

Support for Students with Disabilities or Special Educational Needs (SEN)

Guidelines on Student Disability Documentation

General Requirements

The student should submit a completed registration form together with the following supporting document(s) to SEN Support:

1. **Assessment report** issued by a medical doctor and/or qualified professional within 5 years. The report must contain the below information and follow the “Specific Requirements for Assessment Report” for individual type of disability as stated in this document:
 - Provide a diagnostic statement identifying the disability condition
 - State whether the effects of disability condition are permanent or temporary
 - Assess the impact of disability condition on the student’s university learning
 - Provide recommendation on reasonable academic accommodations / adjustments and/or other support service
 - Include the name, signature, professional qualifications, and contact information of the assessor, the assessment date and issue date of the document.

2. **Evidence proof showing the special support and/or academic accommodations that the student has received from previous school/university**, and including the below information:
 - The type(s) and duration of the support and/or academic accommodations provided to the student;
 - The name, signature, job title, and contact information of the person who issued the document and also the issue date.

Specific Requirements for Assessment Report

I. Physical & Sensory Disabilities

Visual Impairment

- The medical document or assessment report should be issued by an ophthalmologist or optometrist. It should specify the student’s visual acuity after correction and visual field, and/or on the level of colour-blindness / colour amblyopia problems.

Hearing Impairment

- The medical document or assessment report (including an audiogram) should be issued by an ENT (Ear, Nose, Throat) specialist or audiologist. It should

specify the degree of hearing loss in each ear. Student with associated speech and language problems should include an assessment report issued by a speech therapist.

Physical Disability

- The medical document or assessment report should be issued by a qualified professional (e.g. physiotherapist, occupational therapist). It should state clearly the student's conditions and degree of disability (i.e. motor function ability, writing ability).

II. Learning & Developmental Disabilities

Autism Spectrum Disorder and Attention-Deficit / Hyperactivity Disorder

- The assessment report should be issued by a psychiatrist or clinical/educational psychologist. The report should specify the student's diagnosis and area(s) of difficulty.

Specific Learning Disabilities (e.g. Dyslexia)

- The assessment report should be issued by a clinical/educational psychologist. The report should specify the student's diagnosis and area(s) of difficulty.

Developmental Coordination Disorder (e.g. Gross motor / Fine motor problems)

- The medical document or assessment report should be issued by a qualified professional (e.g. physiotherapist, occupational therapist). The report should state clearly the student's diagnosis and degree of disability (e.g. motor function ability, writing ability).

Speech and Language Impairment

- The assessment report should be issued by a speech therapist, stating the severity of the student's disability and also the area(s) of difficulty (e.g. articulation, voice, fluency).

III. Mental Illness

- The assessment report should be issued by a psychiatrist or clinical psychologist, indicating the student's diagnosis and area(s) of difficulty.

IV. Other Disabilities

Chronic Medical Illness / Acquired Brain Injury

- The medical document and/or assessment report should be issued by a qualified professional (e.g. clinical psychologist, physiotherapist, occupational therapist). It should state clearly the student's conditions and area(s) of difficulty.