

Inclusive Practice Policy

1. Overview

- 1.1 The University of London's strategic vision is to offer life-changing, high quality university education for those who will benefit. Our aim is to develop a proactive approach to ensure that services are accessible for all, and that we create an inclusive environment which recognises the diversity of individuals within a flexible and supportive educational framework.
- 1.2 The University of London has many students who choose to study with us because our provision is underpinned by a strong access mission. The University of London welcomes applications from those who require access arrangements.
- 1.3 Although the University of London offers flexibility of study in many respects, our courses and programmes are designed to be standardised and cost-effective. Access arrangements therefore do not involve making amendments to the programme structure, method of delivery or assessment.
- 1.4 This policy describes what a student with access requirements needs to consider during their student lifecycle, and the University of London's approach to support students insofar as possible.
- 1.5 The nature of the access arrangement will be determined according to the particular needs of the student. Requests will be considered individually in alignment with this overarching policy. A disability, a medical condition or a situation may be experienced differently by different people in the way it affects their studies and examinations. The University's decision will take into account the evidence provided, the learning outcomes, assessment aims and logistics of each case, so a candidate should not expect their own arrangement to be necessarily the same as that of another candidate.
- 1.6 Please contact the University if you have any questions about this policy, its remit or if you want to discuss your personal circumstances. The contact details are provided in the Access Arrangements Handbook for Students as well as on our website.

2. Purpose and principles

- 2.1 The purpose of this policy is to ensure that the University of London supports and enables students who require access arrangements to study towards achieving a University of London award. The University aims to provide to all its students equal opportunity to succeed in their studies.
- 2.2 This policy aligns with current UK legislative requirements, including the UK

Equality Act 2010, as well as the policies and processes of the University of London.

- 2.3 The University will make reasonable adjustments where possible to enable students to complete their studies.

Important to note: We ensure that any access arrangements made by the University do not advantage or disadvantage any groups of applicants or individual students of the University of London in any way.

3. Definitions

For the purpose of this document the term 'access requirements' is interpreted broadly. This term covers the access needs of any applicant, student or graduate arising from either a disability or particular conditions which prevail during the course of your studies or when being assessed. These access needs can more generally be placed into two categories:-

3.1 Disability

In line with the [UK Equality Act 2010](#), the University defines disability as any physical or mental impairment which has a substantial adverse effect on the person's ability to carry out normal day-to-day activities and is likely to last more than 12 months. Disability by this definition includes physical or mobility impairments, visual impairments, hearing impairments, learning difficulties (for example dyslexia, dyspraxia or dyscalculia), ADHD, mental health difficulties, autistic spectrum disorders, and unseen or progressive medical conditions (for example asthma, epilepsy, heart conditions, diabetes, cancer, HIV/AIDS and multiple sclerosis).

3.2 Specific Access Situations

The University recognises that in some situations applicants and students will require specific access arrangements in place, to be able to complete their studies. Often these needs are related to when and how you are able to study, rather than a disability. These may be related to personal circumstances, which may sometimes be temporary in nature. Examples of these situations include: those with legally imposed travel restrictions, armed forces personnel, workers on board ships, those in prison, and those with medical difficulties.

Important to note: Admission to our programmes is granted strictly on the basis of academic eligibility. We seek to ensure that our policies do not advantage or disadvantage any applicant or student.

4. Scope

We are committed to providing support to enable any student who meets the academic criteria, to cope with the requirements of the course, to have the opportunity to succeed. To achieve this, the University of London:

- recognises that everyone is an individual, and will work with students to identify barriers to studying and make reasonable adjustments to remove them;
- is committed to ensuring wherever possible that no student is disadvantaged in their programme of study by disability or other access requirements;
- is committed to developing a culture of inclusion in which people feel comfortable to disclose a disability and to discuss any reasonable adjustments;
- is committed to the development and improvement of services and procedures as much as possible; and
- is committed to the development of knowledge and understanding to meet the needs of students with a disability and other identified access requirements.

This policy relates to four distinct areas to support the student lifecycle as per the scope outlined above:

- Disclosure;
- Admissions and registration;
- The study experience; and
- Examination arrangements.

4.1 Disclosure

- 4.1.1 In order to be able to support you in your studies and student experience, we need you to tell us about any access requirements arising from a disability or due to any specific access situations you may have. This must ideally be done at the key points of application for admission, registration and examination entry. We give you the opportunity to disclose access requirements at all these points.
- 4.1.2 You may be advised of certain deadlines by which disclosure must be made to enable us to look into and implement access arrangements. If you do not make a disclosure of your disability or specific access situation in a timely manner, we cannot guarantee that we will be able to make the relevant access arrangements for you.
- 4.1.3 If you choose to not disclose your disability or specific access situation, we are not responsible for any failure to make access arrangements to meet your individual needs. We encourage you to share this information with the University- the Inclusive Practice Manager is available to confidentially discuss any issues related to your access requirements.
- 4.1.4 Any information you provide about a disability or specific access situation is

treated sensitively in compliance with the General Data Protection Regulations and the University's Information Security Policy. We will treat such information as confidential and will make it available only to relevant offices and officers to ensure the provision of necessary support and the required access arrangements for you.

