

**Accessibility and Inclusion Service Registration Form**

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

**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, a letter from your GP, consultant or the University of Stirling medical evidence form,** [here](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.stir.ac.uk%2Fmedia%2Fstirling%2Fglobal-assets%2Fdocuments%2Fforms%2Fgp-medical-evidence-form-23.docx&wdOrigin=BROWSELINK) **completed and signed by a medical professional. Please e-mail the necessary documentation with this form.**

**Please note that as your evidence will be stored electronically, we cannot always guarantee originals will be given back to you.  Please provide copies where possible.**

On receipt of your registration form you will be issued with an ARUAA (Agreed Record of University Access Adjustments) which recommends extensions for coursework for up to 7 days. **Remember you must request an extension from your faculty via Canvas giving ARUAA as a reason.**

Extra time will be recommended for exams and class tests taken under time pressure (e.g., professional examinations, short answers/multiple choice, language tests, short examinations, or tests). As standard this will be 25% extra response time.

These arrangements are permanent for those who have submitted sufficient written medical evidence and **temporary for one academic year for those who are still to submit evidence,** which changes to permanent once medical evidence has been received.

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| 1. Personal Details |

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| Student number |  |
| Forename(s) you like to be known as |  |
| Surname |  |
| Preferred pronoun |  |
| Date of birth |  |
| Address for correspondence |  |
| University email address |  |
| Contact telephone number |  |
| Who pays your fees? (e.g., SAAS, SFE etc.) |  |
| Have you previously received DSA? |  |
| Are you an international or EU student?  If ‘yes’, please give details |  |
| Are you an INTO or Access student? |  |

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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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| There may be times when you are required to hand write an exam or class test on campus.The use of a PC can be particularly useful for students with disabilities which effect handwriting, spelling, grammar, proof reading or impaired concentration. | You can request the use of a PC by ticking this box. |

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| What type of technology and software do you currently use (laptop, tablet, smartphone, iPod etc.)?  **Free trials and downloads available on the A&I website: -**  [Current Students | Assistive technology | Student Support Services | University of Stirling](https://www.stir.ac.uk/internal-students/student-support/accessibility-and-inclusion-service/assistive-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, or mental health 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.  E-mail [ask@stir.ac.uk](mailto:ask@stir.ac.uk) to receive a form. |
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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.  E-mail [ask@stir.ac.uk](mailto:ask@stir.ac.uk) to receive a form. |
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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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| We have both male and female advisers and assessors, please indicate here if you have a preference? |  |

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| **4. Next Steps** |

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.
* Your exam arrangements and any other adjustments will be recorded and form your **Agreed Record of University Access Adjustments (ARUAA).**

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| 5. Declaration |

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

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| **Signed:** |  |
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| **Date:** |  |

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

Any adjustments you require will now be recorded in your ARUAA. Your 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. We will not share details of your disability; we will only share the adjustments required. You can talk to staff about your specific disability yourself if you wish to.

* To see your ARUAA refer to your portal page where you can view a copy.
* To review your ARUAA, make an appointment via the Student Hub to see an A&I Adviser.
* To opt out of your ARUAA, make an appointment via the Hub to see and A&I Adviser.

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.](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/confidentiality-and-data-sharing/)

**Please upload this document via document uploader on your portal, or post, email or hand it into the Student Services Hub.**

**Accessibility and Inclusion Service**

**Student Services Hub**

**Campus Central**

**University of Stirling**

**Stirling**

**FK9 4LA**

**Tel: 01786 466022**

**Email:** [**ask@stir.ac.uk**](mailto:ask@stir.ac.uk)

**Web:** [Student Services Hub | Student life | University of Stirling](https://www.stir.ac.uk/student-life/support-wellbeing/)