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University of Salford

Inclusive Support Statement

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Contents

What is the Inclusive Support Statement?	2
Inclusive Teaching & Learning.....	2
Note-making	2
Recording	2
Reading lists	2
Glossaries	2
Tutorials & supervision	2
Timetables & room changes	3
Presentations, group work & practical sessions	3
Inclusive assessment and feedback	3
Support to develop academic skills	3
Skills for Learning	3
Mathscope	3
Wordscope	4
Assistive Software	4
Notetaking.....	4
Organisation and time management	4
Screen reading and display enhancement software.....	5
Reading and writing software	5
Exam & Assessment Arrangements	6
Disabled Students Allowance.....	6
Applying for DSA	7
International & EU Students	7
Apprenticeship Students.....	7

What is the Inclusive Support Statement?

The University of Salford promotes Inclusive Practice. This means that we strive to ensure everyone gets an accessible learning experience whilst studying at university. This Inclusive Support Plan lays out the inclusive practice in place to support you.

Inclusive Teaching & Learning

Our University has introduced inclusive and accessible teaching for all students to remove barriers to learning, enhance your learning experience, enable you to become independent and autonomous in your learning and to independently develop graduate attributes and skills during your studies. This practice includes areas around note-making, recordings, in-class activity, reading lists, glossaries, scheduling, assessment and more.

Note-making

Lecture materials are released a minimum of 24 hours in advance for a scheduled session where possible. Any documents are uploaded to Blackboard.

Recording

Record sessions with your own recording device to ensure you capture the content of the sessions and can actively engage. You must comply with the rules in the [Student Handbook](#).

Reading lists

Reading lists which offer resources – including books, journals, and other texts – in electronic format where possible and which differentiate core reading from further reading.

Glossaries

Glossaries are provided to support your learning & recall of new terminology and formulae. These may be produced by your academic team or you may be provided with links to glossaries published elsewhere.

Tutorials & supervision

You will be informed of the arrangements for academic tutorials, this may be the sharing of designated office hours where you can 'drop in' or through scheduled appointments.

Timetables & room changes

Any changes to timetables or rooms will be communicated with as much notice as possible.

Presentations, group work & practical sessions

You will be given time to prepare when asked to contribute to class discussions and in advance of presentations. Support should be offered to develop your presentation skills and one to one explanation of tasks provided, where necessary.

Inclusive assessment and feedback

Most students take part in formative assessments which enable the opportunity to practice in the assessment mode and to receive advice and guidance on how to improve your work.

The learning outcomes, marking criteria & grade descriptors of an assessment should be clear before the assessment is undertaken.

Feedback should be accessible – you can choose how you prefer to receive feedback, for instance, written or verbal feedback during office hours.

Support to develop academic skills

Skills for Learning

The Library's Skills website offers a wide range of study skills training. If you need to improve your IT skills, learn how to find information for your assignments, improve your study skills or focus on your career plans this is a great place to start.

Visit the [Skills for Learning website](#) for more information.

Mathscope

Mathscope is designed to help you with any type of mathematical or statistical problem you may come across in your taught course. You can visit the [Mathscope webpages](#) to find out more about the support they can offer.

Wordscope

Wordscope is a programme of tuition with a proven record of helping students to overcome common writing problems such as inappropriate punctuation, faulty sentence structure, and confused paragraphing.

The programme is free to registered students at the University of Salford. You can choose to undertake a programme of five or ten workshops. Each workshop lasts 90 minutes. The workshops are delivered on campus or online.

You can visit the [Wordscope webpages](#) to find out more about the support they can offer.

Assistive Software

[The library](#) offer support and training in Microsoft Office. This includes beginner level training and links to resources on LinkedIn Learning.

Notetaking

[OneNote](#) in Office 365 allows you organise your notes, documents, and audio recordings in one place. This enables you to listen back to what was said when you took your notes, to aid comprehension.

If you are eligible for [funded support](#), you may receive specialist software and technology to assist with your notetaking.

Organisation and time management

Office 365 has several apps that can support you in your organisation and the management of your time.

Outlook Calendar can give you reminders for events and [Microsoft To Do](#) can be used as a planning tool to make managing tasks easier.

Mind Mapping Software can be used to visually plan and organise assignments and projects. Inspiration, mind-mapping software, is available on dedicated PCs in the [library](#).

[My Study Bar](#) is a downloadable toolbar which has a mind mapping feature as well as a screen masking tool, talking dictionary, text-to-speech and enables you to save text to an audio file.

