

Appendix A – Student Responsibilities

As an independent student studying at the University, you have a responsibility:

Disability and Inclusion

- To inform Disability & Inclusion of any changes to support requirements.
- To inform Disability & Inclusion of any changes to exam arrangement requirements, prior to any published deadline including changes to the programme of study. More information regarding Examination Deadlines can be found [here](#).
- To inform Disability & Inclusion of any in-class test giving at least three weeks' notice prior to the in-class test if you have been agreed and require a scribe.

Academic Department

- To arrange how to access/collect lecture notes/handouts through your academic department where **NOT** available on Portal.
- Prior to any formal or in-class tests, to check either with your academic department that the correct exam arrangements are in place, and to arrange an appointment with Disability & Inclusion if further discussions are required.
- To make contact with tutors to ensure that an appropriate work placement / experience is arranged if this is an essential requirement of your course.

Assignments and Deadlines

- To request extensions and complete relevant paperwork following University guidelines in advance of deadlines. Further information [here](#).

NMH Support

- Each year to arrange Non-Medical Helper (NMH) support with Disability & Inclusion where agreed. If you no longer require NMH support, you should notify Disability & Inclusion's NMH Support Officer via nmh@chester.ac.uk
- To follow the Student Code of Practice for NMH support workers, engaging with external support providers and adhering to the NMH booking policy. These forms can be found on our Portal pages [here](#).
- Provide your support worker with relevant course information to aid them in supporting you. For example, this may include module handbooks, module descriptors and details of assessment submission deadlines or examination timetables.

General

- To regularly check your student email account.
- To access any relevant services and procedures as available to all students studying at University of Chester.

Professional Placements:

- You are expected to initiate and contribute to discussions with relevant people as necessary, organising placements around your individual needs to ensure that any adjustments are implemented appropriately in any placement environment. This may include people inside and outside of the University.
- You are expected to discuss any concerns relating to support with your Placement Mentor and academic department.

- You are required to familiarise yourself with the RAPP to aid and assist you with discussing reasonable adjustments with your academic department in preparing for placement.

Consent to disclose to third party organisations or individuals

- If you wish for Disability & Inclusion to disclose your situation with third party organisations or individuals, then you must provide us with written consent. These forms can be found under Privacy & Consent on our webpage here – [Policies, Documents and Forms](#).

Please note that if you do not access all the support provided for you this could impact on any grounds for deferral/appeal.