



Student Name :

Student ID Number :

Learner Agreement

Statement

London Metropolitan University is committed to ensuring that all students have as equitable an academic experience as possible, and therefore endeavours to work with disabled students to support them during their time on campus.

In line with the Equality Act 2010 (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland), the Universities Disabilities and Dyslexia Service (DDS) will work with disabled students to identify support needs and make reasonable adjustments in order to provide a safe and welcoming environment, in which access to study facilities and student programmes & services is equal for all.

Rights

What we can do for you:

- Provide accurate and professional advice on disability related matters in line with the Equality Act 2010 (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland) in order to put in place bespoke support during your studies.
- Respond to all your queries as quickly and efficiently as possible.
- Comply with the General Data Protection Regulations (GDPR).
- Endeavour to direct you to any internal and external support services as and when appropriate.
- Process all applications and support requirements in a timely manner.
- Support and guide you through the process of Disabled Students' Allowances.
- Support you to negotiate with academic staff where appropriate.

Responsibilities

You agree to take responsibility for your learning by:

- You are required to provide up-to-date and accurate medical evidence and notify DDS of any changes in your evidence and/or condition.
- Ensure that you have completed your IEA request on E-vision in a timely manner for exams, where applicable.
- Ensure that you can access your coursework cover sheet and know how to use it.
- Keeping your contact details up to date on E-vision.
- Responding to emails/texts/calls from DDS in a timely manner.



In relation to the Disabled Students' Allowance (DSA) you agree to:

- Respond to all DSA correspondence in a timely manner.
- Organise your Needs Assessment in a timely manner.
- Understand that it is your responsibility to organise equipment and non-medical help on receipt of your DSA Letter of Entitlement.
- Liaise with your Disability Adviser if you have any queries over your DSA provision.
- Understand that any equipment provided by the DSA is your responsibility to secure and maintain.

The Disability and Dyslexia Service is unable to:

- Take any action or put support in place without appropriate medical evidence or post 16 diagnostic report for SpLD.
- Become involved in requests for extensions to coursework deadlines.
- Prompt you for relevant information or attendance at appointments.
- Provide subject specific teaching and/or advice.
- Provide financial advice, careers advice or proof-reading services.
- Alter decisions made by funding bodies e.g. SFE relating to Disabled Students' Allowances.

DDS staff will endeavour to treat you with respect and dignity. We will be best able to support you, if you treat DDS staff in a similar manner.

I confirm that I have read and agree with the above conditions.

Student Signature:

Date:

Prepared by (DDS Staff):

A copy of this form will be held with DDS.