

S/M/S4.005|2-19|

## MANDATE

### Accessible Documentation

Submitted by: VP Welfare & Equality (Ciarán Watts) - on behalf of Welfare Forum  
Seconded by: Social Sciences Faculty Assembly Member (Niall Daly)

**Student Senate notes:**

The difficulty faced by people with reading difficulties in reading certain formats, and the availability of formats that are more easily legible by people with reading difficulties

**Student Senate believes:**

That all SU documents should be in a format that is as accessible to read as possible for all students

**Student Senate also believes:**

That all staff and officers should be conscious of accessibility when drafting documentation

**Student Senate therefore mandates:**

That all SU documentation aims to:

- Be written in a sans-serif font such as Arial, Comic Sans, Verdana, Tahoma, Century Gothic, Trebuchet, Calibri, Open Sans or Sassoon.
- Be written using a minimum of 12pt font size.
- Be written with the use of lower case letters and avoid unnecessary use of capitals.
- Be written with at least 1.5 line spaces between lines of text, if possible.
- Make use of bold print to highlight (Italics and underlining should be avoided as they can blur text)
- Use bullet points and numbers rather than long passages of prose.
- Avoid the use of unnecessary hyphenation
- Avoid the use of long sentences where possible