

Information for
Students with Accessibility
Challenges



Accessibility



**Te Ratonga Whaikaha
Student Accessibility Service**



Accessibility

This handbook is available in alternative formats. For access to these formats, please contact Te Ratonga Whaikaha | Student Accessibility Service on (03) 369 3334, sas@canterbury.ac.nz, or follow the link provided on the Te Ratonga Whaikaha|Student Accessibility Service website to the accessible version of this text.

See *www.canterbury.ac.nz/life/accessibility*

Please note: every effort has been made to ensure that information in this handbook is correct at the time of publication.



Te Ratonga Whaikaha Student Accessibility Service

Te Ratonga Whaikaha | Student Accessibility Service (TRW|SAS) assists students with accessibility challenges by providing support services and specialist resources such as:

- Special arrangements for exams (e.g., extra time, reader/writer)
- Practical support (e.g., notetakers, interpreters)
- Neurodivergent coaching (regular meetings)
- Assistive technology (e.g., screen reading and voice recognition software)
- Information in alternate formats (e.g., electronic, enlarged, braille)

In addition to providing individual supports, the service also provides advice and general information on accessibility at the University to both students and staff.

TRW | SAS operates in accordance with UC's Strategic Plan promoting Equity and Diversity matters across all aspects of campus life.

We estimate that between 20-25% of students at UC have an accessibility challenge, and Te Ratonga Whaikaha | Student Accessibility Service (TRW | SAS) is here to provide support services, assistance and advice to ensure that you make the most of your time here and achieve your academic goals.

Any student enrolled in an assessed course, who has a disability, medical condition, specific learning difficulty, mental health condition or a temporary impairment that affects their ability to study is eligible to register with TRW | SAS at any stage of the academic year.

This booklet provides an overview of accessibility support services available at the University – but we are very aware that each student’s needs are different. There

may be individual queries you have about things that are not covered here. If this is the case, or you have any general queries about services at Te Whare Wānanga o Waitaha | University of Canterbury, please feel free to contact us at sas@canterbury.ac.nz.

The Team

Gillian Smith

Poutoko | Student Accessibility Service
Team Leader

David Fletcher

Tautāwhi | Administrator

Bronwyn Henderson

Kaitohutohu Whaikaha | Accessibility
Advisor

Erin Loo

Kaitohutohu Whaikaha | Accessibility
Advisor

Jordon Milroy

Kaitohutohu Whaikaha | Accessibility
Advisor

Nathan Farr

Kaitohutohu Whaikaha | Accessibility
Advisor

Full contact details can be found on our website at: www.canterbury.ac.nz/life/accessibility/student-accessibility-service

Types of Supports

Te Ratonga Whaikaha | Student Accessibility Service offers support measures that are effective, individualised and consistent with our goal of full inclusion. We will ask for appropriate evidence that you need these support measures and then we will work with you to create your individual plan of action.

While every attempt will be made to provide the support required as quickly as possible, there may be delays in providing services or it may not be possible to provide every support required.

Exam Special Arrangements

Special arrangements for tests and examinations are generally set up, if required, at the beginning of the academic year. However, an application can be made at any time throughout the year. Special exam arrangements have cut-off dates for each exam period, and you must be registered with TRW | SAS in advance if you require this support.

Implementation of exam special arrangements is arranged by the Examinations Department.



Notetaking

Notetakers may be arranged for students who are unable to take notes in lectures.

Temporary Impairments

If, for any reason, your ability to study or meet assessment obligations is impaired at any time, please contact Te Ratonga Whaikaha|Student Accessibility Service as soon as you can. We are here to support you.

Laboratory and Fieldwork Assistance

We can assist students to carry out the practical requirements of courses that require laboratory or fieldwork. Talk this through with your Accessibility Advisor.

Limited Full-Time Study

You may be eligible to apply for Limited Full-Time Study through StudyLink, which enables you to study part-time and retain eligibility for a student allowance.

Sign Language Interpreting

New Zealand Sign Language Interpreters may be arranged for students who are Deaf, subject to availability. This will need to be discussed with your Accessibility Advisor.

Assistive and Information Technology

TRW|SAS will refer you to a specialist team for advice and training on a range of assistive technologies.

Study Areas

The Blue Room and The Green Room

The Blue Room (037A) and the Green Room (034A) are located in the basement of the Erskine building. In each room there is comfortable chair offering a quiet space to rest and reset. There is also a computer loaded with JAWS screen reader, MAGic text enlarger, OpenBook, Dragon Naturally Speaking speech recognition and Read & Write TextHelp software. The computers are connected to printers situated at the entrance of the rooms.

