



UCFB|GIS*

Appendix A: Policy and Procedure for Applicants with Declared Disabilities

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*UCFB|GIS and GIS are trading names of University Campus of Football Business Limited

1. Purpose

1.1.

- 3.5. The Equality Act also allows for "positive action". A HEI can, therefore, advertise that applications are welcomed from all groups and can target groups that are under-represented on a particular course. In addition, it is possible to advertise courses as open to disabled people only, since it is not unlawful to treat disabled people more favourably than non-disabled people.

4. Procedure

4.1. Applicants with a declared disability

- 4.1.1. All applicants to UCFB|GIS are encouraged to declare any disability that they may have in the relevant section of their UCAS or Postgraduate application form. The lists of disability codes currently used by UCAS Admissions System are provided below in Figure 1.
- 4.1.2. In addition, applicants are encouraged to provide information relating to their disability, and in particular whether additional facilities or support are likely to be required during the course of their studies. This could be included in the application, or through direct contact with UCFB|GIS.
- 4.1.3. Visiting students are asked to indicate whether or not they have a disability, but are not asked for details of the disability in the application form. Those who have indicated that they have a disability are contacted directly by a specialist advisor from the Student Support team. Non-UK applicants (those who have not lived in the UK for a period of 3 years or more) are encouraged to provide translated copies of their evidence . Where a translated copy is not provided, applicants may be asked to attend a UK assessment (where practicable) at a cost to themselves.
- 4.1.4. Applicants who have not provided any information on disability, a (redacted) 4.a

applicant and the Programme Leader where that is possible. The application will be on hold during this process. There will be no requirement for the Admissions Team to contact the applicant since the applicant will be part of the discussion. If the decision is taken that the offer can be made, the Admissions Team will be informed and will be able to make the offer.

- 4.3.7. Very occasionally, following the discussions set out in [4.3.6](#), it may not be possible to make the adjustments required to enable the applicant to undertake the course applied for. For example, this may be because the person is unable to meet the professional competencies of the course, or because of health and safety risks related to equipment which the applicant would be required to use on the course. In these situations, academic colleagues and the Student Support team would work with the student to consider if a place on an appropriate alternative programme could be offered.
- 4.3.8. If no agreement can be reached regarding an alternative programme, and UCFB|GIS decides that it cannot offer a place to the student, the applicant should be informed of this decision in writing by a senior member of staff (Dean or their nominated representative), and provided with reasons as to why no reasonable adjustments were possible. The applicant should be assisted in the process of securing an appropriate alternative programme at another institution.
- 4.3.9. In the event that UCFB|GIS finds that it is unable to meet an applicant's support needs after the offer has been issued (e.g. when an applicant discloses a disability after an offer has been made), it may in exceptional circumstances be necessary to withdraw the offer. In such cases the applicant will be informed of the reasons as to why no reasonable adjustments were possible. Whenever possible, the applicant should be involved in discussions to find a place on an appropriate alternative programme at UCFB|GIS and, if this is not possible, the applicant should be assisted in the process of securing an appropriate alternative programme at another institution.
- 4.3.10. If a student has started a programme but expresses an interest in transferring, the same process above will need to be followed to ensure that reasonable adjustments can be made for the student on the new programme. A discussion with the student, Programme Leader and Student Support team will take place to assess the suitability of the new course, and any reasonable adjustments that need to be made.

4.4. Interviews / Auditions

- 4.4.1. If the selection procedure involves an interview or audition, all applicants should be asked if they require any adjustments to be put in place for the interview or audition, and the Admissions Team should make adequate arrangements to ensure that an applicant with additional needs is not disadvantaged. The Learning Support Lead can provide advice if required.

4.5. Reports and Communications

- 4.5.1. All communications with offer holders should be provided in an alternative format if requested.
- 4.5.2. Student Recruitment and Admissions maintain records identifying undergraduate and postgraduate offer holders who have declared a disability. The relevant reports can be sent to in-house Facilities and Accommodation advisors, and to UCFB|GIS undergraduate and postgraduate advisors within the Student Support team. Should any other service require copies of these reports, they should contact Student Recruitment and Admissions to make a request.
- 4.5.3. During the admissions cycle, Student Support Advisors will send a standard email to all offer holders who have declared a disability, sign-posting them to the support services available.
- 4.5.4. The Student Support Advisors will also proactively contact applicants for further information where necessary, and to advise Facilities and Accommodation services in order to plan ahead. Student Support Advisors may act as the main point of contact between the new students and these services.
- 4.5.5. The Student Support team will update the institution's student records system providing details of applicants with a declared disability and their needs.
- 4.5.6. All invitations to any other post-application events should include information about the student disability services to encourage both applicants who have declared a disability, and those who have not, to take the opportunity to speak to staff if they feel it may be beneficial to them.
- 4.5.7.

Figure 1

UCAS Disability Codes

These are the disability codes for UCAS:

A - No disability;

B - You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder;

C - You are blind or have a serious visual impairment uncorrected by glasses;

D - You are deaf or have a serious hearing impairment;

E - You have a long standing illness or hea.0028 Tc -0.002 Tw 0.246 ()Tj0a Oa ar.002 Tw 0.24 O Td