

## Reasonable Adjustments in Student Governance Procedures

<b>Responsibility for Policy:</b>	Registrar and Chief Operating Officer
<b>Relevant to:</b>	All LJMU Students
<b>Approved by:</b>	Student Governance
<b>Responsibility for Document Review:</b>	Student Governance
<b>Date introduced:</b>	September 2016
<b>Date(s) modified:</b>	July 2017, June 2019, May 2020, July 2021, September 2022, October 2023
<b>Next Review Date:</b>	October 2024

### RELEVANT DOCUMENTS

N/A

### RELATED POLICIES & DOCUMENTS

- Appeals
- Student Complaints
- Student Code of Behaviour and Disciplinary Procedures
- Fitness to Study and Engage with University Experience Policy
- Fitness to Practice Procedure
- Applicant and Student Criminal Convictions Policy

## **Student Governance procedures - information on reasonable adjustments.**

The Student Governance team is located within Academic Registry and manage a range of student-related processes including academic appeals, academic misconduct appeals, appeals against the decision of a personal circumstances panel, formal student complaints, student discipline and behaviour, fitness to practise, fitness to study and engage in the university experience, and criminal convictions procedures.

The university wishes to ensure that all students are able to access and engage effectively with Student Governance procedures and where appropriate reasonable adjustments can be made to facilitate this.

Students who may require reasonable adjustments to access these procedures are advised to contact Student Governance at the earliest opportunity.

Students will be required to disclose the reasons for the request and provide appropriate evidence – this could include a supporting note from the University disability support team. Any information provided in this context will remain confidential. The following are examples of the type of reasonable adjustments that can be made. This list is not exhaustive, and adjustments can be made to meet individual requirements:

- Procedures and information provided in different formats.
- Reasonable flexibility in submission of procedural deadlines.
- Suspension of proceedings, pending support arrangements.
- The student may nominate a representative to act on their behalf (with their consent and with the University's permission).
- Reasonable adjustments in order to access and engage in meetings, hearings or investigations e.g., disabled car parking spaces, British Sign Language or other interpreter for students with hearing impairment, comfort breaks etc.

### **Contacts:**

Student Governance: [StudentGovernance@ljmu.ac.uk](mailto:StudentGovernance@ljmu.ac.uk)

Student Advice and Wellbeing: [www.ljmu.ac.uk/studentadvice](http://www.ljmu.ac.uk/studentadvice)

Disability Support Services: [disability@ljmu.ac.uk](mailto:disability@ljmu.ac.uk)

Counselling Services: [counselling@ljmu.ac.uk](mailto:counselling@ljmu.ac.uk)

LJMU Equality and Diversity Officer: [m.m.akinsanya@ljmu.ac.uk](mailto:m.m.akinsanya@ljmu.ac.uk)

John Moores Students' Union: 0151 231 4900 [JMSUadvice@ljmu.ac.uk](mailto:JMSUadvice@ljmu.ac.uk)