

Disability Services

Your PLSP Explained



What is a PLSP?

PLSP stands for Personal Learning Support Plan. PLSPs are drawn up by Disability Services 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 the provision required. Responsibilities of Disability Services, your 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 provided us with appropriate documentary evidence, we will draw up a PLSP within MyBangor. You should be able to view and agree to your PLSP at: <https://apps.bangor.ac.uk/plsp/student/>
The information that your Personal Tutor, and Module Organiser / Lecturers need to know to support your learning (eg maybe you need lecture materials before a lecture) will then be available for them to see. This makes it much quicker and easier for staff to put in place reasonable adjustments. For further information please see:

<http://www.bangor.ac.uk/student-services/disability/index.php.en#plsp>

Remember, you DO have the right to **strict confidentiality** and to restrict who has access to 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, Mental Health Adviser or SpLD 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, twice the usual loan period which may vary, should be granted automatically each time you take out a book. If this doesn't happen, let us know. You should still make sure to renew or return the item by the extended date, or you could become liable for a library fine.

Q How do I arrange the book collection service?

A If you are eligible to use this service (i.e. it is mentioned in your PLSP), please make a list of the items you need and contact the library, using your preferred method of communication:

Phone: 01248 382981

Email: library@bangor.ac.uk

Facebook:

<https://www.facebook.com/bangoruniversitylibrary/?fref=ts>

Library Chat: click *Ask the Library* on the library catalogue

In person: ask library staff

As long as they are available, the books will be ready to collect from your library site of choice by 4pm 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 Equality Act. 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.

- **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 Tutor for general guidance.

- **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 please contact either 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 an enduring 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 will be required for other health conditions that may arise and for extenuating circumstances in line with your School's policy.

Q What do I need to do if I have to miss a lecture / tutorial / practical session?

A Each School will have guidance on self-certificating absence but there may be times when you need to produce an additional doctor's note (particularly where your course requires a certain percentage of attendance). Please discuss with your School as your PLSP will not over-ride regulations.



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

If your query is in relation to your School, you can contact the **Disability Tutor** 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>