

Procedure: Disclosure of information by students with disability or illness

程序：残障或患病学生的信息披露

Purpose

目的

To set out the steps required for disclosure to the University of the effects of disabilities, and to clarify rights and responsibilities associated with the disclosure of information regarding a person's disability.

列出向大学披露个人残障信息所需的步骤，并阐明与披露个人残障信息相关的权利和责任。

Procedure

程序

Disclosure and Assessment

披露和评估

1. Students who have an illness or disability and who require the University to adjust a process, policy or procedure or wish the University to provide equipment or other physical aids must disclose the nature and extent of the illness or disability ("the disability") to the office of Access & Inclusion.
学生有疾病或者残障，并且需要大学调整流程、政策或程序，或希望大学提供设施或其他身体辅助工具，必须向残障人士服务办公室披露疾病或残障（“残障”）的性质和程度。
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2. If a student presents to the University with a disability, staff should ensure that the student is referred to the Access and Inclusion.
如果学生向学校告知其残障问题，工作人员应该确保将该学生转介至残障人士服务办公室。
3. Access and Inclusion provides support to students with disabilities and its staff are experienced in appraising the impact of disabilities on tertiary studies. In the first

instance, a student should approach Access & Inclusion and disclose the relevant details of their disability to Access and Inclusion. Access and Inclusion on behalf of the University will appraise the impacts of the student's disability on their participation at university. The University may require the student to provide opinions from medical experts to assist the appraisal process. These documents need to describe the nature of the disability and address the extent to which that disability may impair the student's ability to undertake their studies at the University. The University may seek its own medical advice if the medical information provided by the student is not satisfactory.

残障人士服务办公室为残障学生提供支持，其工作人员在评估残障对高等教育的影响方面经验丰富。在第一种情况下，学生应与残障人士服务办公室取得联系，并且向残障人士服务办公室披露其有关其残障的信息。残障人士服务办公室将代表大学评估学生的残障情况对其接受高等教育的影响。大学可能会要求学生提供医学专家的意见，以协助评估流程。这些文件需要描述残障的性质，并说明残障可能在多大程度上损害学生在大学学习的能力。如果学生提供的医疗信息不符合要求，大学可能会自行寻求医疗建议。

4. Access & Inclusion will consider the student's medical documentation and make recommendations to the College nominated contact point on adjustments that may be reasonably required to enable that student to access any supports and services provided by the University. Access and Inclusion will liaise with any academic or other area concerning adjustments that may need to be made for the student.

残障人士服务办公室将研究学生的医疗文件，并向大学指定的联络点提出合理的调整建议，以便学生能够使用大学提供的任何支持和服务。残障人士服务办公室将与可能需要为学生做出相应调整的任何学术领域或其他领域保持联系。

5. The appraisal or Education Access Plan (EAP) by Access and Inclusion will be made within two weeks of complete information being provided by the student. The EAP will be developed in consultation with the student and the Access & Success Officer (SASO) taking into consideration the medical documentation provided and the course of study. The EAP will outline the reasonable recommended adjustments that aim to ensure the student will not be disadvantaged by their disability in their studies at ANU. The EAP is a recognised form of Special Consideration and should be referred to or attached to any other requests for Special Consideration. Access & Inclusion will not support any further consideration above the EAP for Special Consideration unless there has been an exacerbation of the disability or a new disability is recognised.

残障人士服务办公室将在获得学生提供的完整信息后的两周内进行评估或制定残障人士教育计划（EAP）。在与学生以及“残障人士就学与成功”官员（SASO）协商的基础上制定 EAP，同时要考虑到所提供的医疗文件和要学习的课程。EAP 将列出合理的建议调整，以确保学生在澳大利亚国立大学学习期间不会因自身的残障而处于不利地位。

EAP 是公认的特殊考虑形式，学生在请求其他特殊照顾时应使用或附加 EAP。除非残

障情况加重或确认出现新的残障，否则残障人士服务办公室将不支持 EAP 特殊考虑之外的其他诉求。

Confidentiality

保密性

6. The University will not disclose information to any person outside of the University without the specific written consent of the student, unless the University considers that disclosure of the information is required to prevent or lessen a serious threat to the life or health of the student concerned or of another person or is required by law.

