

Timetabling arrangements for disabled students

Timetabling is carried out prior to having information about individual access needs, so it is important that once this data does become available, Departments, through the appropriate channels, disseminate this information. This guidance note is to remind colleagues of the process involved.

Faculty Administrator/Director of Studies/Teaching staff

As holder of information regarding disabled students in the Department, it is essential that faculties inform;

1. The Timetabling Office of any students with access requirements so that timetabling can try and find the most suitable venue, at the earliest opportunity, and liaise with departments and the Disability Service, should there be any difficulty in accommodating the request.
2. The Disability Service of any students with access requirements with regard to both centrally timetabled and department timetabled teaching spaces, if the student requires new or additional recommendations for access requirements to be made via a Disability Access Plan (DAP).

Disability Service

1. Informs the Academic Departments and the Timetabling Co-ordinator of any individual access requirements for current students that it may be aware of.
2. Provides advice to Academic Departments and the Timetabling Coordinator about reasonable adjustment for students who cannot access teaching locations.
3. Informs the Academic Departments and the Timetabling Co-ordinator of any individual access requirements it may be aware of for pre-entry students prior to their arrival at the University.

Estates Department

1. Has responsibility for coordinating the works prioritised under the access audit and can advise regarding scheduled works.
2. Will respond to works requests for making maintenance adjustments such as altering door fittings.