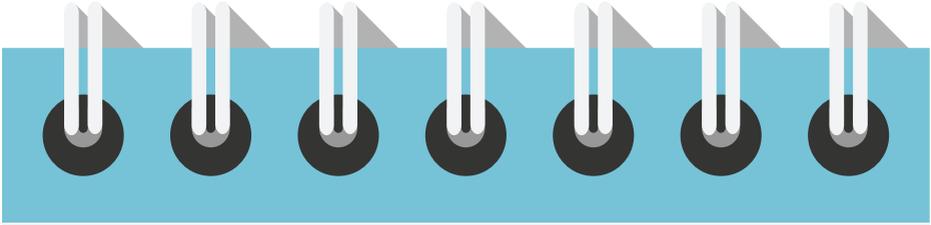
We will **fully support** students with disabilities or mental health conditions who wish to study abroad during their course or go on a work placement with an employer in the UK or overseas. We will work to ensure that it is a positive experience.

You may be able to claim placement expenses, such as your taxi fare to an interview.

Dedicated staff will give you advice and guidance about the best placement for you, supporting you through the experience from the moment you enquire, during your time away from the University and on your return. One to one support and group sessions will help you prepare for the placement, including support to complete paperwork and practical tips on making the experience a success.

Swansea University works with partner businesses, organisations and other universities to make sure all students have the same opportunities.





Checklist

- Have you declared your disability on the UCAS application?**
- Have you sent your UCAS application off?**
- Have you completed and sent us the questionnaire to tell us more about the support you need?**
- Have you sent us your medical evidence?**
- Have you applied for accommodation?**

UK Applicants only

- Have you completed and sent your DSA Application form?**
- Have you attended your Needs Assessment?**

Advice for new students

Top Tips for choosing the right University

It is vital to know that your chosen University will provide the help and support needed. Have a look at our top tips to help make this important decision.

- **Research the services** provided by each university to make sure you will be carefully looked after during your time there
- **Visit the university.** For details of our open days, please visit swansea.ac.uk/open-days/open-days
- Arrange to see the **university accommodation**
- Look at what **accommodation** is available in the **local area**
- Visit the **city** or **location**



Preparing for university

Careful preparation will be essential in helping you settle in to University as quickly as possible. Here are some ways in which you can prepare:

- 1. Tell us** about your disability, learning difficulties, mental health, ASC or medical condition as soon as possible so that we can offer our full support from application through to graduation.
- 2.** Talk with friends and family about the **changes** you may experience when you arrive. Get help to practice new **routines** and learn new **skills**. Do you know how to use the washing machine? Can you cook yourself a range of simple meals?
- 3.** Think about any potential **challenges** you may face and talk with others to come up with ways to **overcome** these.

Contact Us



Inclusive student support services:

Disability Office

 disability@swansea.ac.uk

 01792 606617

A Disability Office Caseworker will work with you to agree and arrange support and adjustments for your disability, medical condition or specific learning difficulty. The type of support varies, and will be tailored to meet your needs. Contact a Disability Caseworker as soon as you can.

Wellbeing Service

 wellbeing@swansea.ac.uk

 01792 295592

The Wellbeing team offers support for students with a range of mental health and emotional difficulties. The team will work with you to arrange support. The team aims to help students promote their own wellbeing whilst studying at Swansea University through a range of therapeutic approaches.

Autistic Spectrum Conditions Service

 wellbeing@swansea.ac.uk

 01792 295592

If you have an autistic spectrum condition, the team will offer you help and support to make the transition from home to university. A support network is also available. We will explain your specific needs to teaching staff and help you navigate the University.

Students' Union

swansea-union.co.uk

- **Welfare Officer:**
WelfareOfficer@swansea-union.co.uk
- **Disabilities Officer:**
DisabilitiesOfficer@swansea-union.co.uk
- **Mental Health Awareness Officer:**
MentalHealthOfficer@swansea-union.co.uk
- **Student Minds Society:**
StudentMinds@swansea-societies.co.uk

For More Information...

- **Swansea University Library Services**
swansea.ac.uk/library/ourlibraries/
- **Swansea University Transcription Centre**
swansea.ac.uk/library/using-the-library/sutc
- **My Uni Hub**
myuni.swan.ac.uk/myunihub
- **DSA Assessment Centres**
dsa-qag.org.uk
- **Information for Parents**
swansea.ac.uk/parents-guide/

Admissions:

swansea.ac.uk/admissions

- **Undergraduate**
admissions@swansea.ac.uk
- **Postgraduate**
postgraduate.admissions@swansea.ac.uk
- **Department of Adult Continuing Education**
adult.education@swansea.ac.uk

Placements:

- **Swansea Employability Academy (SEA)**
myuni.swan.ac.uk/work-placements/
- **Go Global**
swansea.ac.uk/international/opportunities





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