



## **DISABILITY STATEMENT**

### **Current Policy**

The Institute promotes equal opportunities in all its activities irrespective of disability, age, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), sex, or sexual orientation. It provides education on the basis of merit alone and accepts only those applicants most likely to complete the course successfully and derive benefit from it.

### **Admissions and Teaching**

The Institute welcomes applications from disabled students, who are considered on the same academic criteria as all others. The Institute is situated in an historic Grade 1 listed building which may present access difficulties to some parts of the buildings for students with mobility impairments. Applicants are encouraged to disclose details of their disability on the relevant section of the application form. However, any such information will not be disclosed to any unauthorised party, and will be kept confidential if the applicant so wishes. The applicant will be contacted by a member of the Academic Registry Admissions and Enrolment team to consider and agree an assessment and teaching plan according to individual need.

### **Physical Environment and Site Accessibility**

The Institute is located in the Strand Building of Somerset House, built in 1776-80 and one of the grandest and most famous neo-classical buildings in the centre of London. Facilities for students with mobility impairments in this Grade 1-listed building are generally good, as there is a lift in both wings. This gives access to the lecture theatre, to most of the galleries, to most seminar rooms, to the students' union and refectory, and to the Book Library and Photographic libraries.

The central location of the Institute means that it is well served by London Transport (the nearest railway stations are Charing Cross and Waterloo; the nearest tube stations are Temple, Charing Cross and Holborn). As the Institute is close to Covent Garden it is very well supplied with shops, as well as being near major museums and galleries.

### **Current Provision**

The Institute is a fairly small institution with approximately four hundred and fifty students, and consequently aims to provide personal attention for applicants and students with special requirements. The Institute would not claim to be able to accommodate all students with disabilities, but it will take all reasonable steps to make adjustments and provide necessary facilities to enable any student with a disability to attend a course for which he/she has been accepted on academic grounds.

Members of staff responsible for students with learning disabilities and/or disabilities: Records and Assessment Supervisor (tel: 020 7848 2636, fax 020 7848 2410), Academic Registrar (tel: 020-7848 2646, fax: 020-7848 2410), Human Resources Manager (tel: 020-7848 2582, fax 020 7848 2901). The Academic Registrar helps applicants with specific enquiries relating to facilities for students with disabilities.

While attending the Institute, students with disabilities are offered advice and assistance from the following support systems:

- (i) Personal Tutor System: all students at the Institute are allocated a Personal Tutor who is responsible for advising them on matters relating to work and social/personal problems.
- (ii) Welfare Officer: the Students' Union has its own Welfare Officer, who is able to give informal and friendly confidential advice to students on an individual basis; the post holder receives appropriate training. In addition, students have access to the University of London Union, which has officers to advise students on a range of matters.
- (iii) Health Centre: a doctor from the Gower Street Practice health centre comes at the beginning of each academic year to give information about its services and facilities to new students. In addition to offering a medical, dental and counselling service for students registered at the Institute, the health centre provides professional counselling for students with stress and emotional problems. There is no obligation on the part of any student to use the Gower Street Practice, and they are free to register with any general practitioner who will accept them. Students living locally may wish to remain registered with their home GP, while students coming from overseas may benefit from using the Gower Street Practice as they are used to dealing with students from many different countries.
- (iv) Counselling: The Courtauld provides a confidential counselling service on site for students, during term time. The Counsellor attends the induction session at the beginning of the academic year to provide information to new students.
- (v) Careers Advice: Students have access to the University of London Careers Group, which houses an extensive reference library and arranges interviews with Careers Advisers, one of whom has special responsibility for the Institute's students.

### **IT Facilities**

The Institute provides computer facilities for all students (word-processing software, access to the Internet) through its IT Centre and Internet Cafe, which have been designed to provide access to all students. The IT Department will provide advice and guidance to assist any adaptations that might be required by a disabled student.

### **Library Services**

Due to the design of Somerset House, and the fact that alterations to listed buildings are restricted, access within the libraries is limited and not all changes of level can be managed with the aid of ramps. However, library staff are happy to provide special delivery services for students who are unable to negotiate the stairs. Some teaching takes place in the study rooms of individual members of staff; again, not all of these study rooms are accessible by lift, but teaching is re-located to accommodate disabled students whenever possible. There is no parking at the Institute, but special arrangements may be made for a limited number of students who have to use cars.

### **Residential Accommodation**

The Institute has its own hall of residence, Duchy House, which accommodates 64 students. Duchy House is not equipped with accommodation specifically designed for students with mobility difficulties; however, University of London Intercollegiate Halls are able to provide rooms with disabled access and disabled students are given priority for allocation of these rooms. The University of London Accommodation Office also has details on outside organisations which can provide housing advice for students with mobility difficulties. Applicants are advised to consult the Institute in the first instance with details of their

requirements, and Academic Registry staff will contact Intercollegiate Halls on the student's behalf.

### **Special Arrangements for Examinations**

Special provision is made for disabled students and those with special needs taking examinations at the Institute. Each case is looked at individually. The arrangements made will be dependent upon the nature and gravity of the disability and the mode of examination. Students are required to submit supporting medical evidence, and the arrangements to be made are normally determined by the Records & Assessment Supervisor and Head of Examinations. The following is an outline of procedures adopted by the Institute:

- (i) Amanuensis: A candidate may be permitted to use an amanuensis. The normal examination time is allowed for dictation.
- (ii) Dyslexia: each case is considered individually, and requests for special arrangements need to be accompanied by a recent (within the last 2 years) report from an Educational Psychologist. If the report recommends extra time, the maximum normally permitted is 15 minutes per hour. The use of a computer may also be granted. The examiners are informed of a candidate's condition via a note attached to the script. A facility also exists for an illegible script to be transcribed at the request of an examiner.
- (iii) Hearing-impaired Students: a loop system is available in the Lecture Theatre and the Research Forum South Room, and other means of support are also made available.
- (iv) Interruption of Examination: Arrangements can be made in advance for a candidate to interrupt an examination in order to rest an arm or stretch their legs. During the break period, the examination paper is removed. In this way a candidate is able to have the full amount of writing time.
- (v) Special Seating: In cases where medical attention may be necessary, students may have special seating arrangements.
- (vi) Visually-impaired Students: history of art, by its very subject nature, presents difficulties for blind students, but special arrangements may be made for partially-sighted candidates on production of relevant medical evidence.
- (vii) Word-processing: A candidate may be permitted to word-process his/her examination paper. In such cases the Institute will arrange the provision of a computer and separate accommodation.

### **Future Activity and Policy Development**

The Institute has reviewed its provision for disabled students in the light of the Code of Practice (Post 16) developed by the Equalities and Human Rights Commission and the Equality Act 2010. The HR Manager and the Academic Registrar work with appropriate Heads of Sections, tutors and line managers to enhance provision.