



STUDENT GUIDE  
TO SERVICES OF THE  
**CENTRE FOR UNIVERSAL  
ACCESS AND DISABILITY  
SUPPORT (CUADS)**

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*Inspiring excellence, transforming lives  
through quality, impact, and care.*



UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIBESITHI YA  
FREISTATA



Welcome to the University of the Free State (UFS). We look forward to working with you during your period of student life and your academic cycle at the UFS. The UFS is committed to making the university space an inclusive environment that recognises the talents, abilities and potential of people with disabilities. The university is also committed to creating an enabling learning and work environment, and instilling an institutional culture where full and equitable participation and progression become a reality for all UFS students. Disability integration forms an important part of the university's transformation agenda. As CUADS, we work together with our students and different role players on our three campuses to maintain an environment in which students with disabilities feel included in the Kovsie community.

## OVERVIEW OF DISABILITY SERVICES

CUADS operates within the Division of Student Affairs and provides support to students with disabilities within the university, playing a very important role in their lives. Students with disabilities are assisted in adjusting to the demands of academic life in various ways, and many specialised services are on offer. These support services include providing advice and facilitating academic accommodations, in collaborative partnerships with students' university lecturers, departments and faculties.

### CUADS PROVIDES THE FOLLOWING SUPPORT TO STUDENTS WITH DISABILITIES:

- Confidential consultation sessions.
- Concession (e.g. extra time, use of assistive devices, venues, etc.) application for tests/exams.
- Alternative assessment arrangements.
- Training, assistance and advice regarding assistive technology, hardware and software.
- Accessible technology at CUADS offices and libraries.
- Working with lecturers, residences, Campus Health, etc.
- Support with disability bursary applications.
- Access to study material in alternative formats (braille, audio, electronic text, print enlargement).
- Support with accessible transport between and within Bloemfontein and South campuses.
- Access to human support (scribes, readers, note-takers, South African Sign Language interpreters) and equipment loans (digital recorders, ruby magnifiers, talking calculators).
- Accessible parking through requests and applications.
- Advocacy and awareness on disability issues.

### CUADS PROVIDES SUPPORT SERVICES FOR THE FOLLOWING CATEGORIES OF STUDENTS WITH DISABILITIES:

- Specific learning difficulties (e.g. dyslexia, ADD/ADHD).
- Mobility impaired (e.g. wheelchair users, amputees, cerebral palsy, muscle dystrophy, spina bifida, multiple sclerosis).
- Visually impaired (e.g. blind, partially sighted, eye conditions).
- Hearing impaired (Deaf, hard of hearing, deafened).
- Various mental health conditions, and psychosocial and other chronic conditions (e.g. schizophrenia, epilepsy, panic disorder).
- Temporary impairments (e.g. a broken hand).



## RESPONSIBILITIES OF THE STUDENT WHEN USING THE SERVICES OF CUADS

- Reasonable accommodations are not intended to alter the fundamental elements of the curriculum or programme of study (Employment Equity Act No 55 of 1998). Students maintain the same responsibility for their education as their peers. This includes attending lectures and keeping the same academic standards and appropriate behaviour.
- CUADS seeks to support students with a wide range of disabilities. However, due to limited resources, there may be some services and support that we are unable to provide. In such an event, we will attempt to find suitable alternatives.
- The student is responsible for requesting accommodations in a timely manner so that CUADS can plan for those accommodations.
- Reasonable accommodation will only be provided once the UFS Reasonable Accommodation Panel (RAP) has formally approved it and your "concessions letter" is provided.
- The student is responsible for ensuring that CUADS, the faculty and academic departments are aware of the disability that may require accommodation.
- The student agrees to attend the predetermined assessment/examination venue at the time and date indicated on the student's examination timetable, in accordance with concessions granted by the UFS RAP as per the "concession letter" provided.
- The student agrees to coordinate the booking of all tests and assessments with the relevant lecturers and CUADS's Alternative Assessment Office. The student is responsible for ensuring that all academic tests and assessments are completed for the semester.
- The student agrees to check their examination dates with CUADS at least two weeks prior to their first examination to ensure that all of their tests and exams have been booked. All requirements need to be clearly stipulated in the test register and exam timetable so that CUADS can prepare accordingly. CUADS will not be responsible for tests or examinations not booked.
- The student is responsible for ensuring that their concession is renewed every year with the CUADS, even if the RAP subcommittee approved the particular concession for the duration of studies.
- CUADS will maintain the confidentiality of records and communication, except where permitted by the student or necessitated by law.



### LOOK OUT FOR OUR OTHER TIP SHEETS ON TOPICS SUCH AS:

- Visual Impairments
- Hearing Impairments
- Physical Impairments
- Concessions Guide for UFS Students



HELLO

## **KEEP IN TOUCH**

We aim to provide holistic support to UFS students with disabilities, and pride ourselves on being accessible to our students and other university stakeholders.

You can reach the Centre for Universal Access and Disability Support (CUADS) on any of the following platforms:



## **VISIT US ON YOUR CAMPUS**

- **Bloemfontein Campus (BFN):**  
Level 2, Sasol Library (next to the Johannes Stegmann Art Gallery)
- **South Campus (SC):**  
Room D125, Neville Alexander Library
- **QwaQwa Campus (QQ):**  
Room 16, Student Affairs Building



## **CALL US**

+27 51 401 3713 (BFN)  
+27 51 505 1355 (SC)  
+27 58 721 5189 (QQ)



## **SEND US AN EMAIL**

[cuads@ufs.ac.za](mailto:cuads@ufs.ac.za)



## **Facebook**

<https://web.facebook.com/Centre-for-Universal-Access-and-Disability-Support-UFS-1509109672744423/>



## **Instagram**

[https://instagram.com/cuads\\_ufs?utm\\_medium=copy\\_link](https://instagram.com/cuads_ufs?utm_medium=copy_link)



## **LinkedIn**

<https://www.linkedin.com/company/cuads-ufs>