

WESTERN SYDNEY
UNIVERSITY



DISABILITY SERVICE

Student disability principles and procedures

DISCLAIMER

Information contained in this manual is current at time of printing. However, procedures and regulations may change over time. Updated versions of this document can be found at the Disability Service website:

www.westernsydney.edu.au/disability/staff

Alternatively, you can contact a Disability advisor. Western Sydney University's Disability Service is not bound by any information contained in this manual that is no longer current.

CONTENTS

Introduction	4
Disability Service	4
Student responsibilities	4
Future students	4
Current students	4
Professional documentation	4
Confidentiality	4
Educational Support Services (ESS) staff	4
Academic assessment	4
Academic Integration Plan (AIP)	5
Academic assistance	5
Non-academic assistance	6
Academic note takers	6
Practical assistants	7
Readers	7
Adaptive technology	7
Audio taping	8
Alternative material	8
Exams	8
Academic assistance	9
Non-academic assistance	10
Equipment loan scheme	10
Library	10
Parking	10
Student accommodation	10
Sign Language interpreting responsibilities	11
Overview	11
Interpreter's responsibilities	11
The ethics of interpreting	12
Disability Service procedures	13
Professional documentation	13
Academic Integration Plan (AIP)	13
Sign Language interpreting	14

INTRODUCTION

This document is to be read in conjunction with Western Sydney University Disability Policy and the current year University Rules and Policies and Procedures as they appear in the Western Sydney University Calendar.

This document underpins, informs and gives direction to the professional practice of the Disability advisors and the work of the Disability Service.

DISABILITY SERVICE

The Disability Service is committed to providing appropriate and reasonable assistance to students with a disability or chronic health condition.

Wherever practical, the Disability Service seeks to ensure students with a disability are able to participate in all aspects of the academic, social and recreational activities at Western Sydney University.

STUDENT RESPONSIBILITIES

FUTURE STUDENTS

Where appropriate, future Western Sydney University students who have a disability or chronic health condition need to check the eligibility criteria for registration with professional registration boards prior to enrolling in a Western Sydney University degree course.

CURRENT STUDENTS

Students with a disability or chronic health condition have the right to not disclose their disability or chronic health condition to the Disability Service. If you require any adjustments to your educational program, you must disclose your condition and register with the Disability Service to receive them.

If you're using Educational Support Staff you must submit your current class timetable to the Disability Service prior to the beginning of each teaching session.

If you've taken leave from the University for one or more teaching sessions, you are responsible to inform the Disability Service to reactivate their Academic Integration Plan when you return. If you have any exam adjustments, you must ensure they have been implemented or made available for all exams, in-class tests and end of session final exams before the exam starts.

PROFESSIONAL DOCUMENTATION

When registering with the Disability Service, you must provide relevant supporting documentation from a medical, psychological or other recognised professional specialist. This supporting documentation must be comprehensive and not older than two years at the time of registration with the Disability Service. Medical certificates aren't acceptable. In most cases you'll be required to renew your documentation every two years.

CONFIDENTIALITY

The Disability Service respects the confidentiality of all students with a disability and confidential and sensitive information you provided is treated accordingly. The Disability Service will not release any of your information without prior written consent.

The Disability Service complies with the Health Records and Information Privacy Act (2002).

EDUCATIONAL SUPPORT SERVICES (ESS) STAFF

ACADEMIC ASSESSMENT

All students, regardless of disability or chronic health condition, must meet the requirements of their chosen course and individual units. You also need to meet the normal assessment requirements for the units in which you're enrolled (including assignments, exams, seminar participation, tutorials, practicum's etc.). However, provisions may be made for variation in the timing or method of presentation of work for assessments to accommodate your disability or condition.