If you are eligible for [funded support](#), you may receive specialist mind-mapping software.

Screen reading and display enhancement software

Screen reading and display enhancement software make printed and electronic text accessible.

[Magnifier](#), [Narrator](#) or [On-Screen Keyboard](#) are useful when using Microsoft Office applications.

The University has a range of assistive software available, including Jaws screen reader and Zoomtext. The [Library website](#) has further information about how to access this specialist software.

If you are eligible for [funded support](#), you may receive specialist software for use during independent study.

Reading and writing software

Reading and writing software can assist by:

- Reading aloud text to support comprehension
- Changing the background colour to suit your preferences
- Using speech dictation to compose and edit text
- Helping to identify and correct grammar and writing style errors in your work
- Assisting you to organise your research and generate citations

[Blackboard Ally](#) automatically generates 'Alternative formats' of your original course files. This includes converting your materials to audio files, to listen to your materials, and BeeLine Reader, for enhanced and easier on-screen reading.

Microsoft Office 365 has a [text-to-speech feature](#) to read text aloud. This can be used across several apps, including Word. When you have finished writing your work this feature can be used to assist with identifying errors that you may have made.

There is also a [dictation function](#) within Microsoft Office 365. This allows you to verbalise your ideas. You will also find voice typing features in Google and Apple applications.

[Grammarly](#) is a downloadable add-in to Microsoft Word and Outlook. Grammarly is a grammar checker that is designed to pick up advanced grammar and writing style errors. Suggestions for corrections and improvements are given to improve your writing.

EndNote X9 is reference management software which is available on open access PCs and Macs across the University, and can be installed on your personal device from the [Citrix Workspace](#). EndNote will produce correct citations and references for you automatically, it will help you manage your information sources. [The Library](#) runs workshops and offers support in using EndNote.

If you are eligible for [funded support](#), you may receive specialist software to support your research, reading and academic writing.

Exam & Assessment Arrangements

For some students, we recognise that the requirements or design of assessments may cause a barrier to you. Therefore, we can make recommendations for adjustments to support you to overcome these barriers.

If you require adjustments to assessments as a result of your disability or SpLD, you can request these using our online form. Please contact us to request a link to our form and select the adjustments that you require.

Disabled Students Allowance

Disabled Students' Allowance (DSA) is a non-means tested and non-repayable source of funding to help meet the extra costs of studying that disabled students may face. Most UK students on a full-time or part-time course are eligible to apply. If you're a student on one of our apprenticeship courses, you are not eligible for DSA, but alternative funding is available so, please contact Disability and Learner Support to discuss your needs.

DSA support can include:

- Non-Medical Helpers Allowance to fund people to work with you, including study coaching, mentoring, British Sign Language (BSL) interpreters.
- Specialist Equipment Allowance such as assistive software or a computer if you need one because of your disability
- General Allowance for other disability-related costs such as photocopying and printing expenses, books, and other small items
- Travel costs: the DSA may be able to contribute towards additional study-related travel costs incurred.

Applying for DSA

The application process for DSA can take up to three months. You can apply for DSA before you start your course, so we recommend you do it as soon as you can. If you are a current student and you need support immediately, we may be able to provide you with interim support while you wait for your funding to come through.

Your Disability Adviser will help you apply for DSA or you can find out more from your funding body's website:

- [Student Finance England](#)
- [Student Finance Wales](#)
- [Student Finance Northern Ireland](#)
- [Student Awards Agency Scotland](#)
- [NHS Bursaries](#)
- [NHS Social Work MA](#)

If you have been approved DSA support but need to contribute £200 towards the cost of a computer or laptop then you can apply to the University for financial assistance through the Salford Support Fund. [Apply online](#) by logging in with your student details and navigating to the 'Disabled Students Allowance Contribution Support' form.

International & EU Students

You're not entitled to claim the DSA, but we may be able to help provide you with reasonable adjustments, including support like extra time for examinations and help with presentations.

Apprenticeship Students

If you are studying on a Degree Apprenticeship course, you may be eligible for further support through Education and Skills Funding Agency. You will need to speak to a Disability Adviser who will take you through the application process.

You may also be eligible to access workplace support through Access to Work, you can find more information about how to apply for this on the Gov.uk webpages: [Access to Work: get support if you have a disability or health condition - GOV.UK \(www.gov.uk\)](#)

For any further information on the content of this document, please contact Disability & Learner Support on 0161 295 0023 (option 1, option 2) or email disability@salford.ac.uk.