UKMC Disability Disclosure and Learning Support Policy

Date	Author	Summary of Changes	Version	Authorised
2024	Dr Razia	Policy iteration	1	Academic Board
25/06/2025	Dr Razia	New institutional policy for undergraduate student disability disclosure and learning support	1.1	Academic Board September 2025
14//12/2025	Dr Razia	Reformatting and minor adjustments to committee names.	1.2	Academic Board December 2025
03/11/2026	Head of Wellbeing	Scope extended to applicants • New: adjustments for PFF/PFD days and induction (6.4–6.5) • Disclosures shared with Safeguarding only where there is risk of harm • PAT replaces SST; records on the student portal • Disability definition aligned with the Equality Act	2.0	Pending Academic Board Approval

Policy/Procedure Management and Responsibilities	
Policy/Procedure Owner	The policy is owned by the Head of Wellbeing, supported by the Student Experience Committee. Implementation is delegated to the Wellbeing Department, with Admissions, Registration and Academic Services.
Equality Analysis	Equality Analysis to be refreshed for Version 2.0. Also to be reviewed by the EDI Committee. (TBC).
Effective From	November 2026
Next Review	December 2028
Internal/External	Both – for applicants and students, with procedures for staff
Document Location	UKMC | Policies and Legislation
Linked Documents	• Support to Study Policy and Procedure • Student Support and Wellbeing Policy • Vulnerable Student Support Policy • Accessibility Policy • Admissions Policy • Equity, Diversity and Inclusion (EDI) Policy • IT Data Protection and Data Security Policy • UKMC Inclusive Curriculum Framework • Equality Act 2010 • Data Protection Act 2018 and UK GDPR
Dissemination Plan	• Published on the UKMC Policies and Legislation page. • Announced through communication bulletins, academic briefings, Course Directors, course coordination committees and faculty meetings. • Admissions Team briefed on adjustments for PFF and PFD days and admission tests; disclosure wording on the application form reviewed. • Applicants told how to disclose in offer and PFF/PFD communications; students reminded at induction.
Accessibility	**Alternative formats available on request** quality@ukmc.ac.uk

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1. Policy Statement

1.1 UKMC is committed to an environment where all students and staff feel supported and included, and to fair access through reasonable adjustments.

1.2 This policy operates under the Inclusive Curriculum Framework, in particular Principle B (Equity and Access) and Principle D (Inclusive Pedagogies), which plan for the diversity of learners without relying on individual disclosure.

2. Purpose

2.1 The Equality Act 2010 is the legal framework for this policy. It protects disabled people from discrimination, harassment and victimisation.

2.2 This policy explains how UKMC supports applicants and students with disabilities, specific learning difficulties (SpLDs) and long-term health conditions, so they can take full part in their studies.

2.3 Support available includes:

- information about Disabled Students' Allowances (DSAs);
- advice on facilities and services, including online support and assistive software;
- liaison with academic tutors;
- practical arrangements, such as exam adjustments;
- adjustments for admissions activities (6.4) and induction (6.5); and
- a Learning Support Plan (LSP) setting out reasonable adjustments.

3. Scope

3.1 This policy applies to applicants and to students enrolled at UKMC who have a disability, specific learning difficulty, long-term health condition or mental health condition that may affect their studies.

4. Definitions

4.1 A disability is a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. It may be visible or hidden.

4.2 This includes:

Category	Examples
Specific learning difficulties	Dyslexia, dyspraxia, dyscalculia, ADHD
Physical disabilities	Cerebral palsy, muscular dystrophy
Sensory impairments	Hearing loss, visual impairment
Long-term health conditions	Epilepsy, diabetes, Crohn's disease, chronic fatigue syndrome
Mental health conditions	Anxiety, depression, bipolar disorder, PTSD
Neurodivergent conditions	Autism spectrum condition

4.3 Applicants and students do not need to identify as disabled to receive support, if a condition affects their studies or student life. "Disability" is used broadly in this policy.

5. Legislation

5.1 This policy is based on the Equality Act 2010, which defines disability as a physical or mental impairment with a substantial and long-term effect on normal day-to-day activities.

5.2 UKMC must make reasonable adjustments so that disabled applicants and students are not put at a substantial disadvantage. Unfavourable treatment, harassment and victimisation are prohibited.

5.3 UKMC will meet these duties and ensure fair access to learning support.

6. Disclosure Procedures

6.1 Applicants and students are encouraged to tell the Wellbeing Department about their condition as early as possible, so their needs can be assessed and support arranged.

6.2 **Process.**

(a) The Wellbeing Department reviews every disclosure.

(b) Supporting evidence, such as medical evidence, may be requested. Evidence requirements follow the Support to Study Policy and Procedure, 4.4.

(c) With the student's consent, the Wellbeing Department works with the Academic Office to put support in place. Information is shared with the Safeguarding Team only where there is a risk of harm (10.3).

