

STUDENT AGREEMENT 2018

This agreement outlines the rights and responsibilities for students receiving support through Accessibility Services 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.

Course information

I understand that I need to supply the ALO with relevant and up to date information about my course, including a class timetable at the beginning of each semester if I access the Academic Support Worker service.

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

Provision of support

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.

Examinations

I will provide Accessibility Services with the examination timetable as soon as possible. Alternative arrangements must be organised at least four weeks prior to the commencement of the Examination period. Accessibility Services requires this time to confirm arrangements with the Assessment and Examination Unit and the Academic Support Worker (ASW) service. I understand that if I do not attend a scheduled exam I must submit an online application for Special Consideration.

Exams for students registered with Accessibility Services are held at the VU St Albans Campus (special arrangements are not possible at the Melbourne Showgrounds).

Academic Support Workers (ASW)

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 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.

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 students and staff.

Lateness/absences/cancellation of support

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

If at any time I am unsure of my rights and responsibilities as a student receiving support, I can discuss the matter with an ALO.

Student: _____

Signature: _____ Date: / /

Accessibility Liaison Officer: _____

Signature: _____ Date: / /