

**Edinburgh Napier University Admissions Policy**

**Policy for Applicants with Declared Disabilities**

1. **General Principles**

The University wholly endorses the principles within the Equality Act 2010, which replaced the provisions within the former Disability Discrimination Act (DDA) 1995 and the Special Educational Needs and Disability Act (SENDA) 2001. The Equality Act incorporates and strengthens the former disability leglislation and places statutory duties on Universities to make it unlawful for education institutions to discriminate against disabled people.

Universities are also required to anticipate the needs of disabled applicants and students, to make reasonable adjustments and to ensure that disabled applicants and students are not treated less favourably than other applicants and students. These duties apply to all “services” the University provides for students, including admissions and all aspects of teaching and learning.

Our Equality Outcomes Report and Equality & Diversity Statement reflect our current organisation-wide approach to addressing these aims and to promoting equality of opportunity, eliminating discrimination and harassment and ensuring positive attitudes towards disability as a ‘protected characteristic’ under the Equality Act. The key University documents referred to can be found a the following link: [www.napier.ac.uk/diversity](http://www.napier.ac.uk/diversity).

This policy has been developed to ensure applicants declaring a disability are treated fairly and transparently with regard to their application for admission to the institution.

* 1. Applicants are strongly encouraged to disclose full information relating to disabilities, long-term health conditions or specific learning difficulties at an early stage in the admissions process. This enables any appropriate reasonable adjustments to be considered at an early stage in the application process, including adjustments which may be required for selection interview or audition (see 2.6).
  2. Information received in connection to a declared disability will be treated in confidence and is normally only available to those directly involved with an applicant or student.
  3. All information received in relation to a declared disability will be held in line with the Edinburgh Napier University’s Data Protection Policy and requirements of the Data Protection Act.

1. **The Application Process**
   1. As part of the application process (either via UCAS or Direct Application), all applicants are encouraged to disclose information about disabilities, long term health conditions or specific learning difficulties.
   2. All applications from candidates who have disclosed a disability of any kind, will be considered in the same way as any other application and a decision will be based on the applicant’s academic merit and potential.
   3. Information on students with disabilities, health conditions or learning difficulties are recorded on the student database. This information is shared with the Disability & Inclusion Team.
   4. The University recognises that standard selection measures and procedures may not enable disabled applicants to demonstrate fully their competence for their chosen programme and may seek to take into account alternative evidence as indicated on the application.
   5. Selection criteria and assessment methods will be regularly reviewed to ensure they are not discriminatory.
   6. Where appropriate, reasonable adjustments will be made for disabled applicants as an integral part of the admissions selection process, subject to ensuring that any essential course competence standards can be met. Adjustment may include measures such as provision of application forms and other key information in alternative formats; adaption of tests, assessments or auditions (and extra time to complete them if appropriate); the provision of assistance in the form of a reader, scribe or BSL (British Sign Language) interpreter.
   7. Where the admissions selection process involves an interview, audition, portfolio review or selection test, the Admissions Tutor is responsible for seeking advice from the Disability & Inclusion Team to ensure appropriate reasonable adjustments are put in place.
   8. In some instances, it may be considered beneficial for applicants disclosing a disability to have an early discussion of their support needs. Where appropriate, for the purpose of planning support, applications will be referred to the Disability & Inclusion Team and a relevant member of academic staff. This referral will not form part of the admissions decision but is intended to focus on early consideration and preparation for any anticipated support needed by the applicant.
   9. The Disability and Inclusion Team will contact all applicants who have disclosed a disability and been offered a place, to advise on the service available and to encourage early discussion of support arrangements, where appropriate.

2.10 On making contact with the Disability & Inclusion Team, individual support needs will be discussed and recommendations made to dedicated academic staff in each School about the adjustments required to support the students study.

2.11. Applicants may be eligible for a Disabled Students’ Allowance (DSA), which can be applied for from SAAS (Student Awards Agency for Scotland), or from an equivalent funding body. DSA can help pay for extra costs that may be incurred whilst undertaking a course, which are due to the impact of a disability. The Disability & Inclusion Team will assist students to apply for this allowance and further information can be found [here](http://my.napier.ac.uk/Wellbeing-and-Support/Disability-and-Inclusion/Pages/Disability-and-Inclusion.aspx). International Students are not normally eligible for these grants; however the University will endeavour to make any reasonable adjustments needed in line with the requirements of the Equality Act.

1. **Professional, Statutory and Regulatory Bodies and Health and Safety Issues**

3.1. Where an application is made to a programme which is subject to professional standards of health and fitness (e.g. Nursing programmes), consideration of any reasonable adjustment required will be made in conjunction with the process of assessing ‘Fitness to Practice’ through Occupational Health checks.

3.2. The University is committed to ensuring that individual assessment is carried out relating to genuine Health and Safety risks or concerns. In cases where it appears that a genuine risk to the health and safety of the student/s and staff cannot be managed adequately, concerns will be discussed with the applicant in order that the decision making process is fully transparent and any alternative solutions explored.

1. **University Disclaimer**

In line with both our legal obligations and policy principles, the University will endeavour to make all identified reasonable adjustments in a timely manner. However, there may be occasions where it is not possible to make these adjustments within an appropriate timescale. For example:

1. In the case of late applicants
2. Where a disability or health condition has not been disclosed at an early stage
3. Where the adjustments needed are substantial and/or require significant planning

In the rare instance where it is not possible to make suitable reasonable adjustments, the University will discuss this with the applicant, outlining the reasons for this decision. Where appropriate, the University will seek to assist the applicant is finding an alternative programme of study.

Further information on the services available to students with a disability can be found on the [Disability & Inclusion](http://my.napier.ac.uk/Wellbeing-and-Support/Disability-and-Inclusion/Pages/Disability-and-Inclusion.aspx) webpage of the MyNapier Student Portal.