



Reasonable Adjustment Policy

1. Purpose

- 1.1 Western Sydney University International College (WSUIC) supports the provision of a physical, learning and social environment that enables and ensures the educational experience of students with a disability is equivalent to other students in an environment that values diversity, is free from harassment and unlawful discrimination and promotes equality of opportunity.

2. Scope

- 2.1 This policy applies to all WSUIC students, regardless of study mode or award category.

3. Definitions

Disability

Defined very broadly under the Disability Discrimination Act 1992 as any physical, sensory, neurological, intellectual, psychiatric or learning disability, and includes physical disfigurement, the presence in the body of disease-causing organisms and total or partial loss of part of the body or a bodily function. It also includes a temporary, permanent, current, past or future disability, and chronic health conditions which may not commonly be considered disabilities

Reasonable adjustments

Administrative, environmental or procedural alterations in the learning situation, which remove barriers for people with a disability so that they can perform the inherent requirements of a course of study. It could mean adjustments to the mode of delivery of classes or written material or the assessment process and timeframe. An adjustment is reasonable if it takes into account the requirements of the person and balances the interests of all parties affected. Consideration needs to be given to;

- a. the effect of the adjustment on the person's ability to meet the inherent requirements of study to successfully achieve the inherent learning outcomes of the unit or course;



- b. the costs and benefits of making the adjustment; and
- c. the interests of all parties affected, including those of the student with the disability, staff and other students.

4. Policy Statement

- 4.1 WSUIC is committed to developing and supporting an inclusive and diverse environment which provides equal opportunity for all students with a disability to access, participate and enjoy the benefits of education.
- 4.2 WSUIC expects its staff and students to comply with the provisions and intentions of [the Disability Discrimination Act 1992](#) and other relevant Commonwealth and State anti-discrimination legislation.
- 4.3 Harassment, discrimination and vilification of people with disabilities are not tolerated and WSUIC expects that all staff and students will work together in the spirit of the legislation.
- 4.4 WSUIC also seeks to apply the principle of reasonable adjustment to remove barriers to participation in study by people with a disability.
- 4.5 WSUIC will ensure that the academic integrity of courses and programs offered is maintained at the highest standards and will ensure students with a disability are provided with appropriate and reasonable adjustments to enable access and participation to all educational classes and written material on the same basis as other students

5. Roles and Responsibilities

- 5.1 The College Director and Principal with support of the Executive Team is responsible for providing overall direction and commitment for this policy and to ensure the following:
 - a. Applicants with a disability are admitted to WSUIC courses, subject to meeting the academic entry requirements, which apply to all students enrolling in the same program.
 - b. WSUIC offers an Orientation Program to all students. This program includes information on available support services and policies relating to disabilities. Information on services to assist students with disabilities is also available at the link below:



https://www.westernsydney.edu.au/currentstudents/current_students/services_and_facilities/disability_service .

- c. As part of academic support services, WSUIC offers a range of specialised services and programs to students with disabilities. These include but are not limited to:
- pre-enrolment advice and assistance with enrolment;
 - academic note-taking services;
 - personal readers;
 - academic practical assistants; and
 - Sign Language interpreters.

6. Support for Students with a Disability

- 6.1 The Western Sydney University Disability Advisor is the nominated contact person responsible for ensuring that a student with a disability is provided with appropriate support and services.
- 6.2 Students are required, at the time of registering with the Disability Service, to submit relevant documentation of an assessment from an accredited health or educational professional.
- 6.3 An individual plan, known as the Academic Integration Plan, will be developed for each student with a disability or chronic health condition registered with the Disability Service. The Academic Integration Plan will not disclose the nature of the student's disability or chronic health condition. The Academic Integration Plan will set out the specific reasonable adjustments required by the individual. WSUIC, within a reasonable time frame, will implement the Academic Integration Plan. The College Director and Principal will provide the final approval to the Academic Integration Plan for implementation. Academic Integration Plans will be reviewed periodically.
- 6.4 Students are required to give written approval for the Academic Integration Plan to be distributed to Academics and relevant staff for implementation.
- 6.5 Students who believe they have been treated unfairly on the grounds of disability are encouraged to refer to WSUIC's policies on appeals, grievances and complaints. WSUIC is committed to accessible, fair and confidential processes for the resolution of complaints based on allegations of



discrimination on the grounds of disability

7. Quality and Compliance

- 7.1 This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.
- 7.2 This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.
- 7.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.
- 7.4 New staff will receive policy information during the induction process where it relates to their position.

8. Policy Source

This policy has been developed and informed by the following sources:

- WSU – Disability Policy

9. Related Forms and Documents

N/A

10. Related Policies, Procedures, Guidelines and Legislations

- WSUIC Wellness Health and Safety Policy
- WSUIC Anti-discrimination, Harassment, Vilification and Bullying Policy
- WSUIC Privacy Policy
- WSUIC Staff Code of Conduct
- WSUIC Sexual Assault and Sexual Harassment Prevention and Response Policy
- WSUIC Mental Health and Wellbeing Response Policy
- WSUIC Critical Incident Management Policy
- WSUIC Risk Management Policy
- WSUIC Equal Opportunity and Diversity Policy



Approval and Amendment History

Approval Authority:	Western Sydney University International College Academic Board
Policy Owner:	College Director and Principal
Approval Date:	16/12/2021
Date for Next Review:	02/11/2025

Amendments		
Revision Date	Version	Summary of changes
16/12/2021	1	New Policy Developed and approved by BoD
02/11/2023	1	Policy reviewed, no amendments identified