未经学生的明确书面同意，大学不会向大学以外的任何人披露信息，除非大学认为披露所需的信息是为了防止或减轻对此学生或其他人的生命或健康的严重威胁或者是出于法律要求。

7. Education providers are required under the law to make mandatory notifications in certain circumstances, and may make voluntary notifications to the Medical Board of Australia in clearly defined circumstances as outlined in the Commonwealth document Guidelines for Mandatory Notifications (s144-145).

教育提供方必须根据法律在某些情况下发出强制性通知，并可以在联邦文件强制性通知准则（第 144 至 145 节）明确规定的情况下，向澳大利亚医学委员会做出自愿通知。

8. Access & Inclusion will, where necessary, advise other members of University staff of the existence and impact of a student's disability. This will only occur to enable those University staff to assist in implementing any adjustments required to accommodate the student's disability.

残障人士服务办公室会在必要时将学生的残障情况和影响告知大学的其他工作人员。这样做只是为了让大学的工作人员能够配合进行任何所需的调整，为残障学生提供方便。

Inherent Requirements of Course

课程的内在要求

9. Inherent requirements statements for courses are represented on the Programs and Courses website.

课程的内在要求可参见项目和课程网站。

10. Where the effects of a student's disability may restrict their capacity to meet the inherent requirements of a course, for example, compulsory external clinical placements or particular health and safety requirements, the student should disclose their disability in accordance with this policy, preferably prior to enrolment or at the first opportunity if the disability occurs after enrolment.

如果学生的残障情况可能会限制他们满足课程内在要求，例如，强制性的校外临床实习

或特定的健康和安要求，则学生应根据本政策披露他们的残障情况，并且最好在注册课程之前披露，或者如果残障情况是在注册课程后发生的，则应在第一时间披露。

11. The Course Convener, in consultation with Access and Inclusion will assess whether the student will be able to meet the inherent requirements of the proposed course. Students may be refused admission to a course, or their enrolment discontinued, if, even with adjustments, it is not possible to meet the inherent requirements of a course. Where requested by the student, Access and Inclusion will assist the student to liaise with the course convener and, where admission to the course is not possible, assist the student to obtain counselling on alternative courses or options that may be available to them.

课程召集人将与残障人士服务办公室协商，评估学生是否能满足拟议课程的内在要求。如果在调整后，学生仍无法满足课程的内在要求，则可能会被拒绝学习该课程或中止其注册资格。在学生要求的情况下，残障人士服务办公室将帮助学生与课程召集人联络，并且在无法入读课程的情况下，协助学生获得关于替代性课程或选择的建议。

12. Courses that require placements in health facilities for their successful completion can only be undertaken by students meeting the requirements of those health facilities.

要求在医疗机构实习才算成功完成学业的课程，只允许满足这些医疗机构要求的学生修读。

Duration of Approval

批准期限

13. Reasonable recommendations outlined in the Education Access Plan (EAP) made according to this procedure will be valid only for the semester in which it is made, unless the assessment is made with regards to a long-term disability or illness and an alternate timeframe is indicated on the Education Access Plan (EAP).

根据此程序制定的残障人士教育计划（EAP）合理建议仅在制定该计划的学期有效，除非在残障人士教育计划（EAP）中明确指出已对长期残障或疾病以及其他期限作出评估。

Review of Decisions

对决定的复议

14. If Access & Inclusion makes a recommendation to the College affecting a student under clause 4, then Access and Inclusion must tell the student, in writing, about his or her rights to a review of the decision.

如果残障人士服务办公室根据第 4 条向学院提出了与学生有关的建议，那么残障人士服务办公室必须以书面形式告知学生，当事人有对该决定申请复议的权利。

15. An application for review of a recommendation must be made in writing to the Operations Manager, Access & Inclusion within 20 working days commencing of the date of advice of the decision.

对建议进行复议的申请，必须在从提出建议之日起的 20 个工作日内，以书面形式提交给残障人士服务办公室的运营经理。

16. The Operations Manager, Access and Inclusion must review the application request and make a fresh recommendation as if he or she were making the original recommendation.

残障人士服务办公室的运营经理必须对申请要求进行复议，并且做出新的建议（如同自己做出原始建议一样）。

17. If a student wishes to appeal the outcome of a decision they should do so to the Course Convener, under the procedures established by the Procedure: Student Complaint Resolution.

如果学生希望对决定结果提出申诉，则应按照本程序确立的程序向课程召集人提起申诉：《学生投诉解决方案》。

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