6.3 All disclosures are handled sensitively and confidentially, in line with UKMC data protection and data security policy.

6.4 **Applicants: Prepare for Foundation (PFF) and Prepare for Degree (PFD) days.**

6.4.1 Applicants who disclose a disability or condition during the application process will be offered reasonable adjustments for their PFF or PFD day and asked to provide supporting evidence.

6.4.2 Applicants are encouraged to disclose as early as possible in the application process. Where disclosure is late, UKMC will provide the adjustments that are reasonably practicable in the time available, and some adjustments may not be possible.

6.5 **Induction.**

6.5.1 Applicants who pass the admission test will have their agreed adjustments carried forward to their induction day.

6.5.2 Where ongoing adjustments are needed after induction, the Wellbeing Department will invite the student to request an LSP under the Support to Study Policy and Procedure.

7. Reasonable Adjustments

7.1 Reasonable adjustments prevent disabled applicants and students from being put at a substantial disadvantage. Inclusive curriculum and teaching should also reduce barriers for students who have not disclosed.

7.2 An adjustment must:

- reduce or remove the substantial disadvantage while maintaining academic standards;
- be practicable within UKMC's resources;
- not compromise the health and safety of the student or others; and
- not unfairly disadvantage other students.

7.3 Examples include:

- online learning materials;
- deadline extensions;
- changed assessment formats;
- adjustments for admissions tests and interviews;

- wellbeing drop-ins, mental health referrals and disability guidance; and
- Personal Emergency Evacuation Plans (PEEPs).

7.4 **Process.**

(a) Requests go through the Wellbeing Department, working with the Academic Office, Admissions and other departments.

(b) Adjustments are recorded and monitored throughout the student's studies to check they are still appropriate.

(c) Support is delivered sensitively and confidentially.

7.5 A student may request an LSP, or their PAT may recommend one. The Support to Study Policy and Procedure then applies, including Course Director approval and fortnightly PAT check-ins.

8. Roles and Responsibilities

8.1 **All staff** promote an inclusive environment, encourage early disclosure, and treat applicants and students fairly and without discrimination.

8.2 **The Admissions Team** invites applicants to disclose during the application process, tells the Wellbeing Department about disclosures, and arranges agreed adjustments for PFF and PFD days and admission tests.

8.3 **The Wellbeing Department:**

- makes wellbeing services accessible and responsive;
- completes UKMC disability awareness training;
- gives individual support to applicants and students who disclose;
- reviews disclosures, coordinates support and helps gather evidence; and
- works with other departments to arrange adjustments.

8.4 **Personal Academic Tutors (PATs)** may recommend an LSP and hold fortnightly check-ins with students on an LSP.

8.5 **Academic and other support departments:**

- put agreed adjustments in place with the Wellbeing Department;
- design teaching, learning and assessment inclusively, and implement LSP adjustments;
- recognise that academic staff do not assess disability or decide support needs; and
- keep in regular contact with the Wellbeing Department about disability-related concerns.

9. Review and Monitoring

9.1 This policy is reviewed every two years. UKMC may amend it sooner in response to changes in legislation, guidance or practice.

9.2 Questions about monitoring or review go to Student.wellbeing@ukmc.ac.uk.

10. Data Protection and Confidentiality

10.1 Information given to the Wellbeing Department is confidential and handled under UK GDPR and the Data Protection Act 2018.

10.2 Information about an applicant's or student's disability or LSP is shared only with relevant staff, on a need-to-know basis, with the person's explicit consent.

10.3 The exception is where withholding information could put the person or others at risk of harm. Information may then be shared with appropriate services, including the Safeguarding Team, under safeguarding responsibilities.

10.4 Applicants and students can view their agreed adjustments and support plan on the student portal. These records are visible only to staff assigned to support them, as set out in the Support to Study Policy and Procedure, 6.5.3.

10.5 Information about applicants is held under the UKMC applicant privacy notice.

11. UKMC Points of Contact and Support

Wellbeing Department: Student.wellbeing@ukmc.ac.uk, or visit the Wellbeing Office at any campus during opening hours except bank holiday.

Out of hours or in a crisis:

- Emergency: call 999
- Urgent mental health support: call NHS 111 and choose option 2
- Samaritans: call 116 123 (free, 24 hours)
- Shout: text SHOUT to 85258

12. Related UKMC Policies

All are on the UKMC Policies and Legislation page.

- Support to Study Policy and Procedure
- Student Support and Wellbeing Policy
- Vulnerable Student Support Policy
- Accessibility Policy
- Admissions Policy
- Equity, Diversity and Inclusion (EDI) Policy
- IT Data Protection and Data Security Policy

13. External Reference Points

- Equality Act 2010
- Data Protection Act 2018 and UK GDPR