

**Guidance for Health Professionals writing Medical Evidence Letters for  
accessing reasonable adjustments at Lancaster University**

The Disability Service at Lancaster University supports students with disabilities, mental health difficulties and/or long-term health conditions to access their studies through the implementation of reasonable adjustments. In order for the university to assess the appropriateness of reasonable adjustments we require evidence to be provided that has been written by a suitably qualified healthcare professional.

The student must have a disability as defined by the Equality Act 2010. A person is disabled under the Equality Act 2010 if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to carry out normal daily activities. 'Substantial' is more than minor or trivial (e.g. it takes much longer than it usually would to complete a daily task). 'Long-term' means 12 months or more. The long-term substantial adverse effects must be effects on normal day-to-day activities.

Please include the following information in your letter:

- The diagnosis of the disability/mental health condition/medical condition. If the student has more than one disability/condition, please include details relating to each condition.
- The date of diagnosis. Is the disability / condition long term or likely to be long term? The Equality Act states that a disability must be long term i.e. has lasted, or is likely to last for 12 months or more.
- The impact (or potential impact) of the condition (and where appropriate medication & side effects) on the student's normal daily activities, especially those which may have an impact on studying, e.g. attendance, academic performance motivation, participation etc.
- In your professional opinion does the condition/disability have a substantial effect on the student? The Equality Act states that a 'substantial effect' is one that is more than a minor or trivial effect (e.g. it takes much longer than it usually would to complete a daily task).
- Your details include your name and job description and the name and contact details of the organisation you work for. Where possible please use your practice/ agency's stamp or headed paper.
- Any other information that you think might help us assess appropriate support for this student at University.

If you prefer, you can email the letter directly to us at [disability@lancaster.ac.uk](mailto:disability@lancaster.ac.uk) or you can return it to the student to send to us themselves.