ACADEMIC INTEGRATION PLAN (AIP)

Once you've registered with the Disability Service, you will be given an Academic Integration Plan (AIP) that meets your specific needs. Your AIP will not disclose the nature of your disability or condition. The University, within a reasonable timeframe, will implement your AIP and will review it periodically

Depending on your disability or condition, the following assistance can be provided (detailed information about each type of assistance is below):

- **Sign language interpreter**
If you are deaf you can request a professional sign language interpreter. Sign language interpreters can be provided during lectures, tutorials, and assessments. Interpreters are required to act in accordance with the Interpreting Code of Ethics.
- **Academic note taker**
A trained academic note taker or a copy of the session notes for lectures, seminars, labs and tutorials will be made available to you.
- **Practical assistant**
A practical assistant follows specific instructions you give them to perform academic tasks essential to the unit of study.
- **Reader**
A reader is assigned to assist you with reading academic material.
- **Adaptive technology**
Aids appropriate to suit your disability or condition during lectures, tutorials, assessments, exams and during work experience, practicum or placements.
- **Audio taping**
You may be allowed to audio tape lectures, tutorials and other classes. Appropriate safeguards to ensure the prevention of the misuse of the audio recordings are a prerequisite.
- **Alternate material**
Wherever possible we will provide you with your course material in an accessible alternative format. You may be required to purchase an electronic version of the textbooks rather than hard copy.

- **Exams**

You will be permitted to use aids or assistance appropriate to your disability or condition during exams. Exam adjustments are stipulated in your AIP. The Assessment and Graduation unit requires notification of all adjustments a minimum of thirty working days prior to the commencement of the main exam period.

ACADEMIC ASSISTANCE

Academic Integration Plans (AIP)

AIPs are issued a minimum of ten working days prior to the commencement of the teaching session. New or amended AIPs developed after this period will be issued within two working days. Unit coordinators are responsible for ensuring all the adjustments stipulated in the AIP are implemented by the lecturers and tutors teaching in the nominated unit within five working days of receiving the AIP. Practicum and placement coordinators are responsible for ensuring the appropriate adjustments are implemented in the teaching or work environment.

Non-coordinated exams

The unit coordinator is responsible for ensuring that the examination section of the AIP is implemented for all class tests and non-coordinated exams. You are advised not to start an exam paper unless the exam adjustments stipulated in your AIP have been implemented.

NON-ACADEMIC ASSISTANCE

Access rooms

Access rooms are available on each campus for the exclusive use of students with a disability or chronic health condition. Access rooms are wheel chair accessible, equipped with appropriate computer hardware, printers, specialised software and ergonomic furniture.

Equipment loan scheme

We maintain a limited pool of specialised equipment and software for use by registered students. Loans are usually short term and you must adhere to the loan conditions.

Library

The University libraries provide, where appropriate, individual assistance to registered students.

Parking

Disabled parking bays are available on each campus for students displaying a current RMS disabled mobility sticker. Blue parking bays can be used when no disabled parking bays are available. You are required to comply with road traffic and parking restriction signs.

Student accommodation

Where appropriate, we will recommend to the specific adjustments you require when entering University accommodation.

ACADEMIC NOTE TAKERS

The AIP will state when you need an academic note taker. The AIP will also state whether the academic note taker is needed for lectures, tutorials, seminars or all classes including labs. You are expected to attend all scheduled classes.

You must submit a copy of your current timetable to the Disability Service Coordinator via disabilitysupport@westernsydney.edu.au. Timetables are to be submitted within 24 working hours of registration with the Disability Service and, for returning students, no later than the last day of tutorial registration each teaching session. Academic note takers will not be allocated until the timetable has been received. An academic note taker will be assigned to the identified unit within two working days of the timetable being submitted to the Disability Service Coordinator.

You are responsible for advising the Disability Service Coordinator via disabilitysupport@westernsydney.edu.au of any changes to your timetable or enrolled units. If an academic note taker is required for a non-scheduled class (e.g. workshop, field trip) you must discuss this with the Disability advisor who will authorise the allocation of an academic note taker if the request is approved. The Disability Service will require five working days notice prior to this activity being undertaken.

Academic note takers are assigned to a unit rather than an individual student. This means that the academic note taker may be taking notes for a number of students enrolled in the same unit. They are required to contact the students via their Western email account within 24 working hours of being assigned to the unit. The academic note taker must identify themselves as the student's academic note taker for the specific unit in the email. You must reply to the email to confirm receipt of advice.

The academic note taker will send you an electronic copy of the class notes within 48 working hours after the class has finished. You have five working days to check the notes and, if unhappy with the quality, presentation or content of the notes, to contact the Disability advisor. The Disability advisor will assess the notes and, if necessary send the notes to the unit coordinator for evaluation and comment.

