

## GENERAL WELFARE SUPPORT

In addition to the support offered by your Personal Adviser, the Secretary in Academic and Student Services can offer advice and support or provide you with additional information on general welfare matters including accommodation, funding, banking, counselling and healthcare:

Catherine Duperray, [c.duperray@ulip.lon.ac.uk](mailto:c.duperray@ulip.lon.ac.uk), 01 44 11 73 83

## EDUCATIONAL SUPPORT FOR STUDENTS WITH SPECIAL NEEDS

Students with special needs should make these known to their Personal Adviser or to staff in Student and Academic Services so that appropriate support provision can be made. The Institute may be able to help in one or more of the following ways:

- Extra tutoring time
- Peer mentoring
- Extended deadlines for coursework
- Large print/ other specified format handouts and / or reading material
- Provision of reading lists / handouts in advance
- Photocopies of lecture notes
- Permission to record lectures
- Special examination arrangements

The Institute encourages students with special needs to maintain close contact with the staff in Academic and Student Services who provide the following types of support:

- Liaising on behalf of students with academic staff and co-ordinating the provision of academic assistance, such as advance access to teaching materials and examination arrangements.
- Arranging assistance around the Institute and in lectures, such as personal helpers and book fetchers.
- Providing assistance for students in applying for support funding, such as the Disabled Students' Allowance which provides financial help on top of the standard student package if you have a disability or specific learning difficulty like dyslexia. Further information may be found at [www.skill.org.uk/](http://www.skill.org.uk/) or [www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG\\_10034898](http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898)

Students are asked to note that access to some public buildings in Paris, public transport and other facilities can be difficult for those with mobility problems.

In order that the Institute may provide the most appropriate support possible to students with special needs, it requires that all students who request special adaptations or auxiliary support provide documentation of their condition and their support needs from an appropriate professional. Documentation should be recent and should contain the following information: diagnosis, prognosis, limitations and recommendations. Documentation of a medical condition should be from a medical doctor. Documentation of special psychological needs should be from a psychiatrist or clinical psychologist. Documentation of Specific Learning Difficulties should be from an educational psychologist and carried out when the student was 16 or older. Additional documentation from other professionals such as teachers, physiotherapists, speech therapists, counsellors, social workers etc. which an applicant or student may feel clarifies their support needs are welcomed. All documentation submitted must be in English.

All information and documentation regarding an applicant's or student's condition will be used exclusively for the purpose of planning and implementing appropriate support provision which will

enable them to gain the maximum benefit from the educational opportunities at the Institute and will be treated as confidential. However, in order to plan and provide appropriate support, information about an applicant's or student's support requirements will be shared with those Institute staff directly involved in the planning and delivery of the individual's support provision. Information will not be discussed with the student's parent or guardian without the express permission of the student. Specific details of an applicant's or student's disability, medical condition, Specific Learning Difficulty or special psychological need would not normally be shared, except in cases where there is a clear reason to do so, or at the specific request of the student.

In exceptional circumstances, where a student is thought to be in imminent danger of serious harm, or causing harm to others, the Institute may disclose information as would be appropriate to avert this harm.