

STUDENT SUPPORT PLAN (SSP) - ROLES AND RESPONSIBILITIES

Step 1
Student Declares a Disability

To NU at Application

To Supervisor or Academic School

Disability Practitioner (DP) reviews all available information received about the student's disability and impact on study.

Step 2
Assessment of Need

Step 3
Approval of Needs

Step 4
Implementation

Step 5
Check-ins

All to consider anticipatory adjustments pre-arrival / prior to individual assessment of needs.

Disability Service (DS)	Graduate Schools	Supervisor(s)	Academic Unit	PGR Student	Occupational Health (OH)	Time Frame
DS reviews all available information received about the PGR student's disability and impact on study and carry out an assessment to identify reasonable adjustments. Arrange case meeting with supervisor(s) and academic unit/Graduate School to review proposed adjustments OR share draft SSP with academic unit/Graduate School to determine their practicality and agree the responsibility for their implementation. Support Plan (SSP) is created. SSP shared with the PGR student for approval via the Student Wellbeing Database. DS guides PGR student where eligible to apply for Disabled Students Allowances.	Authorise access to DSAs assessment. Respond to DS queries about UKRI regulations and practicality of adjustments where needed. Clear information available about where to seek support and individual adjustments.	Refer student to DS for individual assessment of needs. Consult with the DS on appropriate interim reasonable adjustments. Attend case meeting to review support and adjustments ahead of SSP, guided by learning agreement structure/ OR advise DS about practicality of adjustments where needed.	Refer student for occupational health assessment where needed for work-based roles. Consult with the DS on anticipatory/immediate adjustments needed for PGR student.	Share information to support individual assessment of needs. Attend and engage in assessment with DS and where eligible external DSAs assessor. Attend case meeting with DS and supervisory team to review individual support needs. Engage in OH assessment where needed.	School referral of student to occupational health: role dependent eg teaching, for workspace assessment , as part of a normal health referral for programme of study.	15 Working days from receipt of information to inform individual assessment of need.
DS release approved SSP to all colleagues responsible for implementing support and adjustments.	Authorise DSAs expenditure.	Review (DRAFT) SSP and raise any concerns about implementation of identified adjustments with DS.	Purchase approved DSAs support e.g. equipment and NMH, travel. Approve OH workspace recommendations	Review draft SSPs within time frame required (7 calendar days). Request changes where needed. Agree to adjustments identified in SSP. Advise DS where adjustments are not sufficient.	No action	TO BE DISCUSSED
DS to arrange a case meeting with appropriate colleagues and to include PGR student to support the implementation of the agreed adjustments. DS to set up where required identified study skills or interim specialist mentoring support.	Review agreed reasonable adjustments and implement where responsibility lies with GS eg sharing information re oral examination with examiners	Review SSPs and discuss implementation at booked case meeting with students and DS pre or post SSP. Action approved adjustments related to research aspects of PhD.	Advise APR panel of SSP adjustments. Advise student, Supervisor(s) & DS where review of adjustments may be needed following APR.	Advise DS where additional adjustments may need to be considered. Engage with identified adjustments.	No action	TO BE DISCUSSED
DS Automatic check-in 3 months post SSP. Formal termly check-in communication from DS. DS to check-in with PGR student at key points in PGR journey eg APR and thesis submission.	No action	At start of the academic year during scheduled supervisory meetings check student is satisfied with their reasonable adjustments. If any issues reported at any time refer PGR student to DS.	Notify the DS where review of reasonable adjustments may be needed following APR.	Respond to check-ins by DS/OH where adjustments may need to be reviewed or additional support/adjustments need to be considered.	No action	