Procedure: Disclosure of information by students with disability or illness

Purpose
To set out the steps required for disclosure to the University of the effects of disabilities, and to clarify rights and responsibilities associated with the disclosure of information regarding a person’s disability.

Procedure

Disclosure and Assessment
1. Students who have an illness or disability and who require the University to adjust a process, policy or procedure or wish the University to provide equipment or other physical aids must disclose the nature and extent of the illness or disability (“the disability”) to the office of Access & Inclusion.

2. If a student presents to the University with a disability, staff should ensure that the student is referred to the Access and Inclusion.

3. Access and Inclusion provides support to students with disabilities and its staff are experienced in appraising the impact of disabilities on tertiary studies. In the first instance, a student should approach Access & Inclusion and disclose the relevant details of their disability to Access and Inclusion. Access and Inclusion on behalf of the University will appraise the impacts of the student’s disability on their participation at university. The University may require the student to provide opinions from medical experts to assist the appraisal process. These documents need to describe the nature of the disability and address the extent to which that disability may impair the student’s ability to undertake their studies at the University. The University may seek its own medical advice if the medical information provided by the student is not satisfactory.

4. Access & Inclusion will consider the student’s medical documentation and make recommendations to the College nominated contact point on adjustments that may be reasonably required to enable that student to access any supports and services provided by the University. Access and Inclusion will liaise with any academic or other area concerning adjustments that may need to be made for the
5. The appraisal or Education Access Plan (EAP) by Access and Inclusion will be made within two weeks of complete information being provided by the student. The EAP will be developed in consultation with the student and the Access & Success Officer (SASO) taking into consideration the medical documentation provided and the course of study. The EAP will outline the reasonable recommended adjustments that aim to ensure the student will not be disadvantaged by their disability in their studies at ANU. The EAP is a recognised form of Special Consideration and should be referred to or attached to any other requests for Special Consideration. Access & Inclusion will not support any further consideration above the EAP for Special Consideration unless there has been an exacerbation of the disability or a new disability is recognised.

Confidentiality

6. The University will not disclose information to any person outside of the University without the specific written consent of the student, unless the University considers that disclosure of the information is required to prevent or lessen a serious threat to the life or health of the student concerned or of another person or is required by law.

7. Education providers are required under the law to make mandatory notifications in certain circumstances, and may make voluntary notifications to the Medical Board of Australia in clearly defined circumstances as outlined in the Commonwealth document Guidelines for Mandatory Notifications (s144–145).

8. Access & Inclusion will, where necessary, advise other members of University staff of the existence and impact of a student’s disability. This will only occur to enable those University staff to assist in implementing any adjustments required to accommodate the student’s disability.

Inherent Requirements of Course

9. Inherent requirements statements for courses are represented on the Programs and Courses website.

10. Where the effects of a student’s disability may restrict their capacity to meet the inherent requirements of a course, for example, compulsory external clinical placements or particular health and safety requirements, the student should disclose their disability in accordance with this policy, preferably prior to enrolment or at the first opportunity if the disability occurs after enrolment.

11. The Course Convener, in consultation with Access and Inclusion will assess whether the student will be able to meet the inherent requirements of the
proposed course. Students may be refused admission to a course, or their enrolment discontinued, if, even with adjustments, it is not possible to meet the inherent requirements of a course. Where requested by the student, Access and Inclusion will assist the student to liaise with the course convener and, where admission to the course is not possible, assist the student to obtain counselling on alternative courses or options that may be available to them.

12. Courses that require placements in health facilities for their successful completion can only be undertaken by students meeting the requirements of those health facilities.

Duration of Approval

13. Reasonable recommendations outlined in the Education Access Plan (EAP) made according to this procedure will be valid only for the semester in which it is made, unless the assessment is made with regards to a long-term disability or illness and an alternate timeframe is indicated on the Education Access Plan (EAP).

Review of Decisions

14. If Access & Inclusion makes a recommendation to the College affecting a student under clause 4, then Access and Inclusion must tell the student, in writing, about his or her rights to a review of the decision.

15. An application for review of a recommendation must be made in writing to the Operations Manager, Access & Inclusion within 20 working days commencing of the date of advice of the decision.

16. The Operations Manager, Access and Inclusion must review the application request and make a fresh recommendation as if he or she were making the original recommendation.

17. If a student wishes to appeal the outcome of a decision they should do so to the Course Convener, under the procedures established by the Procedure: Student Complaint Resolution.
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### Audience
Students, Prospective Students, Staff

### Category
Academic

### Topic
Students

### Effective Date
11 Aug 2016

### Review Date
11 Aug 2019

### Responsible Officer
Registrar, Student Administration (registrar.student.administration@anu.edu.au)

### Approved By
Vice-Chancellor (vc@anu.edu.au)

### Contact Area
Division of Student Administration (policy.regs@anu.edu.au)

### Authority
Disability Discrimination Act 1992
Poisons Standard 2012
Disability Standards for Education 2005

Please ensure you have the latest version of this document from the Policy Library website before referencing this.