The Disability advisor is responsible for ensuring the identified problem is resolved. This may include recommending to the Disability Service Coordinator that further action is taken in relation to the academic note taker. They must also ensure the problem, action and resolution is recorded on your file.

If you don't contact the Disability advisor within the five working days of receipt of the notes, we will assume that you're satisfied with the quality, presentation and content of the notes.

Notes provided are designed to be a reasonable summary of the main points of the class, they are not intended to be a verbatim transcript. You are expected to prepare for the class, attend the class **and bring an appropriate level of understanding to the notes provided.**

The academic note taker must send the notes, as an attachment, to you at your Western student email address within 48 working hours of the conclusion of the class. They must also cc a copy to the Disability Service Coordinator at notetaking@westernsydney.edu.au. No hand written, copied, faxed or scanned notes are permitted unless authorised in writing by a Disability Advisor.

Procedures for deaf or hearing impaired student's using academic note takers

Students who are deaf or have a hearing impairment and do not use a sign language interpreter will be allocated an academic note taker who will use a laptop computer to take class notes. In this circumstance the academic note taker will be assigned to the individual student, not the unit. You will follow the procedure for submitting their timetable as outlined in the previous section. The academic note taker will contact you via your Western email account and arrange a meeting on campus prior to starting work. You and the academic note taker will negotiate the format and presentation of the notes as well as the sitting arrangements for classes.

The academic note taker will record all notes on a laptop computer. You will sit next to the academic note taker and read the notes from the screen. During tutorials, workshops or question time you must have access to the laptop so you can type a question or seek clarification. The academic note taker will read the question to the presenter or group and type the answer so you can participate. The academic note taker must also record any oral information given in class that is different from the presentation material, for example change of venue for the next class.

PRACTICAL ASSISTANTS

If appropriate, the Disability advisor will authorise for a practical assistant to be assigned to you.

The practical assistant will be given a position description specifying the tasks they are to undertake. Work by the practical assistant must occur on campus under your direct supervision.

Practical assistants are not allowed to carry out tasks that are not included in their position description. Changes to their position description must be authorised by the Disability advisor and a new position description will then be written. Practical assistants do not provide toileting, transport, mentoring or academic tutoring. If the practical assistant will be working in science labs, the Disability advisor will liaise with the unit coordinator and lecturer to ensure allocated tasks are appropriate. Practical assistants may be required to attend additional WHS training and wear protective clothing, footwear and glasses. Practical assistants must adhere strictly to WHS regulations.

READERS

If appropriate, a Reader will be employed for a nominated number of hours per week to read academic material to you. You must negotiate a venue, number of sessions per week and the length of each session with the Reader. You're encouraged to take a record the readings so you can replay it later. You are responsible for ensuring all the material is available for each reading session. You're also responsible for providing a tape recorder, tapes and setting up the equipment. The Reader is only authorised to work on Western Sydney University campuses.

ADAPTIVE TECHNOLOGY

The AIP will specify the type of adaptive technology you'll be allowed to use during lectures, tutorials, seminars, practicums and exams.

You're responsible for the supply, maintenance and security of your own equipment. If the equipment is lost or stolen you should report the incident to campus Security and the Disability Service. Lecturers, tutors and supervisors will ensure you are provided with the course outline, reading lists, assignments, class tests etc in the appropriate format so you can use adaptive technology as specified in the AIP.

If the AIP specifies the use of an FM system or an infrared system for a student with a hearing loss, the lecturer and tutor is required to

- FM system — pin the transmitter close to their face
- Infrared system — activate it and use the standard consol and microphone

If appropriate, the Disability Service will provide training to you and academics on the use of specialised equipment or software.

Hearing loops are installed in a small number of the large lecture theatres on campus. Installation of a hearing loop is advertised on the entrance to the venue and on the Disability Service website.

AUDIO TAPING

Your AIP will specify if audio taping is a reasonable adjustment for you.

You have to sign a Statutory Declaration to prevent the audio tape(s) being used for any purpose other than individual private study. Audio taping of interactive tutorials is permitted only with the permission of the other members of that tutorial class.