Swipe card access is available to students who require these rooms, please discuss this with your Accessibility Advisor.

Campus Accessibility

Improving access on campus is an ongoing process and we invite feedback from anyone regarding access difficulties so that we can look at continuing to improve access as the availability of resources allows.

The University is committed to an accessible design policy and will comply with all accessible design requirements set out in the New Zealand Building Code 2004 and NZS4121 during its ongoing remediation.

Door-Openers

Heavy fire doors present a major impediment to ease of access within many buildings on the campus. Door-opening mechanisms have been installed in some buildings to improve access both into and within buildings.

These will continue to be installed as and when funding is available. If you feel there is a need for the installation of door openers in specific areas of campus, please contact TRW|SAS.

Fixed Height-Adjustable Desks

Fixed, height-adjustable desks for students who use wheelchairs have been installed in some lecture theatres.

Available in:

- Central Lecture Theatres (C1-C3)
- Arts (North) Lecture Theatres (A1-A3)
- Arts (South) Lecture Theatres (A4-A6)
- Kirkwood Lecture Theatre (K1)

For a demonstration of how to use these desks please contact TRW | SAS.

Access to Key Buildings

Puaka-James Hight Building (Central Library)

Access to the Puaka-James Hight building, also known as the Central Library, for students who use wheelchairs or have other mobility needs is provided under the Library stairs next to Otto. This entrance gives users access to a glass lift which will transport them to Level 2, the main floor of the library building. Accessible toilets are located on Levels 3, 5 and 7.



Other Ilam Campus Libraries

Other libraries on campus have either ground floor or lift access to their entrances.

Matariki Building

Wheelchair access is via the outdoor ramp to Level 1 or through the automatic doors to Ground Level and the lift up to Level 1 for general enquiries and enrolments. Accessible toilets are located on the Lower Ground floor.

Erskine Building Basement

Lift access to the basement where lecture theatres, computer rooms and the Blue and Green Rooms are located is at the Engineering Road end of the building. Accessible toilets are located on the Ground floor.

Safety and Security

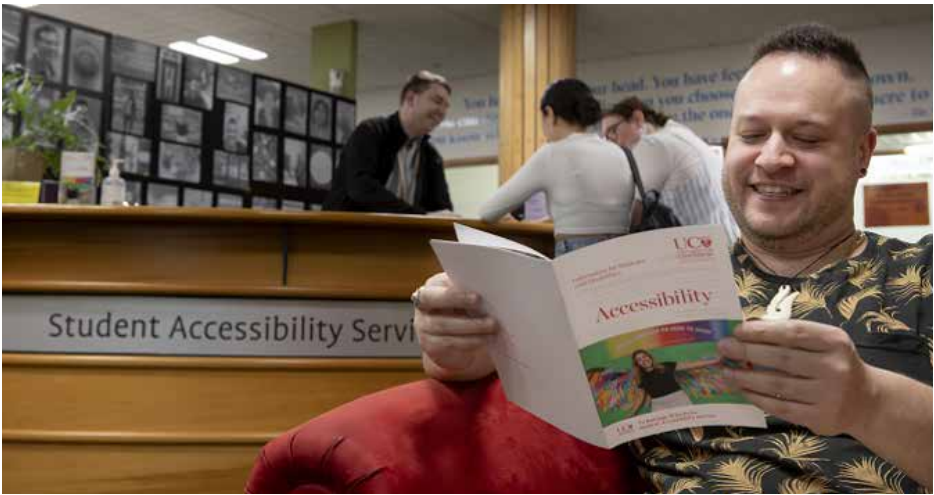
Security operates on campus 24 hours a day, 7 days a week and can be contacted for assistance at any time, day or night, on (03) 364 2987 ext. 6888 (ext. 6111 for emergencies) or 0800 823 637 off campus or by cellphone. Security Call Point Towers are located across campus for easy access.

The Security Office is located at 114 Ilam Road, opposite Ilam Fields. If you have any concerns about your safety when on campus, please contact Security.

Parking at the University

Mobility Car Parking

Finding a car park on campus can be a major challenge! All cars parked on the campus must display a valid parking permit or a pay-and- display coupon, this includes parking in the disability car parks. There are numerous mobility car parks on the campus and the legitimate use of these



parks is monitored and enforced at all times by Security. Cars not displaying a Mobility Parking Permit or TRW|SAS display card and a valid UC parking permit or a pay-and-display coupon may be clamped and/or removed at the owner's expense.

There are a number of mobility car parks located at the rear of Puaka-James Hight (Central Library), which gives ease of access to the central campus area, Information Technology Services, the Arts Lecture Theatres, the College of Arts departments, and the University Bookshop.

