



## Information for disabled students at London Business School

Are you disabled or do you have a long term medical condition that has an effect on your studies? If so you are encouraged to contact the Disability Support Officer for information, advice and support.

By disability we mean any impairment, medical condition, mental health difficulty or specific learning difficulty that has an impact on your ability to study or on any other aspect of university life.

- Specific learning difficulties - e.g. dyslexia, dyspraxia
- Autism/Asperger syndrome
- Sensory impairment
- Physical disability (including Repetitive Strain Injury/upper limb disorder)
- Mental health difficulty
- Unseen disability - e.g. epilepsy, asthma and diabetes
- Medical condition (including fluctuating conditions)
- Any other condition which has a significant effect on your ability to study.

### Confidentiality and disclosure

If you have any support needs related to a disability you are encouraged to contact the Disability Centre as early as possible. Any information disclosed is treated confidentially. When you first meet the Disability Support Officer you will be asked whether information can be passed to other members of staff, on a 'need-to-know' basis where this is necessary to facilitate our support for you. If you do not disclose your disability it may be difficult to make the appropriate reasonable adjustments. The Disability Centre staff are happy to discuss any concerns you may have about disclosure.

## Disability services at London Business School

### Services

The Disability Support Officer will, as appropriate:

- Discuss and assess your individual needs and help identify appropriate support and funding.
- Produce a 'summary of needs' to ensure that relevant people in the Faculty and Programme Office are aware of your needs
- Assist you in your application for Disabled Students' Allowances (UK students only)
- Organise appropriate study related assistance such as dyslexia tuition, note-taking, communication support, mentoring or personal assistance.
- Provide information and advice for staff supporting disabled students.

## **Study related assistance**

In order to access your course you may need to use some form of human support. For UK students this is usually funded through the Disabled Students' Allowances.

Examples of study related assistance include:

- Mentor - if you have Asperger syndrome or a mental health difficulty you may need the support of a mentor. We have a team of appropriately qualified mentors.
- Dyslexia Tuition - non subject specific tuition by qualified dyslexia tutors is available.
- Note-taker - we will work with you to recruit suitable note-takers.
- Communication Support Workers - including sign language interpreters and note-takers for deaf students. We usually recommend that a student seeks support from an outside agency. The Disability Centre will assist you as necessary in arranging this.

## **Special arrangements for examinations**

If you wish to apply for special examination arrangements on grounds of disability, for example to have extra time, you are advised to contact the Disability Support Officer or your Programme Office as early as possible.

## **Specialist IT support**

The UCL Disability Centre has an IT suite equipped with a range of assistive software. If you would like to find out about the full range of accessibility options available through Windows or about this assistive software (for example voice activated) please contact the Disability Centre.

## **Dyslexia and other specific learning difficulties**

If you are dyslexic and your report is out of date you should contact the Disability Centre to arrange a new assessment. Diagnostic assessments are carried out by a qualified practitioner at UCL. If you have reason to think you may be dyslexic and have never been formally assessed, or were assessed many years ago and have lost all copies of previous reports you can make an appointment for a dyslexia screening test.