You are responsible for providing and maintaining your own audiotape equipment. Students are responsible for providing their own tapes.

Students are responsible for setting up the equipment prior to the class commencing and changing the tapes during classes.

ALTERNATIVE MATERIAL

The AIP will include, where appropriate, a request for all printed course related material, including course outlines, assignments and reading lists, to be sent to the Disability advisor as soon as possible. This will enable the material to be converted into an accessible alternative format.

Podcasts can be transcribed and put into alternate formats on request. This is available for students who are deaf or hearing impaired and the student is responsible for providing the podcast details to the Disability Service at least ten working days before they need the transcript.

The senior School administrative officer may act as the liaison between the lecturers and the campus Disability advisor to facilitate the timely receipt of learning materials, which need to be adapted (e.g. to Braille) for use by students with a disability.

EXAMS

If you require exam adjustments, you must be registered with the Disability Service by 30 April for the Autumn session and 30 September for the Spring session. If you register with the Disability Service or requiring amendments to your existing AIP after this date, those adjustments will not be applied for the main exam period. However, you can apply to sit deferred exams with those adjustments applied.

The AIP will include the reasonable adjustments required for all in-class tests, mid-session exams and formal end of session exams. Unit coordinators are responsible for ensuring the reasonable adjustments specified in the AIP are implemented for class tests, mid session and end of session exams that have not been coordinated through the Assessment and Graduation unit.

The Assessment and Graduation unit will be responsible for ensuring that all the requirements for coordinated exams, including deferred exams, are implemented for. This includes the provision of scribes, readers, computers, separate rooms, extended time, rest breaks, exam spread, alternative formats, large print, coloured paper or Brailled exams. The Assessment and Graduation unit is responsible for the provision of ergonomic chairs, height adjustable desks, lecturns or any other specific furniture requirements stipulated in the AIP.

The Disability Service will maintain and deliver a resource box to the Assessment and Graduation unit. This box contains other items required by the student e.g. desk lamps, lumber rolls, USB drives, sloping desks, heat packs etc. The resource box will be delivered to the Assessment and Graduation unit before 12.00pm on the Friday before the exams start.

If you're using your own computer for exams, you may have to submit your computer two days prior to the start of the formal exam period for a security check. The Assessment and Graduation unit will hold your computer in a secure location until you have completed your last exam. You will be

required to sign a Statutory Declaration stating that the computer does not contain any unauthorised material.

If you're using a specialised keyboard, you'll have to produce the keyboard for each exam. You will be allowed sufficient time before the exam to connect the keyboard to the computer.

The Disability advisors will ensure the campus access rooms are equipped with appropriate furniture including back supports, computers and specialised software, to meet your exam requirements. Access rooms may not be available for general use by students during the exam period. A notice will be placed on the door of the access room advising students when the room will be restricted to use due to exams.

Alternative assessments for in-class tests or exams, including oral-to-examiner, oral-to-audiotape or dictaphone will only be available after consultation and written agreement between the Disability advisor, the unit coordinator and the Assessment and Graduation unit.

The Assessment and Graduation unit will provide notification to you with exam adjustments about the venue, date and time of exam on your individual exam timetable, which is published on PlatformWeb.

The timetable for the main exam period is published five weeks before the start of the exam period. The timetable for deferred exams is published at least five working days before the exams start. You need to check this information carefully and notify the Disability advisor if the information on the timetable is incorrect.

Non-coordinated exams

A non-coordinated exam is one that occurs of the official exam period. The unit coordinator must contact the Disability Service Coordinator to book a scribe, reader or exam supervisor. Online booking of Educational Support staff is located at www.westernsydney.edu.au/disability/staff. The Disability Service requires a minimum of ten working days to organise assistance. The unit coordinator is responsible for ensuring the appropriate equipment is provided for the exam or class test. The exam resource box is available for academics' use and is located in the campus Student Support Services office.

ACADEMIC ASSISTANCE

The unit coordinator is responsible for reviewing the provisions of the AIP and ensuring the academic 'reasonable adjustments' are implemented.

The School Disability Coordinator will liaise directly with campus unit coordinators concerning any recommendations that may have significant impact on the teaching or assessment of the unit. If approval of the 'reasonable adjustments' set out in the AIP is withheld, the unit coordinator must notify the Disability advisor in writing within five working days from the date they received the AIP, indicating the rationale for their decision.

