



# PROCEDURE FOR APPLICANTS WITH DISABILITIES

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## OBJECTIVE

The University welcomes applications from people with disabilities. This procedure provides information about the admissions process and consideration of offer adjustments for applicants who have additional support needs resulting from a long-term medical condition, specific learning difficulty or disability.

## DISCLOSING A DISABILITY IN THE APPLICATION FORM

Applicants are given the opportunity to disclose information on a disability or additional support needs which may have resulted from a medical condition or specific learning difficulty at the submission of application to the University. We strongly encourage applicants to disclose this information in order for us to advise about the available options. Any information provided will be treated as strictly confidential.

If the applicants are applying for a programme close to the starting date, potential issues may arise with completing the process of identifying reasonable adjustments and confirming medical/psychological fitness where this may be a requirement.

## ASSESSMENT OF APPLICATION

The assessment of application from applicants with disability will be done in accordance to the set selection criteria specific to the programme of study for which an application has been made. The information on programme specific requirements can be found at <http://www.imu.edu.my>.

The assessment is done only against the set entry criteria of the programme and the information about the disability, medical condition or requirement for additional support needs are not normally considered at this stage.

## REASONABLE ADJUSTMENTS

The University takes steps to ensure that applicants who have additional support needs, resulting from a long-term medical condition, specific learning difficulty or disability, have access to higher education.

### **Support arrangements**

The Student Services Department will contact the applicants to discuss any adjustments/support needs. They will then advise the admitting School, who will consider whether these adjustments are reasonable in the light of the level of fitness required to complete the programme.

### **Adjustments to the standard offer**

The Admissions Department will request for the applicants to provide additional information if any new and clear evidence is available to demonstrate that the applicants' academic performance to date may have been compromised as a direct result of their disability to support their application to the University. In the event if the applicants are submitting additional information, they are required to submit an official written statement from their school or college or medical doctor to verify the information provided. Without appropriate verification we cannot take this information into account.

### **Purpose of requesting this information**

This is to ensure that the Student Services Department have the full information available regarding the circumstances in order to advise the admitting School accordingly.

### **Adjustment to the support**

The University will make the necessary adjustment to support its students with disability to ensure that they will be able to complete their study.

The supports available will be adjusted accordingly to the disability and may include but not limited to the following:

1. Giving sufficient allowances to compensate the disability (*e.g. extra time for the submission of assignments or during exams, using large font size for examination papers*);
2. Adjustment to the physical facilities to allow easy access (*e.g. height of tables in the classrooms, lecture theatres or labs to be adjusted to accommodate students who are wheelchair bound, availability of wheelchair ramps*);
3. Concession to the adherence of the University dress code;
4. The Examination Board will be informed of the students' condition or disability for consideration.

### **Exemption**

The University cannot make any allowances for work completed without support **BEFORE** the point the students were diagnosed.

## **SUBMISSION OF NEW INFORMATION ON SPECIAL NEED OR DISABILITY**

### **Closing date**

Requests for consideration of additional information regarding your disability should be made least 1 month prior to the start date of the programme of study for which an application has been made.

### **Consideration of the new information**

The Head of Admissions in consultation with the admitting School will consider the information and supporting evidence(s) provided. If the outcome confirms that the disability has adversely affected the students' performance in their study, these steps may be taken:

1. The Admissions Department and admitting School will reconsider the application in the light of the new information provided by the applicants.
2. If an offer has been made and the applicants did not meet the offer conditions at the point of examination results/degree outcomes becoming available, the admitting School will reconsider whether you will still be offered a place within the set criteria of the University.

3. If despite of the reasonable adjustments having been put in place and applicants still did not meet the offer conditions, their application will be deemed as unsuccessful.

### **Appeals against the outcome**

Where the process has revealed that the applicants will not be offered a place for their chosen programme despite the additional information that was submitted, the applicants may request feedback from the Admissions Department. The feedback will be based on the information provided and the assessments relating to the identified competency standards/course requirements.

A simple disagreement with the decision would not be reason for the School to reconsider the application. However, if the applicants have additional medical information which was not previously considered, they are strongly advised to contact the Admissions Department, which in turn will to consult the admitting School, if as a result, it is appropriate to change the decision.

If the event of an appeal, please refer to the '*Procedure for Applicants Appeal for Admission*'.

## **FAILURE TO DECLARE**

The University is committed to lend assistance to students who are in need of additional support during their studies arising from disabilities or other health conditions in the form of infrastructure and teaching support within the powers and ability of the University.

Any failure of a student to declare a disability or health condition may deprive the student from getting the required support from the University. In the event there is any issue arising from such disability or health condition, the student will be referred to a health practitioner for assessment and/ or be placed under the University's assessment for fitness to practice.