

Information for Students with Disabilities

Accessibility



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This handbook is available in alternative formats. For access to these formats, please contact Te Ratonga Whaikaha | Student Accessibility Service on (03) 369 3334, sas@canterbury.ac.nz, or follow the link provided on the Te Ratonga Whaikaha | Student Accessibility Service website to the accessible version of this text. See www.canterbury.ac.nz/accessibility

Please note: every effort has been made to ensure that information in this handbook is correct at the time of publication.

Te Ratonga Whaikaha Student Accessibility Service

Te Ratonga Whaikaha | Student Accessibility Service (TRW | SAS) assists students with disabilities by providing support services and specialist resources such as:

- Practical support (e.g., interpreters, notetakers)
- Assistive technology (e.g., screen reading and voice recognition software)
- Information in alternate formats (e.g., electronic, enlarged, braille)
- Special arrangements for exams (e.g., extra time, reader/writer)

In addition to providing individual supports, the service also provides advice and general information on disability-related issues and access at the University to both students and staff. TRW | SAS operates in accordance with UC's Strategic Plan promoting Equity and Diversity matters across all aspects of campus life.

We estimate that between 20-25% of students at UC have a disability, and Te Ratonga Whaikaha Student Accessibility Service (TRW | SAS) is here to provide support services, assistance and advice to ensure that you make the most of your time here and achieve your academic goals.

Any student enrolled in an assessed course, who has a disability, medical condition, specific learning difficulty, mental health condition or a temporary impairment that affects their ability to study is eligible to register with TRW | SAS at any stage of the academic year.

This booklet provides an overview of disability support services available at the University – but we are very aware that each student's needs are different. There may be individual queries you have about things that are not covered here. If this is the case, or you have any general queries about disability services at Te Whare Wānanga o Waitaha | University of Canterbury, please feel free to contact the team here at Te Ratonga Whaikaha | Student Accessibility Service.



The Team

Full contact details can be found on our website at: www.canterbury.ac.nz/accessibility

Gillian Smith

Poutoko | Student Accessibility Service Team Leader
Ext 91595

David Fletcher

Tautāwhi | Administrator
Ext 90248

Filia Armstrong-Marks

Kaitohutohu Whaikaha | Accessibility Advisor
Ext 91046

Jordon Milroy

Kaitohutohu Whaikaha | Accessibility Advisor
Ext 91862

Erin Loo

Kaitohutohu Whaikaha | Accessibility Advisor
Ext 92412

Samuel Maddimadugula

Alternate Format Centre and Assistive Technology Team Leader
Ext 93487

Pragathi Dhandapani

Notes Coordinator
Ext 94726

Timna Cutler

Assistive Technology Coordinator
Ext 91924
Supported by notetakers and casual staff.

Types of Supports

Te Ratonga Whaikaha | Student Accessibility Service offers support measures that are effective, individualised and consistent with our goal of full inclusion. We will ask for appropriate evidence that you need these support measures and then we will work with you to create your individual plan of action.

Exam Special Arrangements

Students can apply for special arrangements for tests and examinations.

Special arrangements for tests and examinations are generally set up, if required, at the beginning of the academic year. However, an application can be made at any time throughout the year. Special exam arrangements have cut-off dates for each exam period, and you must be registered with TRW | SAS in advance if you require this support.

Implementation of exam special arrangements are automatically arranged by the Examinations Department.

Laboratory and Fieldwork Assistance

We can assist students to carry out the practical requirements of courses that require laboratory or fieldwork.

Limited Full-Time Study

You may be eligible to apply for Limited Full-Time Study through Studylink, which enables you to study part-time and retain eligibility for a student allowance.

Notetaking

Notetakers may be arranged for students who are unable to take notes in lectures.

Sign Language Interpreting

New Zealand Sign Language Interpreters may be arranged for students who are Deaf, subject to availability. This will need to be discussed with your Accessibility Advisor.

Temporary Impairments

If, for any reason, your ability to study or meet assessment obligations is impaired at any time, please contact Te Ratonga Whaikaha | Student Accessibility Service as soon as you can. We are here to support you.