If necessary, the School Disability Coordinator will meet with the unit coordinator or lecturer, the Disability advisor and the student, within five working days of notification of non-approval, to resolve the difficulties.

If there is no objection to the AIP, it must be distributed to relevant academics and implemented within five working days from the date of receipt.

The School Disability Coordinator and the school Senior administrative officer are responsible for assisting academic staff with the implementation of exam provisions for all non-coordinated exams.

Where appropriate the School Disability Coordinators will assist staff in the development of individual exam arrangements and alternative methods of assessments (e.g. oral exams or presentations) to accommodate students with particular disabilities. The Disability Service will provide and fund a scribe, reader or practical assistant when necessary. Any specialised equipment that is required will be supplied by the Disability Service.

NON-ACADEMIC ASSISTANCE

If you require use of the access rooms will be issued with a personalised code and card that will enable you to enter the campus access room.

The Disability advisor will provide you with information about the computer hardware, specialised software and other adaptive equipment available in the access room for your use. The Disability advisor is responsible for organising any training you may need to use the specialised software and equipment.

You must adhere to all University policies in relation to use of computers. Inappropriate use of the access room will result in removal of your access. You must report any computer or printing problems to the IT Service Desk on (02) 9852 5111 or at servicedesk@westernsydney.edu.au.

You need to supply your own paper for print

Access rooms may be closed during the end of session main and deferred exam periods. A notice on the door will indicate when room is unavailable. You are not permitted to give access to the access room to students who are not registered with the Disability Service.

EQUIPMENT LOAN SCHEME

The Disability Service can loan specialised equipment, for short term use, to students trialling new hardware or software.

The loan period is determined by availability and overall demand for the equipment or software. Loans may sometimes be renewable. You must keep the equipment safe and secure. If the equipment is lost or stolen it must be reported to the Disability Service immediately.

You are required to provide the Disability Service with current contact details and sign an Equipment Loan Contract prior to borrowing the equipment and again when returning the equipment. You are also responsible for providing batteries, disks and any other disposal items.

LIBRARY

The Disability Service will provide the Library with an AIP for each student each teaching session. These AIPs specifically state the adjustments required for the students to access written and electronic material and use library equipment. The Library information desk is the contact point for you when you require assistance. We recommend that an appointment is made with the relevant library staff member if extended time is required. Material requiring translation by Vision Australia is to be submitted to the Disability advisor.

PARKING

The disabled parking bays are available to you if you have an RMS 'Disabled' mobility sticker clearly displayed on your windscreen. If disabled parking bays are occupied, you can use the blue parking zones.

If you have a temporary mobility condition, the Disability advisor will negotiate with Campus Safety and Security to authorise a Temporary Disabled permit. A Temporary Disabled permit allows you to park in the blue parking zones.

STUDENT ACCOMMODATION

The Disability advisor will negotiate in writing with the management of the Residential Colleges or Western Sydney University Village to ensure that a student identified as having a disability is provided with appropriate university accommodation. If modifications to the building, pathways or environment are required the Disability advisor will make written recommendations to Capital Works and Facilities.

SIGN LANGUAGE INTERPRETING RESPONSIBILITIES

OVERVIEW

Western Sydney University employs sign language interpreters to enable deaf and hearing-impaired students equal access to courses.

The interpreter's role is to act as the interface between the deaf student and their lecturers, tutors and peers. The interpreter's presence, performance and understanding of their role and the roles of the lecturer, tutor and students is critical to the provision of quality service to the students.

Interpreters working at the University may work in one or a number of the following situations:

- in lectures with the deaf student as part of a larger group of hearing students
- in a class, tutorial, workshop or laboratory session with hearing students
- in an interview on a one-to-one basis
- during practicums or field study activities

INTERPRETER'S RESPONSIBILITIES

- Interpreters will abide by the Ethics of Interpreting (see over page)
- Interpreters will endeavour to become familiar with the concepts and vocabulary relevant to the context of the interpreting situation. This includes advance preparation for difficult lectures or presentations (in conjunction with lecturer and student) and reasonable knowledge of the technical language and signs used in specific subject areas
- When and if the interpreter cannot interpret information at the speed that is being delivered, they should make the presenter aware of this
- Interpreters are expected to arrive 5-10 minutes before the scheduled start time
- Before the interpreter begins work, the mode of communication will be clearly established with the student, e.g. Auslan Signed English, cued speech or Pidgin Signed English
- The student, where appropriate, will make the lecturer aware of specific needs of the interpreter. An interpreter should position themselves in a place comfortable to both the lecturer and student. The interpreter should be able to hear the speaker clearly in any situation.

