

SUPPORT AVAILABLE

Please find below details of the reasonable adjustments that we make for disabled students. If you feel that you require an adjustment which is not listed here, please [contact us](#) to let us know.

From your academic department:

- A named member of staff to whom registration details are communicated (DDS Network member).
- Lectures that are recorded will be available via your course in Moodle.
- Permission to record lectures, whilst in attendance and subject to applicable University policies¹.
- Access to lecture slides a minimum of 24 hours in advance.
- Access to class material a minimum of 24hrs in advance, where available².
- Access to course material in alternative formats, where possible.
- Preferential seating in lectures and seminars, where appropriate to your disability. *(Please notify DDS if you would like to request this arrangement).*
- Additional time to respond to oral questions in workshops, tutorials and seminars, where appropriate to your disability. *(Please notify DDS if you would like to request this arrangement).*
- For students with a specific learning difficulty (dyslexia & dyspraxia) being able to identify your disability on assessed work (referred to as a 'green sticker') so that markers are aware of how your SpLD affects your written work.
- For students with a specific learning difficulty exemption from being asked to read passages out loud in class. *(Please notify DDS if you would like to request this arrangement).*
- Accessible classrooms and lecture theatres, where appropriate to your disability.

¹ Attendance is a course requirement which cannot be waived at Royal Holloway.

² The nature of the teaching on some courses sometimes makes this impossible to achieve but every effort will be made to work out with you and your department a suitable alternative.

From the Disability & Dyslexia Service (DDS):

- **Exams access arrangements (EAAs)** if registered with DDS according to recommendations from an appropriately qualified professional or [College standard arrangements](#).
- **Diagnostic Assessments** for students with a specific learning difficulty if evidence provided is deemed insufficient for DDS registration or for Disabled Students' Allowance (*please note fees may apply*).
- **DSA Non-Medical Help provision** (specialist one to one study skills or specialist mentoring) where Royal Holloway is the named supplier.
- **Accommodation** a pre-arrival visit to University accommodation, available upon request, in order to determine your accommodation needs. **This is highly recommended if you are a wheelchair user due to the nature of the campus, or if you require a live in carer to be in residence.** Please contact DDS as soon as possible to arrange this visit.
- **Accommodation** the possibility of requesting a DDS recommendation for accommodation in your first year and permission to stay in halls in the second and third years, where appropriate to your disability. (*Please note you will need to apply for accommodation through the usual process and then make a request to DDS by the end of January for each year that you wish to continue living in halls*).
- **Coursework Extensions** – the College has a process for handling [extension requests](#). Please note that being registered with DDS does not automatically qualify for an extension. Students are expected to access the disability support that is available to enable them to meet their coursework deadlines. Extensions are for unexpected circumstances or worsening of a current condition. Please make this clear in your applications.
- **Fields Trips** – support from DDS to discuss any support requirements with your department.

From other professional services in University:

[Library support](#)

- [Extended book loans](#)
- Book retrieval service
- Help claiming back printing costs from DSA, if applicable
- [Alternative formats service](#)

- Appointments to meet with an [Library Information Consultant](#)
- Access to the [Assistive Technology Suite](#)
- [Robobrace](#) software to convert documents into alternative formats

[Careers and Placements](#)

Available upon request and with some support from the Disability & Dyslexia Service, help and advice with discussing your disability with:

- Your host institution/ work placement abroad
- Your compulsory work placements
- Any companies involved in an optional year in Business / Industry

[Student Union](#)

Please refer to the Student Union website for information on the [accessibility of their events and venues](#):

If you have any further questions, please [email](#) the Student Union directly.