4.1.5 Any medical reports and other documentary evidence of your disability or specific access situation you provide are treated securely in compliance with the General Data Protection Regulations and the University's Information Security Policy. Only the access arrangements themselves are communicated to relevant individuals or offices. No information about students' disability or specific access situation is disclosed to any third parties without the explicit consent of the student or applicant.

4.1.6 The university will only discuss, share information and correspond with the students or applicant, in all matters relating to their disclosure of a disability, specific access situation or requirement. We will not discuss any issues relating to this disclosure with a third party, including parents, partners, family members, representatives of teaching institution, or health practitioner, unless the student or applicant has provided written consent to do so. The university reserves the right to discuss these issues solely with the applicant or student, even where consent to share such information has been provided.

4.2 Admissions and registration

4.2.1 All applications are considered on the basis of the academic requirements of the programme you wish to join.

4.2.2 The consideration of any access arrangements is entirely separate from the academic selection processes and the measure of your eligibility to join the chosen programme. Nevertheless, at the application stage you are encouraged to declare your disability or any other access requirements. This will allow us time to review possible access arrangements and provide support during your studies.

4.2.3 You may declare a disability or specific access situation to the University of London at any time during your studies. If disclosure is made after enrolment, or during the course of your studies, we will make reasonable efforts to consider your request and make access arrangements. However, late disclosure may limit the extent of any assistance we can provide and access arrangements we are able to make.

4.3 The study experience

4.3.1 University of London students receive a majority of their learning materials via the online Virtual Learning Environment (VLE). The University uses Moodle as its online platform which incorporates many functionalities to support accessibility. Please note that some study materials are provided in hardcopy format.

- 4.3.2 The Access Requirements Disclosure form which is provided as part of the application form for a study programme gives you the option to answer the question on request for materials in alternative formats. Please ensure that you respond to this question in the form if you cannot access standard printed materials. Although we will make reasonable efforts to consider your request and make access arrangements in respect of the learning materials, regular internet access is a requirement for all courses offered through the University of London. This is an important course requirement, particularly for those students whose location of study is subject to change.
- 4.3.3 The University does not provide face-to-face tuition support for students. However you may be able to access such support from external teaching institutions that offer either face-to-face or online tuition support. The University can provide more details and guidance on this if you contact us.
- 4.3.4 Please note that the University is not responsible in any way for the management of external institutions which offer tuition for the University of London. You are advised to contact the institution directly to discuss any access requirements related to your tuition and to check whether these requirements can be met. Institutions will be required to comply with local legislation within the country in which they are situated, in relation to their obligations to students with a disability or with specific access requirements.

4.4 Examination arrangements

- 4.4.1 A majority of programmes are assessed through unseen time-constrained written examinations. Other forms of assessment include course-work, online activities, projects and dissertations. The University of London's assessment process requires that written examinations should be sat at established Examination Centres. You will therefore also need to disclose your access arrangements approved by the University to your local Examination Centre, in order to ascertain whether they can make these arrangements for you.
- 4.4.2 The London Examination Centre does not charge students an additional fee for the provision of specific access arrangements for examinations; however, local Examination Centres may levy extra fees to cover such services. Please check the applicable fees for any access arrangements when you contact the local Examination Centre.
- 4.4.3 If you have disclosed a disability or informed us of a specific access situation, we will make every reasonable effort to enable you to sit your written examinations or complete other forms of assessment for your programme. Examples of the ways in which we have previously been able to assist students during the examinations include:
- examination question papers in alternative format, such as in large print and on coloured paper
 - special seating

- A private room in which to sit examinations
- extra time
- use of a scribe
- use of a word processor
- breaks during the examination
- permission to take food or medication into the examination hall

4.4.4 We strongly encourage students to answer the question on examination access arrangements on the application form and when submitting an examination entry. This will enable us to consider and make examination arrangements to accommodate access requirements.

4.4.5 If you want to discuss your access requirements, please contact the University at the earliest possible date and before relevant deadlines.

Important to note: Access arrangements for examinations must not compromise the qualification itself. The University will not modify the academic standard or the test which it applies to determine whether or not students have a particular level of competence or ability. The University will not amend the schedule of examinations or any aspects of the assessments to accommodate access requirements.

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