EXAMPLES OF KEY MESSAGES TO ENCOURAGE DISCLOSURE OF A DISABILITY

General partner communications

Macquarie University is committed to supporting both students and our Partners to ensure that PACE Activities are successfully completed.

Where the University is aware of special requirements of a student, we will work with the student to develop an individual education access plan, prior to the commencement of the Activity. Individual education access plans may include reasonable adjustments for a disability or medical condition. Arrangements are considered on a case-by-case basis, and may include varied adjustments, an example being flexible work hours or the provision of ergonomic equipment. If required, these arrangements will be fully discussed with the Partner Organisation, prior to the commencement of the Activity.

The University will offer support to the Partner Organisation throughout the PACE Activity. If there are any concerns prior to or during the PACE Activity, please discuss with the Unit Convenor or a PACE staff member.

General student communications

**What do I do if I have personal requirements which need to be taken into consideration such as disability, carer’s or cultural responsibilities?**

Macquarie University is committed to matching you with a suitable PACE Activity/PACE International Project to maximise your success. There are a number of factors which may impact on the choice of your PACE Activity/PACE International Project. It is helpful if we know about your personal circumstances that might have an impact on the Activity/Project before it is allocated. This will ensure that arrangements are in place before the Activity/Project commences. These arrangements may include reasonable adjustments for your disability or medical condition, flexible time arrangements, or leave days for official observances. Arrangements are considered on a case-by-case basis and evidence may be required.

Please contact Campus Wellbeing and Support Services, to discuss your disability or medical requirements prior to/when enrolling in a PACE unit on 9850 7497 or campus_wellbeing@mq.edu.au.

For students who require special or flexible arrangements for reasons other than disability or medical circumstances, please alert or discuss these with your Unit Convenor / Faculty PACE Manager / PACE International Officer prior to selection of the PACE activity.

**Reasonable Adjustment Request clause** for Unit guide, iLearn, Student application for a PACE Unit/PACE International project and other means of communication with students

There may be personal circumstances that require consideration when assigning a suitable PACE Activity that students can undertake for unit [insert the unit name and code here]/ for a PACE International project. These personal circumstances may be physical or psychological and can include (but are not limited to) medical condition(s), disabilities or previous psychological trauma and may impact your capacity to undertake some tasks, or to travel to the Partner organisation /overseas.

Please contact Campus Wellbeing and Support Services, to discuss your disability or medical requirements prior to selecting your PACE Activity/PACE International Project on 9850 7497 or campuswellbeing@mq.edu.au.

For students who require special or flexible arrangements for reasons other than disability or medical circumstances, please alert or discuss these with your Unit Convenor / Faculty PACE Manager / PACE International Officer prior to selection of the PACE Activity.