

STUDENT REASONABLE ADJUSTMENTS (DLI) PROCEDURE

Section 1 - Preamble

(1) This Procedure is effective from 15 December 2025.

Section 2 - Purpose

(2) This Procedure documents the process for reviewing, determining and implementing reasonable adjustments for a student of Deakin Lancaster Indonesia (DLI) with a disability, health condition, mental health condition or carer responsibilities to enable them to fully participate in the DLI environment on the same basis as other students of DLI without a disability, health condition, mental health condition or carer responsibilities.

Section 3 - Scope

(3) This Procedure applies to all prospective and current students of DLI.

(4) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy and Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

Section 4 - Policy links

(5) This Procedure supports delivery of the Diversity, Equity and Inclusion (DLI) Policy and Support for Students (DLI) Policy.

Section 5 - Procedure

Students disclosing a disability, health or mental health condition, or caring responsibilities

(6) Students of DLI are not required or obliged to disclose a disability, health or mental health condition or caring responsibilities; however, DLI may not be able to make reasonable adjustments for students of DLI who do not disclose their disability, health condition or caring responsibilities.

(7) If a student of DLI requires reasonable adjustments, they are encouraged to disclose their disability, health condition or caring responsibilities as early as possible to the Student and Academic Services Team.

- (8) Any disability, health condition or caring responsibilities disclosure will be treated in accordance with DLI's [Privacy notice](#).
- (9) Advice and information on student support, reasonable adjustments and funding options are available for students from the Student and Academic Services Team.
- (10) A student of DLI with a disability, health condition or caring responsibilities can bring a support person to any meeting about their reasonable adjustments and support needs.

Assessing need and determining reasonable adjustments

- (11) To assess need and recommend adjustments that are required and reasonable, DLI Student Services, in consultation with the student, will consider:
 - a. the student's description of their disability, health condition or caring responsibilities and their views on appropriate reasonable adjustments;
 - b. supporting information provided by the student about the impact of their disability, health condition or caring responsibilities on their ability to participate in academic study in the DLI environment and any recommendations for adjustments; this could include information from a relevant health care professional, information from educational professionals who have supported the student, or self-provided impact statements from the student or family members;
 - c. the academic requirements of the chosen programme of study;
 - d. the effect of the adjustment on the individual with a disability, health condition or caring responsibilities, including the effect on their ability to:
 - i. meet the academic requirements of their programme of study; and
 - ii. participate fully in the DLI environment
 - e. any implications of the proposed adjustment on others, including other students and staff of DLI.
- (12) Following consultation with the student, the Student and Academic Services Team will determine the reasonable adjustments to be implemented.

Implementing reasonable adjustments

- (13) DLI Student Services will document the recommended reasonable adjustment(s) and make details available within a reasonable period to:
 - a. the student of DLI with the disability, health condition or caring responsibilities; and
 - b. the relevant staff or organisational units involved in the implementation of the adjustments.
- (14) The relevant staff or organisational units must implement any reasonable adjustments in a timely manner.
- (15) The organisational units required to implement the adjustment are responsible for any costs associated with the adjustments. The relevant area should contact the Student and Academic Services Team if the recommended adjustment exceeds the resources of the cost-centre, to discuss alternative funding options available through the wider University or through external funding applications.

Reviewing reasonable adjustments

(16) DLI Student Services will conduct an annual review of individual reasonable adjustments with the student. A review of reasonable adjustments can also be requested at any time by the student with the disability, health condition or caring responsibilities, or at the request of the relevant organisational unit.

ASSOCIATED DOCUMENTS

These associated documents are available on the [DLI Policy](#) page.

- Students with Disability (DLI) Policy
- Support for Students (DLI) Policy
- Diversity, Equity and Inclusion (DLI) Policy

PROCEDURE DETAIL	
Name of procedure	Student Reasonable Adjustments (DLI) Procedure
Overarching policy	DLI Diversity, Equity and Inclusion policy
Approved by	Yayasan Governing Board
Approval date	14 December 2025
Date of effect	Upon publication
Date of review	Within 12 months of approval
DLI Approval	Joint Management Committee 12 December 2025
Responsible Executive	DLI Rector
Implementation Officer	DLI Chief Operating Officer
Policy/procedure superseded	Not applicable
Summary	This Procedure documents the process for reviewing, determining and implementing reasonable adjustments for a student of Deakin Lancaster Indonesia (DLI) with a disability, health condition, mental health condition or carer responsibilities to enable them to fully participate in the DLI environment on the same basis as other students of DLI without a disability, health condition, mental health condition or carer responsibilities.

Key words for online searching	Disability, reasonable adjustment, student support
Category	Administrative
Target audience	Students, staff, associates