



## Bath Spa University (Bath and London): Information for Needs Assessment Centres

The following information is for Disabled Students' Allowance (DSA) Needs Assessors who are completing DSA Study Needs Assessments with current or applicant students of Bath Spa University. The information and links can be included in Needs Assessment reports, as needed.

Please note there are differences in provision for BSU Bath and BSU London. If further information or clarification is required for London please contact Student Wellbeing Services: [studentwellbeing@bathspa.ac.uk](mailto:studentwellbeing@bathspa.ac.uk) or email James Rumble, SWS Link Officer [j.rumble@bathspa.ac.uk](mailto:j.rumble@bathspa.ac.uk)

## Bath Spa University: Information for Needs Assessment Centres

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## Library Facilities

Wherever possible, Bath Spa University (BSU) aims to meet the individual library needs of disabled users. To achieve this, students are invited to contact the library to discuss their requirements.

For **all BSU campuses**, contact David Rooney:

[d.rooney@bathspa.ac.uk](mailto:d.rooney@bathspa.ac.uk)

Telephone: (01225) 876769.

Students with an academic access plan can apply for access to the RNIB: Bookshare. for E- books. The RNIB Bookshare provides free textbooks in a range of accessible formats that can be read electronically or adapted to suit the personal reading needs of learners. They currently have 583,347 titles with more being added all the time!

Alongside browsing and borrowing at Newton Park the Library offers a 'Click and Collect' service for all Bath Spa University students and staff. Books can be ordered for collection at Newton Park Library, Locksbrook and Sion Hill. You can request a scan of one chapter (or 5%) of a book or one article per issue of a journal from the University Library's collections for private study using our 'Scan and Send' service. 'Scan and Send' will enable students to access material from library print resources without the need to travel to campus.

## Study Support

The Academic Skills Service (Ask) [Academic Skills – Bath Spa University](#) provides students with support for aspects of academic writing including referencing and critical thinking skills. Students can book 1:1 appointments, attend workshops or drop-in sessions to access support with their written work.

## Photocopying and printing

BSU operates a *Follow-You* printing and scanning service for staff and students. Printing is available across all university campuses, so something can be sent to the print system and can be collected from any of the printers using the BSU smart cards.

A BSU logon account is required to use the service. Students will need to register their card before they can use it. They can also print from their mobile device.

Everything that is sent to the *Follow-You* printers is sent to a central print queue, to retrieve a print out simply find a Ricoh printer, swipe the card over the card reader and using the touch screen, select the item wanted and press the "Go" button.

There are Ricoh printers (known as multi function devices or MFD's) located throughout BSU's campuses so you should have no trouble finding a printer.

Each MFD has a card reader which is used in conjunction with your ID card so students can logon to the printing system to retrieve their prints. [Printing and Scanning - MyServices portal \(topdesk.net\)](#)

### Current print costs for students

Stationary type	Printing costs
A4 Mono single sided	5p
A4 Mono double sided	4p per side
A4 Colour single sided	20p
A4 Colour double sided	18p per side
A3 Mono single sided	10p
A3 Mono double sided	6p per side
A3 Colour single sided	35p
A3 Colour double sided	32p per side

## IT

There is free WiFi connection throughout the university which students access via their student login details. BSU London campus also has WiFi access.

## Mac-based courses

3D Design, Creative Media Practice/Contemporary Dance/Graphic Communication/Films and Drama/Drama/Theatre Production/Commercial Music/Creative Music Technology/Final year of FdA in Arts Management/Masters in Music/Publishing courses/School of Art and Design all courses/Performing Arts/Fine Arts/Dance/Textile design for fashion and interiors/Business.

**Please note that laptops recommended by DSA will need to meet the specifications below for students completing these courses:**

- M1 Macbook Air or newer
- 8 GB of RAM
- 250 GB SSD (or larger if required)
- macOS Monterey

## Office 365

BSU students can download Office 365 free of charge on up to five devices—PC/Mac, tablet, or phone by clicking [here](#). Students will have been emailed their Office 365 login details, sent to their Bath Spa University email.

Recommended specifications for laptops can be found [here](#)

Students can access Cite Them Right using their BSU email address to reference resources used in their academic work correctly. RefWorks is also available to gather, manage, store and share all types of information, as well as generate citations and bibliographies. Both can be found on the website [Researching and referencing – Bath Spa University](#)

Laptops are available for campus use at BSU London.

## Medical Service - BSU Bath only

The University Medical Service is provided by Fairfield Park Health Centre and runs

surgeries on Newton Park campus every day during term-time. Students can book appointments to see a doctor or nurse at Newton Park or Fairfield Park.

Students can register at any time with the University Medical Service through the Fairfield Park website: [www.fairfieldparkhc.co.uk](http://www.fairfieldparkhc.co.uk)

Once registered, students can access online appointment booking, request repeat prescriptions, view test results, their medical record and update their contact details.

Students at BSU London need to register with a local surgery of their choice.

## **Mental Health Service**

The Mental Health Service works with students that are experiencing mental health difficulties, offering specialist advice, guidance and support to help them maintain their mental health. Advisors and counsellors provide professional, short-term interventions and can help students access a range of services.