Other mobility car parks can be found across campus on individual parking lots. These can be seen online at: <https://www.canterbury.ac.nz/about-uc/our-campus-and-environment/maps>

TRW|SAS can issue temporary mobility permits for campus use for people with temporary impairments or while a Mobility Parking Permit display card is obtained.

Other information for Students with Accessibility Challenges

Scholarships

Scholarships are available for both undergraduate and postgraduate students. Information on this can be found at www.canterbury.ac.nz/study/getting-started/scholarships

To view scholarships specific to disability please search the Scholarship Database.

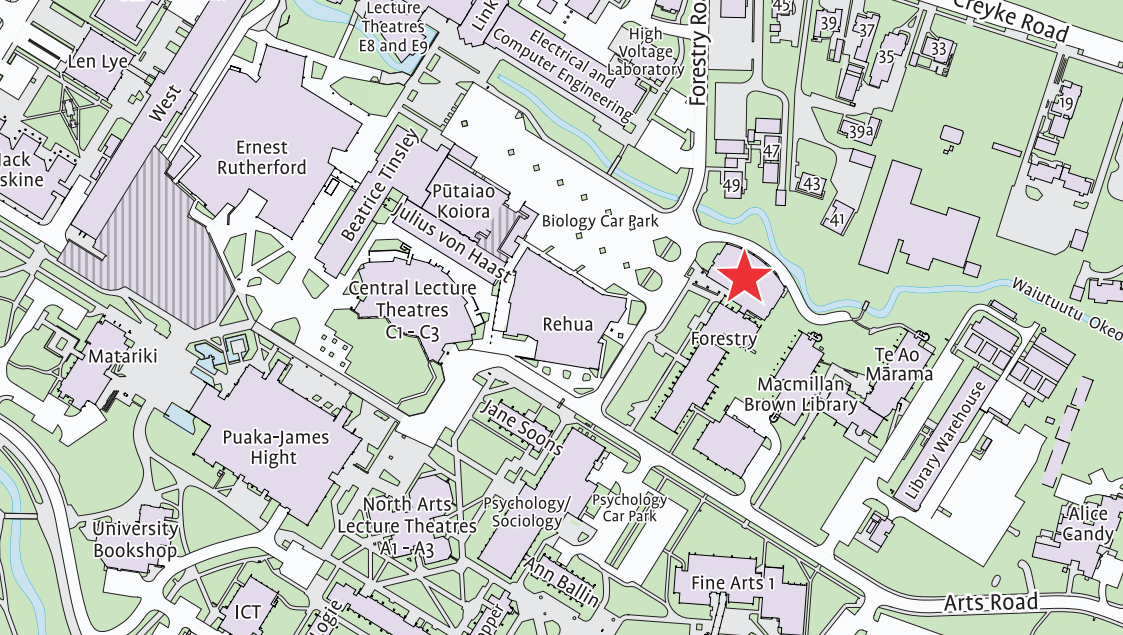
Medical Evidence

TRW|SAS provides academic accommodations to students.

To do this, we need medical evidence of your accessibility challenge.

This usually takes the form of a document written and signed by a clinical professional.

You can talk to an Accessibility Advisor if you are uncertain about what evidence is needed.



Contact Us

Where to find us

Te Ratonga Whaikaha|Student Accessibility Service is located in room 125 of the Forestry Building, just inside the main entrance on Forestry Road.

Mobility car parks closest to our office are located:

- In front of the Forestry Building
- Behind the Psychology Building

There is also a parking spot in front of Forestry reserved for visitors to TRW|SAS.

Te Ratonga Whaikaha | Student Accessibility Service is open from 8.30am to 4.30pm Monday to Friday throughout the year, including during term breaks.

Get in touch

You can contact us in a way that suits you best.

Phone: (03) 369 3334

Email: sas@canterbury.ac.nz

Post:

Te Ratonga Whaikaha | Student Accessibility Service, University of Canterbury | Te Whare Wānanga of Waitaha, Private Bag 4800, Christchurch 8140, New Zealand

Website: www.canterbury.ac.nz/life/accessibility

The TRW | SAS website is a great place to find more information about our service and to book an appointment to see one of our Accessibility Advisors.



You have brains
You can steer yourself
You know what you know

and. You have just as much
Don't you choose, you're
YOU are the one who'll

Student Accessibility Services

**Te Ratonga Whaikaha
Student Accessibility Service**

University of Canterbury
Te Whare Wānanga of Waitaha
Private Bag 4800
Christchurch 8140
New Zealand

www.canterbury.ac.nz/life/accessibility