In some situations a clear line of vision will be required

- Interpreters should dress to minimise distraction for the student
- Interpreters will ensure that sufficient time is allowed at the end of a session for feedback from both the student and presenter if necessary
- An interpreter shall reserve the right to refuse an interpreting job if the content is deemed to be beyond their ability or if a conflict of interest exists
- Interpreters are entitled to claim for payment for work unless due notification of lecture cancellation or student non-attendance is given (i.e. at least the previous evening). Interpreters will be paid for a minimum of 2 hours for any work undertaken
- Interpreters will wait for 20 minutes of lecture time for a late student to arrive. The interpreter is free to leave if the student does not appear within this time. In this situation, the interpreter is entitled to claim for payment for the booked time
- Interpreters should be prepared to work in a variety of interpreting situations, e.g. mass lectures, tutorials, seminars, special or guest lectures, departmental or administration meetings, site visits, practice teaching situations, interviews and exams
- Interpreters should be prepared to provide a sign-to-voice interpretation for the deaf or hearing-impaired student at appropriate times, e.g. seminar presentations, comments or questions during lectures, answers to direct questions, participation in group work and discussion and practice teaching
- If unable to attend work, an interpreter should advise the Disability Service Coordinator as far in advance as possible

THE ETHICS OF INTERPRETING¹

Confidentiality

- Interpreters will keep all information related to their interpreting work strictly confidential at all times
- The only written records of interpreting assignments should be those of a general nature required for payment purposes. No personal information should be recorded

Conflict of interest

- It remains the responsibility of every interpreter to ensure that an interpreting assignment does not involve a potential conflict of interest. A conflict of interest is where the situation to be interpreted impacts personally or professionally on the interpreter and they may be unable to remain impartial
- Where a conflict of interest exists, an interpreter has the responsibility to disqualify themselves with sufficient time for an alternative interpreter to be arranged
- The deaf or hearing-impaired student will, where possible, be asked if the interpreter selected is acceptable

Accuracy of information

- Interpreters should ensure that the most appropriate communication system is used to suit the preferences of the deaf or hearing-impaired student. This will be determined through prior consultation with the student
- Interpreters will convey the message faithfully and accurately. They will ensure that, to the best of their ability, the meaning of words, concepts, statements and bodily expressions are conveyed accurately. This includes all information given by the lecturer, fellow students or audio-visual material
- Interpreters will transmit all information provided, regardless of whether the interpreter considers it important. Nothing should be added or deleted from the original message

- Interpreters will never convey any personal values, attitudes or opinions other than those expressed in the original message. Interpreters should, at no time, join in a discussion or lecture

Personal integrity

Interpreters will:

- dress and conduct themselves with decorum appropriate to the occasion and conduct themselves in an unobtrusive manner, avoiding any distracting body movements
- not appear to collude with either party in the situation, in the sense that the other party may be, or feel, left out or belittled
- do their utmost to maintain full confidence in the integrity and dignity of the interpreting profession, providing support and encouragement to fellow interpreters
- not take advantage of any information gained during the course of an interpreting assignment
- consult with the campus Disability advisor, Disability Service and fellow interpreters with regard to difficult situations

Limits of the interpreting role

- An interpreter on assignment must not offer advice, instruction or opinion to the deaf or hearing-impaired student or to others present
- The interpreter shall not answer for the deaf or hearing-impaired student
- If a person is asked to convey a personal opinion whilst he or she is in the role of interpreter, he or she should politely decline to do so as it would constitute a breach of ethics
- An interpreter is not required to explain or clarify the content of the lecture for the student, except when the misunderstanding is due to the interpreter's relaying of the message

¹ Reprinted with permission from Australian Sign Language Interpreters Association (ASLIA)

DISABILITY SERVICE PROCEDURES

This section covers the procedures of the Disability Service and its staff. Reading this will give you an understanding of their processes and how the Disability Service operates at Western Sydney University.