All BSU and BSU London students can book an appointment to speak with one of the Mental Health Advisors about their situation and discuss options.

The service also helps students in liaising with external services and making referrals to specialist services.

Students can contact the service directly or book an appointment online.

For further information: [BSU Mental Health Service](#)

## **24/7 SWS Services**

Bath Spa University can provide urgent assistance out of hours, and also works with external partners to provide free access to a range of 24/7 digital services.

For more information: [24/7 and Digital Services – Bath Spa University](#)

## Reasonable Adjustments

Reasonable Adjustments are recorded and shared with the student and academics via an Academic Access Plan (AAP). The AAPs are shared with students via e:Vision and (where consent is given) with academic staff involved in delivering teaching and learning on a need to know basis. An AAP can be created without supporting documentation however supporting evidence e.g. a GP letter can provide the Disability with extra important information. Specific adjustments may also be included from a Needs Assessment. The AAP provides reasonable adjustments required for study, assessments, tutorials and placements etc,

## Exams, coursework and assessments

Student Wellbeing Services (SWS) works closely with Student and Registry Services to recommend specific Reasonable Adjustments that will reduce any potential impacts a student's disability may have. This includes the use of assistive technology on the basis of appropriate and specific supporting documentation. Most assessments are designed to be inclusive and therefore are accessible to all students without further adjustments being needed.

Students are encouraged to speak with SWS about any adjustments they may need to access their assessments.

**Please note:** Content capture is used for lectures wherever possible. Increasingly there is an expectation that students, once familiar with new programmes, use assistive technology in support of reasonable adjustments and access arrangements.

## Interim Support

If Non Medical Help (NMH) support is required before the student's DSA application has been processed, Student Wellbeing Services may be able fund interim support. If such a need is identified, Needs Assessors should add this as a specific recommendation in their Needs Assessment Report, stating that the NMH support will be provided by a NMH provider and paid for by BSU. Randstad is also the main provider for this.

## University funded support for student contribution to purchase of laptop

BSU does not automatically contribute to the £200 contribution required by DSA towards the purchase of a laptop, but enrolled students can apply to the [University Access Fund](#) with the necessary evidence following their enrolment as a student at BSU.

## Accommodation

If a student requires a specific type of accommodation due to their access needs (as evidenced by NA recommendation or specific medical evidence), the university may be able to consider this. In addition, the cost of the room may be adjusted to meet the difference between the cost of a standard ensuite room and a studio flat to meet the access needs, where appropriate.

BSU Bath provides a variety of residential accommodation to meet the requirements of disabled students and those with certain medical issues, e.g. wheelchair accessible rooms, a room for carer. There are a few rooms with a visual fire alarm, and vibrating pad alarms are available if a student has a hearing impairment. Separate fridges for individual rooms are not provided by the university but students can request to bring their own if it is required for medical reasons. Please discuss with the Accommodation team in the first instance.

Disabled students choosing BSU as their first choice when applying for courses can apply to be given priority when allocating rooms.

Students that have specific accommodation needs should contact the Accommodation Service at [accommodation@bathspa.ac.uk](mailto:accommodation@bathspa.ac.uk)

BSU London students do not have access to BSU managed accommodation.

## Campus Accessibility

Further detail about BSU Bath campus accessibility can be found at : [Accessible Bath Spa University](#)

Hearing loops are provided at key service points.

## Parking

BSU Bath: Blue badge holders can park for free in any of the disability parking bays at the University but they must still register for a Bath Spa University disability permit.

BSU London does not have any Blue Badge bays.

[Motor vehicle permit information](#)

Students who would not normally be eligible for a parking permit, may be able to apply for a permit due to exceptional circumstances. Exceptional Circumstance applications will need to be supported by relevant evidence from a healthcare professional.

For further information regarding a Blue Badge or Exceptional Circumstances permit: [Click here](#)

## NMH Providers

BSU's main NMH provider for BSU Bath and BSU London is Randstad Student Support.

Bath Spa has an academic year of 32 weeks for Undergraduate students, so all recommendations for non-medical helpers should take account of this. Courses generally have 9 hours of contact per week - approximately 6 hours of seminars/practicals/workshops and 3 hours of lectures.

Postgraduate students may have a different course length please see the University website for more details. [Types of courses – Bath Spa University](#)

Please contact Student Wellbeing Services to discuss any student who has complex requirements: [studentwellbeing@bathspa.ac.uk](mailto:studentwellbeing@bathspa.ac.uk)

## Taxis

Bath Spa Taxis are the main taxi provider for BSU Bath. Please contact [daniel@bathspataxi.com](mailto:daniel@bathspataxi.com) or ring 01225 31 31 31 for queries/quotes.

For BSU London taxi requirements for students please contact James Rumble, SWS Link Officer [j.rumble@bathspa.ac.uk](mailto:j.rumble@bathspa.ac.uk) to discuss options.

## Contact Details

Student Wellbeing Services (SWS)

[studentwellbeing@bathspa.ac.uk](mailto:studentwellbeing@bathspa.ac.uk)

01225 876543

Kitty Eve – Accessibility Service Manager