



IDS Conditions of Registration and Consent

Important: Personal information about students is protected under the *Privacy and Personal Information Protection Act 1988 (NSW)*, the *Health Records and Information Privacy Act 2002 (NSW)* and the *University of Sydney Privacy Policy and Plan* (copies of which are available at <https://www.sydney.edu.au/about-us/governance-and-structure/privacy-and-university-information/privacy-at-the-university.html>).

You do not have to disclose your disability or personal circumstances to the University. However, if you require support from Inclusion and Disability Services you will need to register and provide the required supporting documentation

Subject to situations where the University is required by law to do so, the personal information which you provide will only be used in the strictly limited circumstances outlined below and will be retained in accordance with the requirements of the *State Records Act (1998) (NSW)*.

The Inclusion and Disability Services Office's role is to recommend reasonable adjustments to enable students to meet the inherent requirements of their course, and to assist teaching staff to provide an inclusive and accessible learning environment for students registered with IDS.

We aim to build and maintain respectful and cooperative relationships between students, support people and Inclusion and Disability Services staff, and we request that you read and acknowledge the undertakings below.

By registering with Inclusion and Disability Services and selecting the acknowledgment box, I agree to be bound by the following conditions:

Disclosure of personal information

1. The University will manage information about my registration in accordance with the *Acknowledgement of Use and Disclosure of Personal Information*.
2. If I would like a parent, guardian, partner, carer or other support person to liaise with Inclusion and Disability Services on my behalf, I will need to request and complete the *Consent to Release of Personal Information* form, and my support person will be required to sign and agree to be bound by the *Expectations and Conduct of Designated Contacts and Support People* listed in that form.
3. I may be required to disclose details of my disability or personal circumstances to my School or Faculty if I am required to go on placement, clinical, practical, or to attend field-work or other study environments where my safety and that of others is a relevant consideration.
4. If asked by a University staff member, Inclusion and Disability Services may confirm that I am registered with Inclusion and Disability Services.



Expectations and conduct

5. I am bound by the University's [Student Charter 2020](#), which sets out the principles that are core to the reciprocal partnership between the University and its students.
6. I will treat Inclusion and Disability Services staff and other members of the University community with respect, and will not engage in bullying, harassing or discriminatory behaviour in emails, on social media, on the telephone, during video calls or in face-to-face meetings.
7. I will maintain a cooperative and collaborative approach to communications with the Inclusion and Disability Services Office, and will not make derogatory, offensive or threatening comments to or about Inclusion and Disability Services staff.
8. I will act honestly and ethically in all dealings with the Inclusion and Disability Services Office and other University staff.
9. If I fail to comply with these expectations and conduct requirements, Inclusion and Disability Services may be unable to facilitate the provision of reasonable adjustments for my disability or personal circumstances in a timely manner.

Reasonable adjustments

10. It is my responsibility to read the Inclusion and *Disability Services Registration Booklet*, the *Academic Plan Guide* and other information provided to me by Inclusion and Disability Services, to ensure that I understand my responsibilities regarding the implementation of my academic support and reasonable adjustments.
11. Inclusion and Disability Services recommends reasonable adjustments to enable students to meet the inherent academic requirements of their course. Inclusion and Disability Services cannot require a School or Faculty to change the inherent requirements of a course. Reasonable adjustments will be provided to assist me to achieve the inherent requirements of my course, not to replace them.
12. As a student driven service, Inclusion and Disability Services will not facilitate or recommend reasonable adjustments or academic support on my behalf unless I submit a service request or contact Inclusion and Disability Services directly.
13. I will monitor my student email account for communications from Inclusion and Disability Services about service requests.



Special consideration

14. If, despite the provision of reasonable adjustments, I am unable to meet attendance requirements, attend a scheduled exam or test, or submit assessment work by the deadline (including any adjusted deadline), I may be required to submit a special consideration application to the University.
15. The University will require me to provide additional documentation, and to meet other reasonable policy and procedural requirements, when submitting an application for special consideration, or an application to discontinue a unit of study without failure after the census date.
16. In order for the University to approve any application for special consideration on the basis of my registered disability or personal circumstances, I will be required to demonstrate that my personal circumstances deteriorated or that my disability was exacerbated during the relevant period.
17. Inclusion and Disability Services are not involved in the consideration or approval of special consideration applications, and it is not their role to assist me to lodge a special consideration application.

Supporting documentation

18. I have provided the required supporting documentation about my disability or personal circumstances. I will provide updated documentation when:
 - a. my condition or personal circumstances change;
 - b. my supporting documentation becomes out-dated;
 - c. I require additional support services or adjustments; and/or
 - d. I am requested to provide new, updated, or additional supporting documentation by Inclusion and Disability Services.

Demographic reporting

19. In accordance with Australian government requirements The University is required to provide demographic information to the Department of Education about the access, participation, retention, and success of all students, including students with a disability or carer responsibilities.



It is important that the information provided to the Department of Education accurately reflects the numbers of students with a disability or carer responsibilities attending the University of Sydney. This data is used by Department of Education to determine the funding provided to university to support students with a disability.

The University will provide demographic information about students registered with Inclusion and Disability Services, including my Student ID number, to the Department of Education.

Acknowledgement of use and disclosure of personal information

20. The Inclusion and Disability Services and the University may disclose sufficient of the personal information I provide to:
- a. Other parts of the University (including my faculty and Faculty Disability Liaison Officers and Student Wellbeing Staff), to identify and provide reasonable adjustments to me;
 - b. Practicum, field and clinical placement providers, to identify and provide reasonable adjustments to me whilst I undertake training or placement; and
 - c. Medical practitioners and/or treating specialists where it is necessary to do so in order to meet legal obligations relating to my health, safety and welfare or that of other people.
 - d. While the provision of information to Inclusion and Disability Services is not mandatory, if I do not provide relevant and accurate information about my disability or personal circumstances, the University may not be able to identify and implement appropriate adjustments for me;
 - e. I should notify the Inclusion and Disability Services of changes to my disability or circumstances; and
 - f. If I fail to meet indicated timelines or do not notify Inclusion and Disability Services of relevant information the University may not be able to identify and implement appropriate adjustments for me.
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Please return to the Application to Register online form and acknowledge the above.