

Guide to Student Support Plans (SSPs) for Supervisors in e:vision

This document is intended for use by University of York staff only and is not intended for open distribution or for students.

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Video

Training was offered over the summer of 2026 for users of the SSP system – a video recording of the Teaching / Supervisor user training [can be viewed here](#) to supplement this user guide.

Overview

The Student Support Plan (SSP) system for supervisors provides automated, 24/7 visibility over the reasonable adjustments and support requirements of their assigned supervisees. This integrated digital architecture replaces manual document sharing, ensuring that supervisors have a holistic understanding of a student's mental health or disability support profile. The system automatically registers supervisor status from

SITS, meaning no proactive action is required to grant access to specific student records.

How to navigate to the service

- Open [e:vision](#)
- From the main menu, select **student record inquiry**
- Under 'My Supervisees', select **Current Students**

Reviewing the Student Support Plan

1. **Retrieve Student Records:** Within the "Current Students" section, enter a specific student's SPR code or click the "Retrieve Students" button to pull a complete list of assigned supervisees.

UNIVERSITY of York

e:vision Test - Welcome Robert

✖ > e:vision > Student (academic)

Select students

Filter your results by student SPR code (the /1 number), start year or expected year of completion.
 To retrieve a list of all your supervisees, leave SPR code blank and click 'Retrieve students'.

SPR code

Start year

All ▼

Expected year of completion

All ▼

Clear Screen Retrieve students

2. **Review the Student List:** The system generates a list displaying the student code, name, program routes, and current status.
3. **Access Student Details:** Click the "View Details" button to open a specific student's full record.

4. **Locate the SSP:** Look for the column labeled "Has SSP."

SPR Code	Student Name	Programme	Route	Academic integrity tutorial	Status	View details	Has SSP
10000002	[REDACTED]	Computer Science with Data Analytics	Computer Science with Data Analytics (FMHEPSCDA1)	Not completed	RSR Registered	View	View SSP
30000011	[REDACTED]	History	History (UBHISSHIS3)	Pass	RSR Registered	View	View SSP
30000011	[REDACTED]	History of Art	History of Art (UBHOASHOA3)	Pass	RSR Registered	View	View SSP
30000011	[REDACTED]	Plasma Science & Fusion Energy	Plasma Science and Fusion Energy (RPPLASFUS4)	Pass	RSR Registered	View	View SSP
30000011	[REDACTED]	History	History (UBHISSHIS3)	Pass	RSR Registered	View	No SSP
30000011	[REDACTED]	Physics	Physics with Astrophysics (UBASTSAST3)	Not completed	RSR Registered	View	View SSP

Showing 1 to 6 of 6 entries

5. **Open the Plan:** If the student has an active plan, click the "View SSP" button located next to the student's name. This will open the full, individual Student Support Plan in a separate browser tab.

Student Support Plan

This document includes the academic (teaching and exam) adjustments recommended. It includes the students declared disability, and if required a link to further information about the disability. The University has responsibilities under the [Equality Act 2010](#) and aims to ensure that students are not treated less favourably for a disability-related reason. Due regard should be paid to the sensitive and personal nature of information and care should be taken to handle data in line with the [General Data Protection Regulation](#). Whilst the University will make best efforts to share the document appropriately, it is your responsibility to inform your tutors you have an SSP and to refer to it when requesting adjustments. If you would like your SSP reviewing at any time please contact Disability Services.

Student details

Name (preferred name): Test

Surname: [REDACTED]

Student code: [REDACTED]

Contact email: [REDACTED]

Home/overseas: Home

Date of birth: [REDACTED]

Declared disability/Long term health condition: Learning difference such as dyslexia, dyspraxia or AD(H)D

Programme details

Show entriesSearch:

Course	Route	Year of study	Department	Status	Programme start date	Expected end date
History (UHISHIS)	History (UBHISSHIS3)	2	History	Registered (RSR)	[REDACTED]	
Languages For All (SLFALFA)	[REDACTED]	1	Language and Linguistic Science	LFA Registered (LFRSR)		

Showing 1 to 2 of 2 entries

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Individual adjustments details

Published date: [REDACTED]

Disability descriptor: [REDACTED]

Academic adjustments

Assessments

Subcategory	Adjustment details	Full recommendation
Coursework assignments	Deadline extensions	If a student is unable to meet a standard assignment deadline due to their disability, they should use the exceptional circumstances claim form, and indicate that they are requesting an adjustment via their SSP.
Attendance	Discount the impact of disability	The student may miss some teaching sessions where contribution is assessed

Data Visibility

Supervisors possess automatic, full visibility of the complete, unredacted SSPs exclusively for their officially assigned supervisees. This comprehensive view includes all standardized Level 2 and Level 3 adjustments, ensuring supervisors can provide informed pastoral care and academic guidance.

Points of contact

For any technical issues experienced whilst using these services in e:vision, please contact Student Systems at sits-support@york.ac.uk

For data queries, please contact Disability Services the process owners at disability-services@york.ac.uk