



Any queries can be discussed with the relevant **Adviser**, email: disabilityservice@bangor.ac.uk or mentalhealthadviser@bangor.ac.uk .

If your query is in relation to your School, you can contact the **Disability Contact** direct or speak to your **Personal Tutor**.

For information on the University's legal responsibilities in relation to the implementation of reasonable adjustments, see BU's Code of Practice on Provision for Disabled Students: <https://www.bangor.ac.uk/ar/main/regulations/home.htm#code11>

Student Services, Disability Service

Your PLSP Explained



- **Advice on and adjustment to course-work deadlines if necessary**

Q Shouldn't I receive extensions to all my course-work?

A No, students will not receive automatic extensions. This would probably not be an effective strategy as all your work could pile up. All students need to manage their time effectively, including those students who often for disability-related reasons take longer to study. If you need help with your time management either contact your personal tutor or your adviser.

Where your PLSP includes the above statement, your School will take into account your individual situation should you request an extension to a piece of coursework.

Q Do I need to provide a doctor's note for each extension?"

A If you require an extension as a result of having a chronic health condition then there shouldn't be a need for additional evidence as we will have a doctor's note on file. A one-off extension is also reasonable if, for disability-related reasons, you have fallen behind schedule. An additional doctor's note should only be required for extenuating circumstances in line with your School's policy.

- **Provision of handouts/copies of OHP or slide presentations, where possible, prior to lectures, tutorials, etc.**

Q Most of my lecturers publish their slides on Blackboard prior to lectures which is great – shouldn't all lecturers do this?

A Ideally, yes, but it's not always going to happen. For many students not having copies of slides in advance for the odd lecture will not be a problem. However, if you need to have slides in advance ALL the time, please let your Adviser know and we will arrange for your PLSP to be amended.

- **Advice on priorities for reading research, if required**



Q I have been given reading lists but they recommend whole books – shouldn't I be given more specific guidance?

A If you simply require reassurance that you are on the right track, contact the person who has set the assignment. However, if you need more support because, for example, it takes you substantially longer to source texts, you should ask for more specific guidance from the lecturer. You can also approach your School's Disability Contact as well.

What is a PLSP?

A PLSP stands for Personal Learning Support Plan. They are drawn up by the Disability Service for individual students. Your PLSP will outline the effects of disability on your study as well as the recommended arrangements that are required to make sure you are able to access your course and university facilities.

Why do I need a PLSP?

A PLSP will make sure that you and your School are clear about what provision is required. Responsibilities of the Disability Service, Academic School and yourself are laid out in the PLSP.

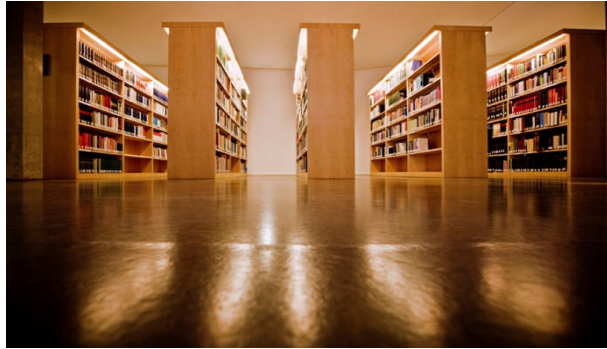
Who sees my PLSP?

That's up to you. The usual process is that once you have registered with the Disability Service, we will draw up a PLSP with yourself and your School's Disability Contact. See: <http://www.bangor.ac.uk/student-services/disability/index.php.en#plsp> Once we have agreed the Plan, it is then the responsibility of your School's Disability Contact to let relevant staff in your School know of your PLSP so that the recommended arrangements can be put in place.

You are entitled to put restrictions on who sees your PLSP, after all it is your Plan. You need to be aware though that this could affect some arrangements being put in place. If you have concerns about how your PLSP will be circulated, please discuss further with your Disability Adviser or Mental Health Adviser.

Some 'Reasonable Adjustments explained...

- Access to Library provision: Extended library loans



Q My PLSP recommends that I have extended library loans. What do I need to do next?

A Nothing! The extended loan should be granted automatically each time you take out a book. If this doesn't happen, let us know.

Q How do I arrange the book collection service?

A Issue Desk staff are willing to help students to obtain books and journals who have difficulty accessing the shelves. If you would like this service, please hand in a list of the items you need before 4 pm. The items will be ready for you to collect by 10 am the following day.

- Permit recordings of lectures/tutorials for personal use



Q Some lecturers seem to be reluctant to allow recording. Am I allowed to record every lecture?

A If this is in your PLSP then yes it would probably be considered to be a reasonable adjustment under the Disability Discrimination Act (DDA). However, please note that you have entered into an agreement with the university that recordings are for your personal use only. This means they must not under any circumstance be published on the web, or on any public site.

Q In one of my modules, my lecturer tells me to switch off my recorder when group discussions take place. Is this allowed?

A Recordings should only be used as an alternative strategy to note-taking. Where lectures are participatory and contributions touch on personal issues or opinions, it is appropriate for you to stop recording.