

informing the DU in writing (at email address: disabilityunit@uj.ac.za) within 48 hours before the assessment/examination session, their concession will automatically be cancelled and they will have to go through the concession application process again. In a case where a Student missed a pre booked assessment with the DU due to illness or other unforeseen circumstances the Student will produce supporting documents to both Faculty and the DU.

11. The Student is responsible to ensure that his/her concession is renewed every year with the DU regardless of whether the Concessions Committee approved the particular concession for the duration of studies.
12. The DU will maintain the confidentiality of records and communication, except where permitted by the student and by law.

➔ ALSO LOOK OUT FOR OUR OTHER TIP SHEETS ON TOPICS SUCH AS:

- Student's Concession Guides
- Test and Exam Tips
- Learning Disorders
- Neurodevelopmental Disorders
- Hearing Impairment
- Visual Disability
- Physical Disabilities

➔ KEEP IN TOUCH

We pride ourselves at being accessible to our students and other university stakeholders in pursuit of holistic support for our students. To this, we have multiple platforms to be reached on.

Visit us on your campus

APK - PsyCaD-CRing 1
APB - PsyCaD-Impala Court
DFC - PsyCaD-House no. 2 (next to the student centre)
SWC - PsyCaD-Adelaide Tambo

Or

Call us

011 559 3745 (APK)
011 559 5752 (SWC)
011 559 6042 (DFC)
011 559 1318 (APB)

Or

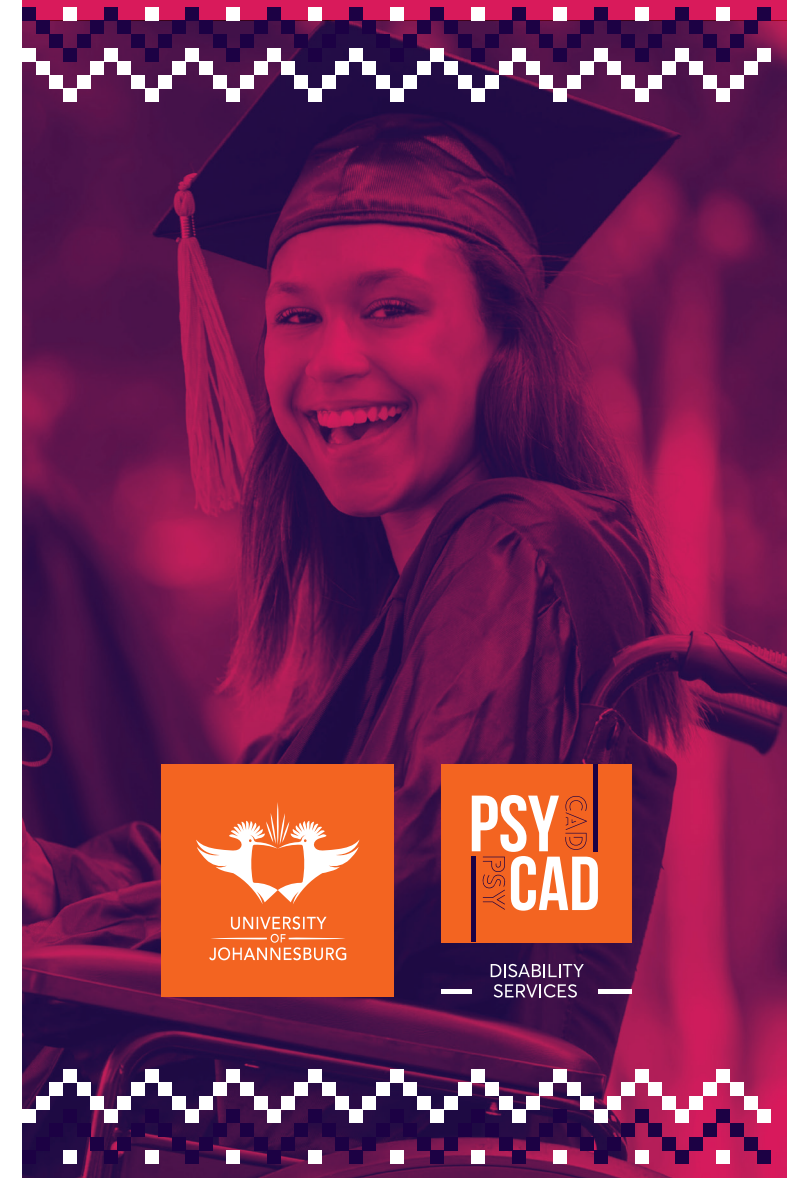
Send us an email: disabilityunit@uj.ac.za

