



# Student Reasonable Adjustment Policy

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<b>Policy owner:</b>	<b>Head of Student Services</b>
<b>Implementation date:</b>	<b>March 2025</b>
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<b>Related policies:</b>	General Academic Regulations Attendance and Engagement Policy Mitigating Circumstances Policy Examination Rules for Candidates Fitness to Study Policy University Personal Emergency Evacuation Plan (PEEP) guidance Assistance Dogs Policy Student Complaints Procedure
<b>Related procedures:</b>	<b>Student Reasonable Adjustment Procedure</b>

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## Version History

<b>Version</b>	<b>Approved by</b>	<b>Revisions made</b>	<b>Date</b>
1	Executive Group		11/03/25

### 1. Purpose

The University of Buckingham (the University) is committed to equality of opportunity and strives to ensure that students with a disability are supported as far as is reasonably practical, providing an academic experience which helps them to succeed in their studies.

The purpose of this policy is to outline the University's approach to handling student adjustment requests, ensuring these are responded to in a timely manner and the appropriate process followed.

### 2. Scope

This policy applies to all current and prospective Foundation, undergraduate, postgraduate and research students as well as all apprenticeship learners within the Faculty of Computing, Law and Psychology and the Faculty of Business, Humanities and Social Sciences and the Faculty of Education. The policy also applies to apprentices enrolled on a programme delivered directly by the University and returning students put on stop or withdrawn from their studies.

This policy does not apply to students within the Faculty of Medicine and Health Sciences or the Faculty Education (other than Apprentices). Adjustment requests for these students should be handled by their respective Faculty Support teams, who will advise on available support and the policies to be applied.

For the Faculty of Medicine and Health Sciences, this will be through:  
[FMHS-StudentSupport@buckingham.ac.uk](mailto:FMHS-StudentSupport@buckingham.ac.uk)

For the Faculty of Education, this will be through:  
[SchoolOfEducation@buckingham.ac.uk](mailto:SchoolOfEducation@buckingham.ac.uk)  
(only applicable to students who are not apprentices)

### 3. Legislative context

Under the [Equality Act \(2010\)](#), universities must make reasonable adjustments in anticipation of, and in response to the needs of disabled students studying at the university, ensuring a disabled student is not treated less favourably than other students due to their disability.

The Office for Students also requires universities to take reasonable steps to provide sufficient resources and support to all registered students, ensuring an academic experience which helps them to succeed in their studies.

[IfATE](#) require all end point assessment organisations (EPAO) to utilise and follow their guidance when conducting end point assessments at the end of their apprenticeship. This [guidance](#) has been taken into consideration.

For the purpose of this policy, the Equality Act (2010) classification of disability is used. Under the Act, disability is defined as *"a physical or mental impairment which has a substantial and long-term adverse effect on normal day-to-day activities"*. The condition must last or be likely to last 12 months or more. This includes physical or sensory impairments, mental ill health, specific learning difficulties and chronic or fluctuating conditions. Whilst normal day-to-day activities are not defined in the Act, examples relevant to students could include, writing, typing, walking or other forms of



travelling, communicating with others and carrying out routine practical tasks relevant to the subject of study.

#### 4. Policy statement

The [University Equal Opportunities Statement](#) sets out our commitment to embracing diversity in all its forms, outlining our belief that everyone should have equal access to opportunities, regardless of age, gender, race, disability, religion or belief, sexual orientation, gender reassignment, marital status, pregnancy or maternity status.

Support for disabled students registered at the University follows the student journey from application, through to completion of the learner journey. Requests are considered on a case-by-case basis, with adjustments offered, related directly to a student's studies, enabling access to university teaching and facilities.

In assessing what is reasonable, the University will consider the following:

- a) the level of disability-related need;
- b) the effectiveness of the steps in removing or overcoming the relevant disadvantage;
- c) available resources available (both within the University and other financial assistance such as the Disabled Students' Allowances or ESFA);
- d) whether the adjustment would compromise the academic standards of a programme and or module;
- e) whether an adjustment would benefit or result in a significant disadvantage for other students;
- f) the financial and other costs e.g. time, of making the adjustment; and
- g) any possible health and safety issues raised in relation to the adjustment.

