

## STUDENT AGREEMENT 2020

### The rights and responsibilities for students receiving support through the Academic Support Worker service at Victoria University

#### Disability disclosure/confidentiality

I understand that to determine the type of support I am eligible for, I am required to discuss the nature of my disability and the impacts on my studies at an interview with an Accessibility Liaison Officer (ALO).

I understand that the ALO will not discuss or disclose the nature of my disability or requirements with teaching staff without my permission.

All students are encouraged to approach University staff to discuss the impacts of their illness or disability. Teaching staff appreciate opportunities to learn about the impacts of illness or disabilities from students because this information increases their understanding of influences that affect student learning and helps to improve their teaching practice. These discussions often increase students' confidence as well.

#### Supporting documentation

I understand that before I can receive any support, I need to provide the ALO with a *Health Practitioner's Report* or a comprehensive medical document that verifies my disability/medical condition and recommends appropriate academic support. For Learning disabilities such as dyslexia, a report from an Educational Psychologist is required, to outline relevant impacts on learning.

#### Final Assessments

If an ASW is required for my final assessments, I will provide Accessibility Services with details of final assessment, including the date, time and location of the assessment as soon as possible. Alternative arrangements must be organised prior to the final week of the Block period, or for traditional semester length units, **four** weeks prior to the commencement of the Examination period. Accessibility Services requires time to confirm arrangements with the Academic Support Worker (ASW) service and/or the Assessment and Examination Unit.

I understand that if I do not attend a scheduled final in-class assessment or exam I must submit an online application for Special Consideration and that this procedure will require submission of evidence to support the absence.

#### Academic Support Worker (ASW) service

Academic Support Workers (ASW) are Note Takers, Participation Assistants, Auslan Interpreters, Scribes and other support workers that are engaged to support students in their learning in class. If applicable, I understand that I need to supply the ALO with up to date course information, including a class timetable at the beginning of each semester or Block period, so that timely provision of support can be arranged.

I agree to notify the ALO immediately of any changes to my enrolment and timetable as soon as possible.

I understand that the ALO will recommend the type and level of support I receive. Recommendations are based on the documentation I have provided, an assessment of how the health condition and/or disability impacts my study and the availability of necessary resources.

I understand that my Access Plan will be forwarded to the Course Coordinator (HE) or Course Manager (VET) and from time to time liaison between the ALO and teaching staff may be required.

I understand that the provision of Academic Support Workers (ASW) or In-class support, such as note takers or Auslan interpreters, is subject to the availability of suitably qualified staff.

I understand that it is my responsibility to provide note takers with adequate stationery supplies to complete the task and classroom notes will only be taken if I attend class. I understand that it is my responsibility to ask the teacher or another student for a copy of the notes for classes I have missed.

I understand that it is my responsibility to provide a laptop to the ASW if I require my notes to be typed and if necessary, it is my responsibility to borrow a VU laptop from the Library for note taking purposes.

I understand that ASW are external employees and will be treated with dignity and respect. If I believe an ASW is not adhering to their roles and responsibilities, I should report this as soon as practicable to an ALO and that this will not affect the support provided to me.

### **Communication**

If at any time I require extra support or assistance, beyond the hours agreed to, I understand I must contact the ALO to discuss additional support. I will not approach an ASW about providing extra support. The ASW will not be paid for unauthorised hours of work.

All members of the University community have a responsibility to ensure they contribute to a learning environment that is respectful and professional. As outlined in the [Student Charter](#), I will behave respectfully towards all VU students, staff and visitors.

I understand that treating someone unfairly because of a personal characteristic such as their age, disability, gender identity, sexual orientation, political belief, race, religious belief or activity, and sex, and any form of harassment or violence towards VU staff, students and visitors is not tolerated at VU.

Accessibility Services recommends all students download the VU Safe app to their mobile. If you feel unsafe, contact security on 9919 6666.

Unless negotiated as part of a particular ASW task for a student with extenuating circumstances, I understand that I am not permitted to ask the ASW for a lift in their vehicle or for other personal support.

### **Lateness/absences/cancellation of support**

If I am unwell or unable to attend a class on a particular day, I will contact Accessibility Services 24 hours in advance or as soon as possible to cancel the ASW booking.

I will arrive on time for my classes and if I am more than 20 minutes late without informing Accessibility Services, the ASW will leave.

***If I do not attend a class, or fail to cancel support when it is not required on two occasions, I understand that I will need to attend a review meeting with an ALO and my support may be reduced or withdrawn.***

Accessibility Services reserves the right to withdraw services if a student fails to meet their obligations as outlined in this agreement. It is expected that all VU students will comply with the University's Statutes and Regulations as they pertain to behaviour and academic progress. A copy of these can be provided upon request.

## Understanding this Agreement

If you do not understand something in this agreement, or have any questions, it is important to discuss this with an ALO. If there is any aspect of the agreement that you do not agree with, or if you feel that you cannot meet some of the requirements, discuss this with an ALO **before** signing this agreement.

## Student Agreement

I have read and understood the Accessibility Services, 'Student Agreement' and agree to abide by the general and specific points raised in this document.

Student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:     /     /

Accessibility Liaison Officer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:     /     /