Visit our Facebook page:

<https://www.facebook.com/DisabilityPsyCaD>

DISABILITY SERVICES — TIP SHEET —

Disability Service



WELCOME to the University of Johannesburg. We look forward to working with you during your stay at UJ.

The University of Johannesburg is committed to making the university space an inclusive environment that recognizes the talents, abilities and potential of people with disabilities. The University is committed to creating an enabling learning and work environment along with an organisational culture where full and equitable participation and progression become a reality for all its students and employees. Disability integration forms an integral part of the University's transformation agenda. We (Disability Unit) are working together with the student and staff strive to create an environment for its students and staff where there are no barriers facing people with disabilities.

➔ OVERVIEW OF DISABILITY SERVICES

The Disability Unit (DU) operates within the Centre for Psychological Services and Career Development (PsyCaD), and provides support to students with disabilities within the university. Support services include providing advice and facilitating academic accommodations, in collaborative partnerships with students' university lecturers, departments and faculty.

The Disability Unit of **PsyCaD** plays a very important role in the lives of all students with disabilities. Students are assisted in adjusting to the demands of academic life in various ways and many specialized services for such students are on offer.

We consist of a team of professionals who provide the following support to students with disabilities:

- Confidential consultation sessions;
- Concession (e.g. extra-time, use of assistive devices, venues, etc.) application for tests/exams;
- Test and exam arrangements;
- Training, assistance and advice regarding assistive technology, hardware and software (Jawz, Zoomtext, Non Visual Desktop Access);
- Assistive devices and technology at PsyCaD offices and in the libraries;
- Working with lecturers, residence, campus health, etc. to best support these students;
- Support with Disability bursary applications;
- Access to study material in alternative formats (braille, audio, electronic text, print enlargement)
- Support with accessible transport between campuses, residences and lectures;
- Access to human support (scribes, note takers,, sign language interpreters); and
- Equipment loans
- Parking request/application
- Advocacy and awareness on disability issues.

➔ RESPONSIBILITIES OF THE STUDENT WHEN USING THE DU

1. Reasonable Accommodations are not intended to alter the fundamental elements of the curriculum or program of study (Employment Equity Act No 55, OF 1998). You should maintain the same responsibility for your education as your peers - including attending lectures and keeping the same academic standards and appropriate behaviour.
2. The DU unit will attempt to support students with a wide range of disabilities however, due to limited resources there may be some services and support that we are unable to provide. In such an event we will aspire to find suitable alternatives.

3. The Student is responsible for requesting accommodations in a timely manner so the DU can plan for those accommodations.
4. Reasonable accommodation will only be provided once the UJ Concessions Committee has formally approved it and your "concessions letter" is provided. This letter is required at the beginning of all assessments.
5. The Student is responsible for ensuring that the DU, Faculty and Academic Departments are aware of your disability that may require accommodations.
6. The Student agrees to attend the predetermined assessment/examination venue at the time and date indicated on the Student's examination timetable in accordance with concessions granted by the UJ Concessions Committee as per the "concession letter" provided.
7. The Student agrees to co-ordinate the bookings of all tests and assessments with the relevant lecturers and the DU unit. The Student is responsible in ensuring that all academic tests and assessments are completed for the semester.
8. The Student agrees to check his/her examination dates at least two weeks prior to their first examination with the DU to ensure that all of their exams have been booked. All requirements need to be clearly stipulated on the examination booking form such that the DU can prepare accordingly. The DU will not be responsible for examinations not booked with the unit.
9. It is the Student's responsibility to ensure that all the necessary software is available on the computer or device that they will be utilizing well in advance to the actual assessment day.
10. The Student further agrees that should he/she not be able to attend each assessment/examination/supplementary session without