Adjustments that the University is not required to provide include those connected to:

1. *Personal Care*: The University is not obligated to provide personal care services such as assistance with dressing, eating, or personal hygiene. These are considered personal responsibilities and are typically outside the scope of reasonable adjustments.
2. *Personal Equipment*: The University is not required to provide personal equipment such as wheelchairs or other personal mobility aids. These are considered personal items that students are expected to provide for themselves.
3. *Additional Funding*: The University is not required to provide funding for study support or equipment where the student is eligible for and can be funded by Disabled Students' Allowance (DSA).
4. *Other*: The University is not required to provide adjustments which would compromise the academic standards of programmes, and or modules, or put other students at an unfair disadvantage.

#### 5. Responsibility

##### *University staff*

*All university staff (staff)* are required to contact the Head of Student Services, if a prospective or current student discloses a diagnosis, or need for an adjustment to them directly, and has agreed for the disclosure to be shared.



Staff are expected to raise any concerns regarding an application, or feasibility of implementing a suggested adjustment with the WSD Team.

*Prospective, current and returning students*

*Prospective, current and returning students (students)* are responsible for making the decision to disclose their disability to the University on application, or directly to the Wellbeing, Skills and Diversity (WSD) team during their studies. Students will be required to provide up to date medical or third-party evidence (normally less than two years old), to support a request for an adjustment.

Students intending to reside in university accommodation who require adjustments to be made to their living arrangements, are required to disclose this in their accommodation application. If the need for an adjustment becomes apparent once a student is already in university accommodation, and consent has been provided by the student for this to be shared, the adjustment need will be referred to the accommodation team.

Students are not obliged to declare additional needs in relation to a disability if they wish not to do so, however doing so will enable the University to provide appropriate and timely support, where it is reasonable to do so.

*Wellbeing, Skills and Diversity (WSD)*

The University *Wellbeing, Skills and Diversity (WSD)* team is responsible for managing disability related disclosures and ensuring reasonable adjustments and assessment arrangements, agreed with a student's Faculty or school of study are recorded on the student's record.

The Head of Student Services.

The Head of Student Services, is the primary point of contact for both staff and students for disability related and adjustment queries or concerns.

It is the WSD team's responsibility to make recommendations for adjustments, meeting with students disclosing a disability to create an individualised support plan for all relevant support and adjustments to be applied. Where reasonable adjustments can be put in place, it is the WSD team's responsibility to review and update these, ensuring they continue to meet the needs of the student.

The Head of Student Services as owner of this policy, will ensure the policy and its procedures are reviewed after the first year of operation and subsequently every three years or sooner, if there are legal or institutional changes which impact upon it.

*The Registry Team*

The *Registry team* are responsible for ensuring all reasonable adjustments and arrangements relating to assessment/ exams are included in the student's assessment/ exam timetable, sharing this information with invigilators and appropriate staff during assessment/ exam periods.

*Faculty Registrar*

The *Faculty Registrar* or nominated individual for the student's school of study, is responsible for overseeing academic reasonable adjustment arrangements at a local level. The Faculty Registrar or nominated individual will be expected to consult with relevant academic staff to help inform adjustment decisions, ensuring arrangements



are put in place, adhered to and communicated to all relevant teaching and university staff.

#### *Review Panel*

The *Review Panel*, chaired by the Head of Student Services or nominated individual, has responsibility for the review of academic adjustments deemed unreasonable or ineffective.

### **6. Relationship with other policies and procedures**

Policies and procedures which contain provisions relevant to the consideration and assessment of adjustment requests, are noted on page 1 of this document.

### **7. Definitions**

*Reasonable Adjustments* A change to a process, practice, procedure or environment (including physical layouts, equipment, support) that helps remove, reduce or prevent any disadvantage associated with a person's disability.

*Staff* All paid university staff whether working on a permanent or temporary contract, apprentices, or engaged as "third party contract staff" working directly for the University.

*Student* All students registered with the University (whether full or part-time), including those of Foundation, undergraduate, postgraduate taught, post graduate research and apprentices enrolled on a programme delivered directly by the University. *For this policy, students registered within the Faculty of Medicine and Health Sciences or Faculty of Education (with the exception of apprentices), are excluded from this definition.*

For any queries about this policy, the procedure or an individual case, please contact [disability@buckingham.ac.uk](mailto:disability@buckingham.ac.uk).