SPECTRUM INTERNATIONAL UNIVERSITY COLLEGE (SIUC)	POLICY REASONABLE ADJUSTMENTS FOR STUDENTS
TECHNICAL COMMITTEE REVIEW DATE	28TH JULY 2026
SENATE APPROVAL DATE	7TH AUGUST 2026
INDICATIVE TIME OF REVIEW	WITHIN TWO (2) YEARS

1. PURPOSE

This Policy establishes the institutional framework for the identification, approval, implementation and review of Reasonable Adjustments for students with disabilities, medical conditions, learning difficulties, mental health conditions, or other recognised support needs.

The Policy aims to:

a) promote equitable access to learning, teaching, assessment and student services;

b) ensure students are not disadvantaged due to disability or recognised support needs;

c) provide a consistent and transparent process for requesting and implementing reasonable adjustments;

d) support compliance with applicable legislation, regulatory requirements and collaborative partner expectations;

e) maintain academic integrity, programme standards and learning outcomes while facilitating student participation and success.

2. SCOPE

This Policy applies to:

a) all students enrolled at SIUC (Homegrown Programmes and Partner Programmes);

b) undergraduate, postgraduate and professional programmes;

c) local and international students;

d) all teaching, learning, assessment, examination and student support activities;

e) face-to-face, blended and online learning environments;

f) collaborative and transnational education programmes where applicable.

3. GUIDING PRINCIPLES

SIUC shall be guided by the following principles:

a) Inclusion

SIUC is committed to creating an accessible and inclusive learning environment where all students have equitable opportunities to participate and succeed.

b) Fairness

Students shall be provided with reasonable support measures to reduce barriers while ensuring fairness for all learners.

c) Academic Standards

Reasonable adjustments shall not alter programme learning outcomes, assessment criteria, competency requirements or academic standards.

d) Individualised Support

Each request shall be considered based on individual circumstances and documented needs.

e) Confidentiality

Student information relating to disability or support needs shall be treated confidentially and shared only where necessary for implementation.

f) Timeliness

Requests shall be reviewed and implemented in a timely manner to minimise educational disadvantage.

4. DEFINITIONS

4.1 Disability

For the purpose of this Policy, disability may include but is not limited to:

a) physical disabilities;
b) sensory impairments;
c) specific learning difficulties such as dyslexia, dyscalculia and dyspraxia;
d) autism spectrum conditions;
e) ADHD;
f) mental health conditions;
g) long-term medical conditions;
h) temporary conditions requiring significant support, where approved by the College.

4.2 Reasonable Adjustment

A Reasonable Adjustment refers to modifications, accommodations, support arrangements or alternative methods that remove or reduce barriers experienced by a student while ensuring that learning outcomes, competence standards and academic integrity are maintained.

5. EXAMPLES OF REASONABLE ADJUSTMENTS

Reasonable adjustments may include, but are not limited to:

5.1 Learning and Teaching

a) provision of learning materials in accessible formats;

b) lecture recordings where appropriate;

c) enlarged print or alternative formats;

d) captioned learning resources;

e) assistive technologies or software;

f) note-taking support arrangements.

5.2 Assessments

a) additional examination time;

b) rest breaks during assessments;

c) separate assessment venues;

d) alternative assessment formats where appropriate;

e) use of assistive technologies;

f) provision of examination papers in accessible formats;

g) modified deadlines where supported through approved arrangements.

5.3 Student Support Services

a) accessibility support;

b) counselling and wellbeing support;

c) mobility and campus accessibility assistance;

d) reasonable accommodations for student activities and university services.

6. LIMITATIONS OF REASONABLE ADJUSTMENTS

Reasonable adjustments shall not:

a) compromise academic standards;

b) alter programme learning outcomes;

c) remove mandatory professional, accreditation or competency requirements;

d) provide unfair academic advantage.

Where a requested adjustment would compromise a competence standard or programme requirement, alternative reasonable measures shall be explored wherever possible.

7. REQUEST AND APPROVAL PROCESS

7.1 Student Request

Students seeking reasonable adjustments shall:

a) submit a request to Student Affairs or the designated support unit;

b) provide relevant supporting documentation where available;

c) notify SIUC as early as reasonably practicable.

7.2 Review

The request shall be reviewed by:

a) Student Affairs;

b) relevant academic representatives;

c) specialist advisors or professionals where appropriate.

7.3 Approval

Approved adjustments shall be documented through a Student Support Plan or equivalent institutional record.

7.4 Implementation

Relevant lecturers, programme leaders and administrative staff shall be informed of approved adjustments on a need-to-know basis.

8. EMERGENCY OR INTERIM ADJUSTMENTS

Where a student experiences an unexpected medical condition, injury or significant change in circumstances, temporary reasonable adjustments may be approved pending formal review.

9. RESPONSIBILITIES

9.1 Students

Students are responsible for:

a) communicating support needs;

b) providing relevant information where appropriate;

c) engaging with approved support arrangements.

9.2 Academic Staff

Academic staff are responsible for:

a) implementing approved adjustments;

b) ensuring inclusive teaching practices;

c) maintaining academic standards.

9.3 Programme Leaders

Programme Leaders are responsible for:

a) overseeing implementation within programmes;

b) ensuring assessment arrangements comply with approved adjustments.

9.4 Student Affairs

Student Affairs is responsible for:

a) coordination and review of requests;

b) maintaining records;

c) supporting students throughout the process.

9.5 Registrar

The Registrar shall oversee institutional compliance, governance and procedural implementation.

10. INTERNATIONAL STUDENT CASES

All staffs are required to adhere to assessment and curriculum design that proactively reduces barriers to participation.

Academic staff must consider accessibility and inclusivity when developing:

a) assessment briefs;

b) learning materials;

c) examination arrangements;

d) online learning resources;

e) practical and presentation-based assessments.

11. REVIEW OF ADJUSTMENTS

Approved adjustments may be:

a) reviewed periodically;

b) amended where circumstances change;

c) discontinued where no longer required.

Students may request a review at any time if their needs change.

12. APPEALS

Students who are dissatisfied with a decision relating to reasonable adjustments may submit an appeal through the appropriate SIUC student appeals mechanism.

13. CONFIDENTIALITY, RECORD AND DATA PROTECTION

a) Information relating to disability and support needs shall be handled confidentially.

b) Records shall be maintained securely and accessed only by authorised personnel.

c) SIUC shall process personal information in accordance with applicable data protection requirements.

14. RELATED POLICIES

This Policy should be read together with:

a) Student Support and Wellbeing Policy;

b) Assessment Regulations;

c) Examination Regulations;

d) Student Appeals Procedure;

e) Student Complaints Procedure;

f) Equality, Diversity and Inclusion Policy;

15. REVIEW & APPROVAL

This Policy is:

a) approved by Senate
b) reviewed periodically
c) updated to reflect regulatory or partner requirements.

End of Documentation