

THE UNIVERSITY OF SUSSEX

Admissions: Special Needs Procedures: CCE

The CCE Programme Office makes a note of students who state they have a disability. In the case of students who declare dyslexia, the standard letter from the Learning Support Co-ordinator is sent to them.

For all other applications, the form is passed to the Convenor of the appropriate programme, without the disability information attached.

If the Convenor decides to offer the applicant a place on a programme, the Programme Office passes the application, including information on disability, to a Disability Committee.

The Disability Committee goes through each application and decides whether or not to ask the student to come to the University for a discussion prior to the offer being made.

Once this is decided, appointments are made for students to see the Student Advisor. The Advisor usually tries to co-ordinate the date and time with a visit to the Student Support Unit and she accompanies them to the SSU.

The Student Advisor's discussion with the student centres on the support they will need, the suitability of the programme for which they have applied and any adjustments that can be made to accommodate their disability. In some cases, with the student's permission, the Advisor will ask the Convenor to attend this meeting.

The Advisor also ensures that the student understands (especially in cases of mobility difficulties) that their choice of options may be limited if they involve fieldwork and/or museum visits, etc.

If, after discussion, the student feels that the programme they have applied for may be too physical, other choices are discussed with them.

A note is then made of what has been discussed and the agreement which has been reached, and the student and the Advisor both sign it.

SMY/PB - 15 May 2003