**YOU are responsible for**
- Explaining your requirements to us
- Applying for funding
- Using support appropriately
- Liaising with support agencies
- Academic work
- Communicating any change in circumstances or support requirements to SWS
- Making and keeping appointments to review support requirements
- Providing evidence of your condition

**Your SCHOOL is responsible for**
- Liaising with Estates Service to ensure access to School facilities including labs, common areas and meeting rooms
- Ensuring the student is able to participate in lectures, seminars, practical classes and field trips
- Monitoring progress and requirements of disabled students
- Disseminating information to relevant academic staff
- Academic staff may be asked to make certain adjustments to their teaching methods such as:
  - providing notes ahead of lectures,
  - allowing recording of lectures,
  - facing the students when speaking,
  - notifying room changes as far in advance as possible.

**The STUDENT WELLBEING ADVISER is responsible for:**
- Talking to applicants and students about their support requirements
- Assisting in applying for the Disabled Students’ Allowances (DSA)
- Helping to arrange assessments of study support requirements
- Liaising with Examinations Office about exam arrangements
- Informing academic schools regarding appropriate support
- Contributing to a range of working groups, e.g. Estates
- Working with agencies to resolve any issues relating to the provision of appropriate support, e.g. note taking, mentoring
- Advising on accommodation issues
- Organising training for staff on disability issues
- Making internal referrals to other services within Student Wellbeing
- Liaising with external services, as appropriate, for more specialist help and advice.