While every attempt will be made to provide the support required as soon as possible, there may be delays in providing services or it may not be possible to provide every support required.

Study Areas

The Blue Room and The Green Room

The Blue Room (037A) and the Green Room (034A) are located in the basement of the Erskine building. In each room there is comfortable chair offering a quiet space to rest and reset. There is also a computer loaded with JAWS screen reader, MAGic text enlarger, OpenBook, Dragon Naturally Speaking speech recognition and Read & Write TextHelp software. The computers are connected to printers situated at the entrance of the rooms.

Swipe card access is available to students who require these rooms, please discuss this with your Accessibility Advisor.

The Alcove

The Alcove is located on Level 2 of the Puaka-James Hight building. It provides a study area with a height adjustable desk and specialised equipment. While other students have access to the equipment, students registered with TRW|SAS have priority use at all times.

Alternative Format Centre

The Alternative Format Centre (AFC) specialises in converting information into accessible formats for individuals with print disabilities. Eligibility for the services offered through AFC is determined by Te Ratonga Whaikaha | Student Accessibility Service. Students first need to discuss their needs with an Accessibility Advisor to identify the most suitable supports.

AFC currently provides the following supports:

- Printed and written information converted into accessible formats
- Visual information e.g. graphs, diagrams and pictorial illustrations can be converted into tactile format with captions in Braille and English where necessary
- Captioning videos
- Recorded audio files are transcribed into digital text/print
- Enlarged photocopying in colour or black
- Scanning of printed/visual information
- Transcription software for assisted notetaking e.g. Otter



Assistive and Information Technology
Advice and training on a range of assistive technologies are available through TRW | SAS.

Study areas with the following software and equipment are available for student use:

- JAWS screen reader
- MAGic screen magnifier
- ZoomText screen magnifier and reader
- Open-Book Optical Character Recognition (converts scanned documents into editable text and reads on-screen text aloud)
- Dragon Naturally Speaking Speech Recognition (transcribes live and recorded speech into text)
- Read & Write Gold (learning support software designed for students with specific learning difficulties)
- CCTV scanner (screen magnifier)
- Microtek flat-bed scanner
- Inspiration (mind mapping tool)
- MathType (math equation editor)

Students need to ensure that they have sufficient computing skills to support independent University study.

Read & Write Gold can be accessed through any computer on the campus network once the user profile has been created.

Campus Accessibility

Our Te Whare Wānanga o Waitaha | University of Canterbury campus is largely flat but with the construction of new facilities and revitalisation work there may be some changes to routes around campus and access to buildings.

Improving access on campus is an ongoing process and we invite feedback from anyone regarding access difficulties so that we can look at continuing to improve access as the availability of resources allows.

The University is committed to an accessible design policy and will comply with all accessible design requirements set out in the New Zealand Building Code 2004 and NZS4121 during its ongoing remediation.

The following are some of the facilities that are provided to improve access on campus.



Door-Openers

Heavy fire doors present a major impediment to ease of access within many buildings on the campus. Door-opening mechanisms have been installed in some buildings to improve access both into and within buildings.

These will continue to be installed as and when funding is available. If you feel there is a need for the installation of door openers in specific areas of campus, please contact TRW | SAS.

Hearing Assistance Devices

Devices available for loan for people with hearing impairments. These amplify sound, particularly speech, through earphones connected to a small receiver.

Available in:

- Central Lecture Theatres (C1-C3)
- Arts (North) Lecture Theatres (A1-A3)
- Kirkwood Lecture Theatre (K1)

Fixed Height-Adjustable Desks

Fixed, height-adjustable desks for students who use wheelchairs have been installed in some lecture theatres.

Available in:

- Central Lecture Theatres (C1-C3)
- Arts (North) Lecture Theatres (A1-A3)
- Arts (South) Lecture Theatres (A4-A6)
- Kirkwood Lecture Theatre (K1)

For a demonstration of how to use these desks please contact TRW | SAS.

