

Reasonable Adjustments for disability, illness or health conditions through James Cook University, Australia.

JCU is able to provide **on campus** support to students in the following ways:

- Support that mitigates disadvantage due to short or long term disability, injury, illness or health condition.
- Reasonable adjustments to learning environments and demands.
- Reasonable adjustments to exam conditions.

Important: Providing assistance with **housing, transport** to or from university, **carers** or **medical services** is outside the scope of AccessAbility Services. If you require assistance with anything other than your learning demands, learning environment or exams you should immediately discuss this with International Student Support international@jcu.edu.au

Documentation requirements for application to JCU:

JCU requires sufficient documentation to assess your needs for adjustments while studying. Documentation should relate directly to your condition, not just be a record of previous adjustments.

The built environment and routine adjustments for JCU students **may be different** from your home institution or what you have previously experienced. Enough information about your functional needs should be supplied to allow us to advise you appropriately.

Adjustments will be based on documentation that meets the following guidelines:

Documentation **must**:

- **Be provided in English**
- Comprehensively state your disability, injury, illness or health condition/s
- Indicate whether your condition is ongoing, temporary, or episodic
- **Specify a timeframe** for temporary or episodic conditions
- Include results from a **relevant standardised assessment** if you have a learning disability
- Be from an appropriately qualified medical/health professional (see over)
- Clearly identify the health profession and credentials
- **Cover the timeframe for study at JCU (see below), or be updated by you during that time**
- Be on letterhead paper, be legible, dated, and signed.

Age of documentation:

- For students with a **temporary/episodic condition**: documentation should be current (ie. Specifies a timeframe includes at least the application period and the commencement of study at JCU)
- For students with an **ongoing condition**: less than two years old unless the condition is permanent and unlikely to change significantly with time (eg. fixed vision impairment; schizophrenia etc).
- For students with a **learning disability**: less than three years old if conducted during secondary school, and less than 5 years old if conducted during tertiary studies or adulthood.

Updating documentation in Australia:

All students will need to update or provide new documentation during your stay if:

- further or new information is needed to make decisions about requests for support
- the timeframe in your original documentation is no longer current
- your support needs change or
- your needs might reasonably be expected to have changed.

If needed, assistance could be provided in locating appropriate professionals for your review.

Confidentiality

Your medical documentation is required for this application process and for registering and receiving support through AccessAbility Services and will be used only by staff in these areas, for these purposes.

Accessing adjustments

You must **personally register at the AccessAbility Services office on your campus on arrival** at JCU – this is the *only* way to have adjustments assessed and actually put in place.

Please Note:

- Decisions about the availability of appropriate supports for you while studying need adequate medical documentation, and **cannot occur without this information**.
- JCU provides adjustments equitably to all students on campus, and you will be assessed on your arrival for adjustments using the same processes as other students at JCU.
- **Our adjustments** generally adjust the conditions for learning and assessments, so that you can develop and demonstrate your capabilities fairly and be assessed under the same criteria as other students, rather than adjusting the assessment marking criteria themselves.
- This means that your adjustments may differ from those received at home, but are fair and reasonable, and designed with your needs in mind.
- Adjustments may include additional (but not open-ended) exam time, breaks in exams for tasks other than writing the paper, and liaison with academic staff if you specifically indicate it is needed.

Medical and Health Professionals

To ensure that supports can be arranged please ensure your application has documentation from the appropriate professional as listed below:

For students with:

- **Mental Health Conditions:** Registered Psychologist; Psychiatrist; or Doctor/General Practitioner.
- **Physical Disability:** Doctor/General Practitioner; Medical Specialist; Physiotherapist. Or Occupational Therapist
- **Vision Impairment:** Ophthalmologist; Orthoptist; Optometrist; or Doctor/General Practitioner.
- **Hearing Impairment:** Audiologist; ENT specialist; or Doctor/General Practitioner.
- **Neurological Condition:** Neurologist/Neurosurgeon; Doctor/General Practitioner; Psychiatrist; or Neuropsychologist.
- **Medical Condition:** Doctor/General Practitioner; or Medical Specialist.
- **Learning Disability:** Registered Psychologist; Educational Psychologist; or Neuropsychologist.
- **Attention Deficit Hyperactivity Disorder/Attention Deficit Disorder:** Registered Psychologist; Psychiatrist; Paediatrician; or Doctor/General Practitioner.
- **Asperger's Syndrome:** Paediatrician; Registered Psychologist; or Psychiatrist.

For other conditions, or if you access other culturally relevant professionals/health providers not listed above, please contact AccessAbility Services to discuss further.

If you have any questions please contact **AccessAbility Services** directly on

Townsville: +61 7 4781 5679

Cairns: +61 7 4232 1154

E-mail: accessability.tsv@jcu.edu.au

E-mail: accessability.cns@jcu.edu.au