



UGM
Manchester

Summary of Reasonable Adjustments **(SORA)**

Information Guide

At University of Greater Manchester, in-keeping with the Equality Act (2010), we ensure that all students are supported and experience equality as they carry out their studies. Every student who provides appropriate documentation may be eligible to receive a SORA.

What is **SORA**?

SORA is a document that details the reasonable adjustments that have been put in place, to enable you to engage with your studies and University life. These supportive measures include adjustments for your exams and in lectures and are implemented to provide equal opportunities for all students.

1

- Inform Disability and Inclusion Team about your condition by emailing us at DisabilityandInclusion@manchester.bolton.ac.uk
- Provide medical evidence confirming your condition

2

- Disability and Inclusion Team will then discuss this with you and create your SORA

3

- It is crucial that you read through your SORA and any other details relating to the reasonable adjustments provided to you. We will need your consent to share the SORA in writing.

4

- Your SORA will only be shared with staff that have a direct link to supporting your studies, such as teaching staff; however other members of university staff such as the Faculty Office may also require information to arrange support.

We encourage you to utilise the support that is available to you and to contact the Disability and Inclusion Team if you experience any issues or would like to discuss your SORA further.

Who will have access to my **SORA**?

The Disability and Inclusion Team will outline which information will be shared with members of staff. Information will only be shared with your permission. If you do not give permission, then the Disability and Inclusion Team will explain how this may affect the support that can be put in place for you. Your decisions regarding your personal information will be respected.

My **Assessments**

How do I organise my individual exam arrangements?

Once there is a SORA in place. Your individual exam arrangements are set by the Disability and Inclusion Team.

You will receive an email with details of your adjustments and then your exam docket will follow with your exam arrangements for upcoming examinations.

This confirmation will be emailed to you 10 working days before your examinations.

If you believe you are missing either the confirmation of your adjustments or your exam docket, please contact the Disability and Inclusion Team as soon as possible on disabilityandinclusion@manchester.bolton.ac.uk

If the Disability and Inclusion Team has requested evidence, then this must be provided 3 weeks before the first date of your examinations.

What about in-class tests?

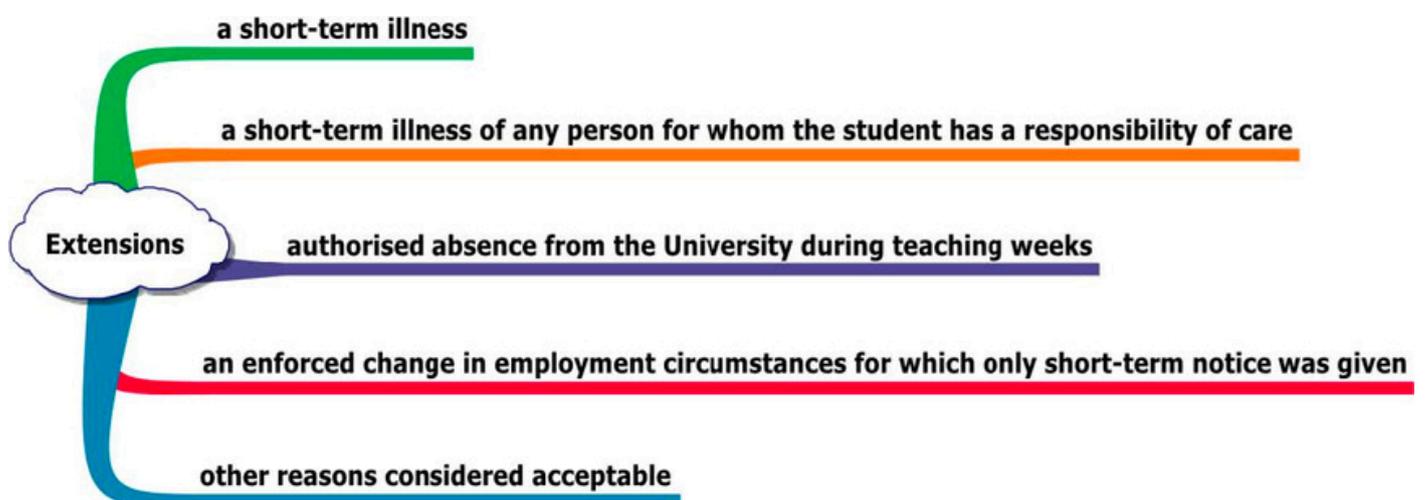
You may be eligible for adjustments in classroom-based tests. However, you will need to discuss your arrangements with your lecturers to ensure that the adjustments would be appropriate for the assessments.

Are there any allowances made for my disability when my work is marked?

The marking at UGM is anonymous and those who have a SORA are not identified separately. It is expected that you engage with the support offered to you so that you learn strategies to complete your assessments to the satisfying standards.

Can I get an extension if I have SORA?

Extensions are not automatically provided to students with a SORA. Students can apply for a short-term extension if they are experiencing any of the following:



Each application for extension is considered individually. There is an expectation that you will engage with support at university and through DSA so you will be able to submit work on the deadlines stipulated. However, if your personal circumstances are such that you believe that you may be eligible for an extension, then you can contact the Disability and Inclusion Team or iCentre to seek advice.

Campus Access

If you're experiencing issues with the accessibility of the building at UGM, then please arrange a meeting with the Disability and Inclusion Team.

In addition, if you believe that you would find it difficult to evacuate in the event of an emergency, you should arrange an appointment with the Disability and Inclusion Team regarding a Personal Emergency Evacuation Plan.

Managing my Studies

I need materials in alternative formats – how do I arrange this?

If you need any study materials in different formats, please contact the Disability and Inclusion Team.

Can I get help to improve my study skills?

Students with specific learning difficulties and students with mental health conditions can get access to a Disability and Dyslexia Advisor. Please discuss this with the Disability and Inclusion Team.

You could also access specialist study skills and mentoring support through the Disabled Student's Allowance. Link to apply for it is provided below. Further information about applying for DSA can be found on our VLE pages:

https://learnuobm.uk/pluginfile.php/244921/mod_resource/content/2/UoBM%20DSA%20process.pdf

I struggle with notetaking; can I record my lectures?

If you would like to record your lectures, you will need to request this from your lecturer. The recordings must only be used for your own personal study use and should not be shared with others or reproduced without the permission of your lecturer.

Useful links

There are many useful organisations and charities, that may be able to provide you with additional information, support and advice.

Applying for DSA:

[Disabled Student's Allowance](#)

Organisations and charities:

[Action on Hearing Loss](#) - UK charity helping people confronting deafness, tinnitus and hearing loss to live the life they choose.

[ADHD Foundation](#) - an integrated health and education service offering support for ADHD, Autism, Dyslexia, Dyspraxia, Dyscalculia and Tourette's syndrome.

[Blind in Business](#) - supports blind and partially sighted graduates into employment.

[British Dyslexia Association](#) - provides advice and support to dyslexic people and those with whom they come into contact.

[Dyspraxia Foundation](#) - charity that supports individuals and families affected by developmental Dyspraxia.

[Mind](#) - charity that offers information and advice to people with mental health problems and lobbies government and local authorities on their behalf.

[Samaritans](#) - charity aimed at providing emotional support to anyone in emotional distress, struggling to cope, or at risk of, often through their telephone helpline.

[Scope](#) - disability equality charity

[The National Autistic Society](#) - charity for people on the autism spectrum. Provides support, guidance and advice, as well as campaigning for improved services and opportunities to help create a society that works for autistic people.

[Young Epilepsy](#) - charity that offers range of services for young people with epilepsy including helpline, guidance and information resources.