Access to Key Buildings

Puaka-James Hight Building (Central Library)

Access to the Puaka-James Hight building, also known as the Central Library, for students who use wheelchairs or have other mobility needs is provided under the Library stairs next to Otto. This entrance gives users access to a glass lift which will transport them to Level 2, the main floor of the library building. Accessible toilets are located on Levels 3, 5 and 7.

Other Ilam Campus Libraries

Other libraries on campus have either ground floor or lift access to their entrances.

Matariki Building

Wheelchair access is via the outdoor ramp to Level 1 or through the automatic doors to Ground Level and the lift up to Level 1 for general enquiries and enrolments. Accessible toilets are located on the Lower Ground floor.

Erskine Building Basement

Lift access to the basement where lecture theatres, computer rooms and the Blue and Green Rooms are located is at the Engineering Road end of the building. Accessible toilets are located on the Ground floor.

Safety and Security

Security operates on campus 24 hours a day, 7 days a week and can be contacted for assistance at any time, day or night, on (03) 364 2987 ext. 6888 (ext. 6111 for emergencies) or 0800 823 637 off campus or by cellphone. Security Call Point Towers are located across campus for easy access.

The Security Office is located at 114 Ilam Road, opposite Ilam Fields. If you have any concerns about your safety when on campus, please contact Security.

Parking at the University

Mobility Car Parking

Finding a car park on campus can be a major challenge! All cars parked on the campus must display a valid parking permit or a pay-and-display coupon, this includes parking in the disability car parks. There are numerous mobility car parks on the campus and the legitimate use of these parks is monitored and enforced at all times by Security. Cars not displaying a Mobility Parking Permit or TRW |SAS display card and a valid UC parking permit or a pay-and-display coupon may be clamped and/or removed at the owner's expense.

There are a number of mobility car parks located at the rear of Puaka-James Hight (Central Library), which gives ease of access to the central campus area, Information Technology Services, the Arts Lecture Theatres, the College of Arts departments, and the University Bookshop. Other mobility car parks can be found across campus on individual parking lots. These can be seen online at:

www.canterbury.ac.nz/maps/home

TRW |SAS can issue temporary mobility permits for campus use for people with temporary impairments or while a Mobility Parking Permit display card is obtained.

Other information for Students with Disabilities

Scholarships

Scholarships are available for both undergraduate and postgraduate students. Information on this can be found at www.canterbury.ac.nz/get-started/scholarships

To view scholarships specific to disability please search the Scholarship Database.



Assessment for Specific Learning Difficulties

Assessment of specific learning difficulties (SLD) for University purposes is to be carried out by a registered psychologist or a registered Level C assessor, e.g. SPELD or other independent assessors with this qualification.

Students are to provide an assessment of their SLD diagnosis and learning needs to Te Ratonga Whaikaha | Student Accessibility Service. If you do not have an assessment then you can contact an assessment provider of your choice and arrange for an assessment to be carried out. If you have any queries about assessment providers, please contact an TRW | SAS advisor.

A list of local assessment providers can be found here: <https://www.canterbury.ac.nz/accessibility/supporting-evidence/>

Assessment for other conditions

Most other conditions can be assessed, and evidence provided, by your GP or other relevant professional. If you have any questions or queries regarding other conditions not specifically mentioned within this handbook please don't hesitate to get in touch with us.



Contact Us

Where to find us

Te Ratonga Whaikaha | Student Accessibility Service is located in room 125 of the Forestry Building, just inside the main entrance on Forestry Road.

Mobility car parks closest to our office are located:

- In front of the Forestry Building
- Behind the Psychology Building

Te Ratonga Whaikaha | Student Accessibility Service is open from 8.30am to 4.30pm Monday to Friday throughout the year, including during term breaks.

Get in touch

You can contact us in a way that suits you best.

Phone: (03) 369 3334

Email: sas@canterbury.ac.nz

Post:

Te Ratonga Whaikaha | Student Accessibility Service

University of Canterbury
Te Whare Wānanga of Waitaha
Private Bag 4800
Christchurch 8140
New Zealand

Website: www.canterbury.ac.nz/accessibility

The TRW | SAS website is a great place to find more information about our service and to book an appointment to see one of our Accessibility Advisors.



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