

## Admissions:

# Guidance for those involved in the admissions process

### **Undergraduate Admissions**

Detailed information is available in the <u>Undergraduate Admissions</u> <u>handbook</u> (click on the 'Disability tab') and under 'Further resources' on this page on how to support disabled candidates through the undergraduate admissions process at Oxford by providing reasonable adjustments and promoting an inclusive approach. The page includes:

- A good practice guide on facilitating access to admissions for candidates with disabilities. This covers Oxford's policy on access to admissions for disabled people; the Equality Act and the definition of disability; recruitment, making open days and individual visits accessible; and encouraging and responding to disclosure of a disability.
- A reasonable adjustments for interview candidates factsheet, which gives advice on how to make the interview process as inclusive as possible, and which reasonable adjustments might be considered for those with specific disabilities.

There is also sample text available for use at different points of the admissions process: summary information about the support the University provides to disabled students, text for encouraging disclosure of a disability, and an email template for requesting more information from applicants with a declared disability.

### **Graduate Admissions**

Detailed information is available in the <u>Graduate Admissions handbook</u> on how to support disabled candidates through the graduate admissions process. There is also further guidance given for <u>departments</u> and also for <u>colleges</u>.

#### **Further resources**

 <u>Good practice guidance on facilitating access to admissions for</u> <u>candidates with disabilities</u>

#### Disability Advisory Service <u>disability@admin.ox.ac.uk</u> or 01865 280459 Disability support guide at <u>www.ox.ac.uk/disability-guide</u>



- Reasonable Adjustments for Interview Candidates
- Guidance for tutors and administrators on supporting candidates
  with Specific Learning Difficulties (SpLDs) at admission interview
- Obtaining Appropriate Evidence of Existing Examination
  Adjustments for Individuals with Specific Learning Difficulties
- <u>Sample email requesting further details about adjustments required</u> <u>at interview</u>
- <u>Sample communications about disability support at Oxford and the benefits of disclosure</u>