PROFESSIONAL DOCUMENTATION

Students are required to produce relevant assessment documentation from a medical, psychological or other recognised professional specialist at the time they register with the Disability Service. Documentation should include confirmation of the disability and recommendations on the type of reasonable adjustment required. Recommendations will be considered but not necessarily included in the AIP

Documentation is not accepted if it is more than two years old at the time of registration. Medical certificates from general practitioners will generally not be accepted. If documentation is not immediately available, students will be given four weeks to provide it. During this time students will receive the required services but adjustments for final session exams may not be included.

Students might have to renew their documentation every two years. Referral for assessment of a learning disability (dyslexia/dysgraphia/ADD) is available if necessary.

ACADEMIC INTEGRATION PLAN (AIP)

The campus Disability advisor, in conjunction with the student will undertake a comprehensive educational assessment at the time of registration. The assessment must be underpinned by the Disability Discrimination Act (Amended 2009), Educational Standards 2005, the Western Sydney University Disability Policy and the Universities Australia guidelines relating to students with a disability.

This assessment forms the basis of the AIP. The AIP will set out the academic, practicum, exam, library, security and information technology requirements the student will need whilst studying at Western Sydney University. A student undertaking a professional placement may require the development of an additional AIP that includes adjustments recommended by an independent workplace risk assessment.

If appropriate documentation is not immediately available the Disability advisor will develop a temporary AIP. The temporary AIP will not cover final exams. If the necessary documentation is not submitted within the four week period the AIP will be terminated.

The AIP must be flexible so it can be modified to account for changes in circumstances or health status. Students need to negotiate any changes to their AIP with the campus Disability advisor.

Students must sign the 'Academic Integration Plan Agreement' and the 'AIP Distribution Consent' form and, if necessary, a 'Statutory Declaration' prior to the AIP being finalised and distributed to the unit coordinator and other relevant University staff for implementation. The distribution and implementation of the AIP to relevant academic staff is the unit coordinator's responsibility. The AIP must be implemented by the relevant academic staff within five working days of the AIP being sent electronically to the unit coordinator.

An electronic copy of the AIP will be sent to the student's Western email account within two working days of it being finalised. Students are encouraged to discuss the plan with their unit or practicum coordinator, lecturer and tutor shortly after receiving their AIP.

If the unit coordinator disagrees with any of the adjustments set out in the AIP, they must contact the relevant Disability advisor within five working days of receipt of the AIP. A meeting between the School Disability Coordinator, lecturer or unit coordinator, Disability advisor and the student may be required to resolve any difficulties. This meeting must be scheduled within five working days of notification of non-agreement.

Students are responsible for ensuring all the agreed adjustments are included in the current teaching session's AIP. If the student wants to make any amendments to their AIP, they must meet with the Disability advisor and provide additional documentation may be requested. AIPs can only be cancelled if the student informs the Disability advisor in writing. Students who take a leave of absence or are excluded from the University for one or more teaching sessions must notify the Disability advisor in writing when they return giving permission to reactivate their AIP.

SIGN LANGUAGE INTERPRETING

The Disability advisor will consult with the student to determine their specific interpreting needs. This information will be included in the AIP. The Disability Service will be responsible for recruiting appropriate and competent sign interpreters.

The Disability advisor will be responsible for organising training for academics in using an interpreter. Disability advisors will provide University staff with information on the role of the interpreter in lectures and tutorials.

Unit coordinators are responsible for ensuring relevant sign language interpreters are provided with printed copies of lecture presentations or relevant materials at least one hour before the scheduled start time.

Sign interpreters will not normally be provided for written exams.

For further information relevant to sign language interpreting, see Interpreters' responsibilities on page 8 of this document.

WESTERN SYDNEY UNIVERSITY
Locked Bag 1797
Penrith South NSW 2751 Australia
ABN 53 014 069 881 CRICOS Provider No 00917K

disability@westernsydney.edu.au
westernsydney.edu.au/disabilityservice