

## Harper Adams University

Please find below additional information about current practices at Harper Adams University which may be required for an assessment of study needs through the DSA.

### Lectures

#### Lecture notes

- All lectures notes are loaded onto the VLE at least 24 hours in advance

#### Lecture recording

- Lectures will be captured using Panopto. Please note that this will not include tutorials.
- As part of our inclusive practice, all students are allowed to make personal recordings in lectures & tutorials.
- The university has a small number of dictaphones available for short term loan (up to one month) for use by students with a disability.

### Printer/Scanners

- There are currently 4 MFD located in the library and other open access areas.
- Students are not able to borrow a printer/scanner for use personal use.
- Students can scan and save work via the MDF.
- The MDFs are locked for white paper use only. If a student wished to use their own paper then they would need to contact the IT Help Desk to make arrangements.

### Consumables

- **Printing Prices are as follows:**

A4 mono: 3p  
A4 colour: 10p  
A3 mono: 6p  
A3 colour: 20p

### Access to ICT

#### Microsoft 365

- Student will be able to download Microsoft Office 365 free of charge once they have registered as a student at the university. This registration will last for the period of their course. On arrival, students can contact the IT Helpdesk for further information.

#### Assistive Software

- The university has a site licence for Texthelp Read& Write Gold and MindGenius. These programmes are available on open access student PCs. Please note that students are not able to download this software onto their personal PCs.

- We do not have roaming student profiles for students to set up their personal preferences.
- If a student wishes to book a room suitable to use for Text to speech software (ie Dragon Naturally Speaking) then they would need to contact Learner Support as rooms in the library allocated for group work only and students are not able to book them on an individual basis.

### Equipment for Hire

Students can borrow laptops with AT (TextHelp and MindGenius) and DVRs from Learner Support but these are available on a short term loan only. Maximum of 4 week loan period.

## Other Information

### Taxis

- We are a very rural area so the main taxi company is:  
Ultimate Taxis Ltd  
Address: 70 High St, Newport TF10 7BA  
Phone: 01952 813636

### HEI support to student who have to pay the £200 towards the cost of standard computer supplied by the DSA

- Students can apply for a loan for the £200 payment towards the standard computer\*. They can apply through Student Services currently through the Access to Learning Fund. The relevant paperwork can be collected from Student Services.

<https://www.harper-adams.ac.uk/university-life/student-support/financial.cfm>

**\*Please not that students can only apply for this loan once they are a current student.**

### NMH provision

- Our preferred 2<sup>nd</sup> supplier is Clear Links Ltd

## University Policies

Harper Adams' policy on supporting disabled students

[http://www.harper-adams.ac.uk/learner-support/files/HAU\\_LearningTeachingAssessmentPolicy.pdf](http://www.harper-adams.ac.uk/learner-support/files/HAU_LearningTeachingAssessmentPolicy.pdf)

A practical guide to inclusive learning and teaching. This document also details the minimum requirements for use of the university's virtual learning environment.

[http://cdn.harper-adams.ac.uk/document/page/155\\_Guide-to-inclusive-learning-and-teaching.pdf](http://cdn.harper-adams.ac.uk/document/page/155_Guide-to-inclusive-learning-and-teaching.pdf)

## Further information

If you require any additional information then please contact:

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