

Evidence Required for Disability Related Support All Disabilities (including autistic spectrum disorders)

(Please note: students who have a Specific Learning Difficulty e.g. Dyslexia, Dyspraxia, should refer to the 'Specific Learning Difficulties' guidance for evidence requirements)

The Disability Service provides support for students if they have an impairment that meets the definition of a disability as defined in the Equality Act 2010.

Definition of disability A person is disabled under the Equality Act 2010, "if they have a physical or mental impairment (an impairment also includes certain sensory impairments) that has a 'substantial' and 'long-term' adverse effect on their ability to carry out normal day-to-day activities". This may include (but is not limited to) medical conditions including those relating to mental health, developmental conditions, mobility difficulties, or specific learning difficulties.

'Substantial' means more than minor or trivial. 'Long-term' means that it has lasted or is likely to last for at least 12 months or for the rest of the life of the person affected. Normal day-to-day activities are those activities that are carried out by most people on a regular and frequent basis.

Evidence Requirements

In order for the Disability Service to assess your needs and the support required, the University requires you to provide appropriate supporting evidence to the Disability Service to allow the University to establish whether your impairment is considered to be a disability under the Equality Act 2010 and assess the impact of your impairment on your studies. MMU reserves the right (acting reasonably at all times) to determine whether the evidence you provide is considered to be recent enough and/or acceptable and may require you to provide updated evidence either at the stage you disclose your disability to MMU and/or at any stage during your continued use of the Disability Service.

Disclosing Your Disability to Manchester Met:

1. Fill in the Disclosure of Disability form. This form is available to download from <https://www2.mmu.ac.uk/student-life/wellbeing/disability/get-support/guide/> or available at the Disability Service Reception desk.
2. Provide a copy of a letter from an appropriate professional evidencing your disability and the extent of your impairment. This will usually be from a qualified medical professional (e.g. GP, consultant). **Detailed information about what this letter should contain is outlined for the medical practitioner overleaf. If the evidence provided does not contain the information we require we will ask you to provide further evidence and will retain the original evidence you provided.**
3. Return your completed disclosure form and medical evidence to:
Disability Service, Manchester Metropolitan University
Employability Hub, Business School & Student Hub,
Oxford Road, Manchester, M15 6BH

Or email disability.service@mmu.ac.uk

Please note:

- You may need to pay for evidence recording your disability, we cannot be held responsible for any costs incurred
- You should always keep your original evidence and only provide us with a **copy**
- We may request more detailed evidence than required by a funding body for a Disabled Students' Allowances application, if the impact on your normal day-to day activities or study is not clear.
- In exceptional cases, where an impairment is clearly visible to others (such as evident disfigurements), medical evidence *may* not be necessary. Please discuss this directly with an adviser. Evidence will be required if specific adjustments are to be considered, for example, assessment recommendations and/or if applying for funding such as Disabled Students' Allowance.
- Special rules under the Equality Act 2010 apply to people with certain progressive conditions.
- Certain people are automatically deemed disabled under the Equality Act 2010 (individuals with diagnosed HIV infection, multiple sclerosis and cancer) from the point of diagnosis. Medical evidence will still be required to understand the impact on the student.
- Where a disability (as defined by the Equality Act 2010) is established, the Disability Service will work alongside you to determine any reasonable adjustments that may be required to support you with your studies at the University. The nature and scope of such adjustments will always be determined on a case by case basis based on identified needs.
- In some circumstances, where support from the Disability Service will not be appropriate, (e.g., where your impairment is only temporary) we will refer you to relevant services within MMU for further assistance.
- MMU reserves the right to update or amend this Disclosure Form at any time and without prior notice.

If you have any questions, please contact us on 0161 247 3491 or by email at disability.service@mmu.ac.uk

Notes for Medical Practitioners

You have been asked to provide medical evidence of a student's disability/impairment for Manchester Metropolitan University. We, the Disability Service, are responsible for ensuring reasonable adjustments are put in place for students who provide evidence from a qualified medical professional that allows us to confirm that a student is disabled as defined by the Equality Act 2010. We also help identify if disabled students are eligible to apply for Disabled Students' Allowances.

We ask for evidence in the form of a letter or report, dated, and written on letter-headed paper and signed by the medical professional writing the letter or report (not pp'd).

For students with physical, mental, or multiple impairments

We need a letter/report confirming:

1. The nature of the mental/physical impairment/condition and the diagnosis (if applicable).
2. When the impairment was identified and/or how long it has lasted and/or is likely to last.
3. The main effects (including the severity) of the impairment on the student's studies and their carrying out of normal day-to-day activities including symptoms they experience; this can include the side effects of any medication and also a description of the effect of the impairment without medication or auxiliary aids. Please include any further information which you feel may help us to identify appropriate support for the student.
This point is particularly important as it enables us to be thorough in addressing the needs of the student and ensuring that any appropriate reasonable adjustments can be made. We are not looking for your recommendations for adjustments, as these will depend upon the course/Professional Body requirements and university regulations.

For deaf or hearing impaired students:

We need a letter confirming the hearing loss and the impact of this loss on daily activities/studies; this can be from a doctor or audiologist.

For blind or visually impaired students:

We need a letter confirming the level of sight loss and the impact of this loss on daily activities/studies; this can be from a doctor. If the student is certified as blind, severely sight impaired, sight impaired or partially sighted by a Consultant Ophthalmologist, medical evidence is still required although there is no requirement to detail the impact, as the impairment will be deemed to be a disability.

Storage of information and confidentiality

The information you provide will be retained by the University's Disability Service; and used to process the student's request for support/reasonable adjustments. Students have a right to see the information held on file by the University relating to them. Any further sharing or processing will only be made with the consent of the data subject; or in exceptional circumstances as permitted by law. The University is a registered Data Controller and adheres to a strict data protection policy (see www.mmu.ac.uk/policy for full details) and the Data Protection Act 1998.

Further information is available at our website: www.mmu.ac.uk/disabilityservice