

# | A guide to your *learning contract*

## **Useful contact information**

If you have any further questions or queries relating to your learning contract or support from Disabled Student Support, get in touch by phone or email, or call in at the Student Service Centres at either campus.

Phone **0114 225 3964**

Email

**[disability-support@shu.ac.uk](mailto:disability-support@shu.ac.uk)**

Disabled Student Support  
Student and Learning Services  
Sheffield Hallam University  
Owen Building  
Howard Street  
Sheffield  
S1 1WB

This information can be made available in other formats. Please contact us for details.



## What is a learning contract?

Your learning contract lists recommendations for 'reasonable adjustments' to the learning, teaching and assessment on your course to enable you to study to your potential.

The document is personal to you and is written according to your individual support needs. As you progress through your course your learning contract may be revised slightly to help you study best.

You receive the first version of your learning contract as soon as you've provided Disabled Student Support with a copy of a doctor's letter or psychological assessment report, or after a Study Needs Assessment or Disabled Student Support guidance appointment.

The main purpose of your learning contract is to ensure that all relevant staff members in your faculty are aware of the recommendations made for you by Disabled Student Support, so they can put them into practice.

Your learning contract is relevant to Sheffield Hallam University only, and it's not a legal document.

## Why do I need a learning contract?

Your learning contract helps to ensure you're not disadvantaged on your course because of your disability. It will improve your access to your studies.

Learning contracts usually cover a range of different types of support in lectures, coursework and tests, exams, placement and learning centre services. Research has shown that you're likely to do better on your course if you have a learning contract compared to disabled students who don't have one.

## How much personal information does the contract contain?

We know it's helpful for your course staff if we include some personal information about you and your disability when we write your learning contract. This is for background information and to explain why some recommendations have been made.

You don't have to keep this information in your learning contract if you don't feel comfortable with it. We'll discuss what's in your contract and ask you to approve it before we make it available to the people who need to read it.

## Who will read my learning contract?

Your learning contract will only be read by staff on a need-to-know basis, so they can consider the recommendations and put support in place for you. Who reads your learning contract will depend on the types of recommendations in it, but it will always include your course tutor. Often members of the Exams team and staff at the learning centre also need to read it. If you seek support within your faculty, then your student support officer will also be likely to read it.

## Will other students know?

We won't tell other students that you have a learning contract. It's up to you if you want to disclose your disability to other students.

## What are my responsibilities?

Your learning contract lists your own responsibilities in relation to accessing your support. It's very important that you read and understand these responsibilities.

## What if I need to make changes to my support later on?

We understand that your support needs may change throughout your time at Sheffield Hallam. This may be due to a change in your studies or a change in your disability.

You can arrange a guidance appointment with a disability adviser to discuss revising your learning contract.

