

STUDENT DISABILITY INFORMATION FORM

This form is used for assessment purposes only. Please note that while we will make every effort to provide the assistance you require, we cannot guarantee that we will be able to meet all the accommodations that you describe and/or request.

Please complete it in full, giving as much information as possible.

This document will allow us to work with you and the University Disability Resource Centre to establish with them the support package we can provide. **Return this form to:**

International Programmes Department
Pembroke College
Cambridge CB2 1RF

It is essential that you complete and return this form as soon as possible as we are unable to start the process of support arrangements until we have received it.

SECTION 1 – PERSONAL DETAILS

First Name :

Family Name :

Date of Birth :

Country of Residence :

Home University :

SECTION 2 – NATURE OF DISABILITY OR MEDICAL CONDITION

Please tick and give further details as appropriate:

- **You have a social/communication impairment such as Aspergers**
- **You are blind or have visual impairment**
- **You are deaf or have a hearing impairment**
- **You have a long-standing illness such as cancer, epilepsy or HIV**
- **You have a mental health condition such as depression or schizophrenia**
- **You have a specific learning disability such as dyslexia**
- **You have a physical impairment or mobility issue**
- **You have a disability, impairment or medical condition not listed above**

**Please tell us more about your disability and how it impacts on your studies.
Please also attach relevant supporting documents to this form, eg an educational psychologist's assessment or a letter from you doctor/therapist etc**

SECTION 3 – YOUR DISABILITY AND RELATED SUPPORT NEEDS

**What support do you currently receive at your home University/Institution?
Please tick as appropriate:**

- **Learning support/study skills**
- **Examination arrangements**
- **Handouts/notes in alternative formats**
- **Technology/equipment supports**
- **Note taker**
- **None**

Please provide any additional information:

SECTION 4 – LECTURES AND SUPERVISIONS

Lectures usually last 1 hour and 15mins and take place in large rooms of up to 30 people. You will be expected to take notes.

Seminars usually last 1 hour and 15mins and take place in small groups of up to 15. You will be expected to prepare essays or problem sheets and discuss them at these sessions.

Which of the following adjustments would you find useful in order to attend and participate in the lectures and seminars? Please tick as appropriate:

- **Permission to record lectures**
- **A note taker to attend and take notes for you**
- **Level access to lecture and seminar rooms**
- **Speech to text interpreter**
- **Lecture handouts in advance**
- **Loop/infrared system for hearing**
- **Lecture handouts in alternative format**

Please provide any additional relevant information:

SECTION 5 – FIELD TRIPS AND EXCURSION

Some lecture courses involve field trips and excursions. Please provide details of any support you may require:

SECTION 6 – LIBRARIES

Which of the following adjustments would you find useful in order to access and use libraries? Please tick as appropriate:

- **Level access to buildings**
- **An assistant to help you transport books**
- **Specialist lighting**
- **Permission to bring food, drink and/or medication where it is normally restricted**
- **Reserved area for wheelchair/scooter**
- **Reading lists provided in advance**
- **Assistive software to scan or allow access to printed materials in an alternative format**
- **Extended loan periods**
- **Reading lists provided in alternative format**

Please provide any additional relevant information:

SECTION 7 – PHYSICAL ACCESS AND ACCOMMODATION

Do you have any requirements in the following areas? Please tick as appropriate:

- **Stairs, eg handrails, spiral staircases etc**
- **Covering long distances on foot**
- **Navigating public roads and areas**
- **Using public transport, eg buses**
- **Swipe card entry systems**
- **Opening heavy doors**
- **En-suite accommodation**
- **Evacuating buildings quickly in an emergency**
- **Signage, eg tactile**
- **Navigating cobbled or narrow streets and pavements**
- **Accommodation with adapted bathroom**
- **Other accommodations due to your disability, eg good natural light**

Please provide any additional relevant information:

SECTION 8 – EXAMINATION ARRANGEMENTS

If you receive exam arrangements at your University, such as extra time or the use of a word processor, and you would like to continue with these at Cambridge, you will need to provide evidence in the form of an official letter from your University or Disability Office. If you have any queries please consult your disability advisor.

Exams usually last for 2 hours and require handwritten answers.

If you have requirements in the following areas, please tick as appropriate:

- **Extra time**
- **An amanuensis (scribe) to transcribe your answers**
- **Examinations in an alternative location**
- **Loop/infrared system for hearing aid**
- **Use of word processor**
- **Rest or nutrition breaks**
- **Examination paper produced in alternative format**

Please provide any additional relevant information:

SECTION 9 – YOUR DISABILITY RELATED FUNDING

The provision of support services may require funding. Please state and provide documentary evidence where appropriate, how you intend to cover these costs.

SECTION 10 – CONFIDENTIALITY

The International Programmes Department will need to consult with the University Disability Resource Centre (DRC) in order to provide you with support services. The DRC provides confidential, professional, and accessible services to help you study here. They have a strict confidentiality policy:

Your written consent is required for the DRC to hold and disclose information about your disability / additional support needs to relevant members of staff at the University of Cambridge in order to help set up support.

The type of information the DRC may hold about you is:

- 1) Personal details (name, contact details etc)**
- 2) Details of your disability/medical condition/learning difficulty and support needs.**

You may choose to give either FULL or RESTRICTED disclosure. This is explained below. You may contact us or the DRC at any time to change the level of disclosure.

FULL DISCLOSURE

The DRC may need to disclose certain information about your disability with certain people in order to help support you. This information will only be shared where necessary and on a ‘need to know’ basis. The DRC define ‘need to know’ as sharing sufficient information to help set up support and only with people involved in that process. The DRC always asks that people with whom they share your information respect your confidentiality and do not pass your information to anyone else unless they are also involved in your support.

Those with whom they may share information can include (but is not strictly limited to): tutors, lecturers, supervisors, tutorial offices, librarians, lecturers, College nurses and your funding body.

RESTRICTED DISCLOSURE

You may choose to restrict the disclosure of your disability. You can decide to restrict all individuals outside the International Programmes Department and the DRC, or to only allow information to certain individuals.

If you do this please be aware that it may limit the level and type of support we can arrange for you.

The DRC will not be able to speak to the relevant people to request reasonable adjustment to be made.

In certain exceptional circumstances (such as where there is an immediate and serious threat to your personal safety or the safety of others), we may have to disclose information without your consent.

HOW WILL INFORMATION BE STORED?

All records, whether written or electronic, will be stored in a secure and locked environment.

DISCLOSURE DECLARATION – Please read, tick and sign:

I have understood the above policy and give the DRC *full disclosure* to hold and pass on information regarding my disability and additional support needs, as appropriate.

Sign here: _____ **Date:** _____

Print Name: _____

OR

I have understood the above policy and give the DRC *restricted disclosure* to pass on information regarding my disability and additional support needs. This permission to disclose is restricted to the named parties below:

Sign here: _____ **Date:** _____

Print Name: _____

If there is any other information you would like us to know about that has not been covered above, please state here:

CONTACT DETAILS OF YOUR DISABILITY OFFICE

Please give contact details of your disability office and advisor who know you and whom we may contact.

First Name :

Family Name :

E-mail address :

Telephone Number :

Office Address :

Once complete please return to:

**The International Programmes Department
Pembroke College
Cambridge CB2 1RF
England.**