



EMMANUEL COLLEGE  
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**ROBERT HENDERSON, M.A., BSc., Ph.D.**

*Senior Tutor*

March 2012

To all prospective undergraduates

## **Disability**

<http://www.admin.cam.ac.uk/univ/disability/practice/law.html>

The URL given above refers to the codes of practice that various Institutions, including Cambridge University, are advised to adhere to in dealing with disability, it also gives definitions of ability and other useful information.

The transition between school or college and University is actually a difficult one and it is really important, given the pace of academic study at Cambridge, that you are properly provided for right from the start. There have been too many instances where we have found students struggling academically because they have failed to make a disclosure, thinking it might disadvantage them. I would like to emphasise that the situation is quite the opposite of that. Disclosure enables us to set in motion support mechanisms that will help your transition to the greater pace and rigour of working life at University.

The College is concerned that you should be in a position to gain optimum educational benefit from your time here. It can make a big difference to your educational experience to have any problems circumvented or minimised, so if you are aware of any disability, as defined under the Disability Discrimination Act 1995, I would be very grateful if you would consider disclosing it to the College and the University. I ask you to consider this carefully, because unless we know that you have a problem it is difficult for us to do anything to help you. With many disabilities a formal assessment through your LEA may allow you to gain access to funds that can smooth your transition to our intense style of teaching. I would like to assure you that the information disclosed will be used only to your advantage and I would urge you to consider whether withholding disclosure is a wise thing to do. It goes without saying that the College will respect your decision either way.

This suggestion applies to all students from when you first arrive here. It is not easy for us to deal effectively with problems such as dyslexia when they present in the final term of the year. We need to establish diagnoses and arrange assessments well in advance of the examination term if we are to be able to apply for extra time and other reasonable adjustments to the examination process. You may like to know that a survey on dyslexia has shown that 43% of dyslexia cases are diagnosed at University, probably because the less structured learning environment throws up problems that have until that point, been masked.

Yours sincerely

**Dr R Henderson**

# DISABILITY

Name: \_\_\_\_\_

Subject: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I confirm that I have (please tick the appropriate box(es):

- No disability that I wish to notify to the College or the University
- The following disability that I wish to notify to the College and the University:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have notified us of your disability above, the Tutor for Disabled Students and the Disability Resource Centre would like to discuss with you, the adjustments that may be necessary to ensure you achieve your full potential whilst you are here. Please indicate below the periods during August and September when you might be available to come to Cambridge for a discussion. We strongly advise you to take advantage of this opportunity, but if you do not wish to do so, please indicate below.

- I am available on the following dates/times in August and September:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I would not like to discuss my disability with the Tutor for Disabled Students and the Disability Resource Centre.

- I have had a formal assessment of my disability and I attach a copy of the report for the use of the College in helping me to deal with any problems arising from my disability.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE COMPLETE AND RETURN BY FRIDAY 20 JULY 2012 TO:**

**MRS JANE BROWN, TUTORIAL OFFICE,  
EMMANUEL COLLEGE, CAMBRIDGE CB2 3AP, UK  
Email: [jb514@emma.cam.ac.uk](mailto:jb514@emma.cam.ac.uk)**