

## **IHR Disability Statement**

### **1. Introduction**

The Institute of Historical Research (IHR) promotes equal opportunities in all activities irrespective of disability, ethnic origin, gender, marital status, social class, number of children, age, political beliefs or sexual orientation.

The IHR fully supports the University of London's Equal Opportunities Policy Statement and the School of Advanced Study's Policy on Students with Disabilities. Copies of these are available from the [University web site](#). This statement supplements these statements and policies.

We hope that we have created an atmosphere in which Institute visitors, students and staff are encouraged to disclose information relating to any disability. All such information will be treated as confidential. See contact details below.

### **Access to the building**

There are ramps enabling access to Senate House and to the Institute itself, and a lift to all floors. However, narrow spaces, high shelving and heavy doors in some locations may mean that users need assistance. Staff are usually available to help and can be contacted via [reception](#).

### **Access to information**

The IHR website is disabled-friendly in terms of the colour contrasts and scalable text. The IHR endeavours to prepare all correspondence in text which is no smaller than 12 point. Where possible, the Institute will supply information in larger text size, and on other formats if notice is given.

### **Information for people attending meetings and events**

Please [contact the IHR reception](#) if you have any specific requirements when attending events or booking rooms. A portable induction loop is available from the reception desk for use in meetings and seminars.

### **Information for library users**

Library staff are happy to provide assistance in using the library, for example by retrieving books, and helping with photocopying. A range of assistive equipment is available, including an adjustable table and magnifying lamps. Please see above for further information.

## **2. Information for students considering applying to study at the IHR**

### **Applications and enrolments**

The IHR welcomes applications from disabled students who are considered according to the same academic criteria as all others. Special consideration will be given to applicants with disabilities with a view to accommodating their needs.

Applicants are encouraged to disclose details of their disability on the relevant section on the application form. However it should be noted, that such information will not be disclosed to any

unauthorised party, and will be kept confidential if the applicant so wishes. When a disclosure is made the applicant is contacted by the School's disability advisory team who will put in place a plan to assist with teaching and assessing for both the applicant and the tutor. Application can be supplied in larger print if required.

Applicant information accessed via the Institute's web site can be adjusted to large print if required.

Specific arrangements can be made for enrolment and registration to meet students' needs.

## **Teaching and assessing**

All supervisors, tutors and staff dealing with admissions have been supplied with a copy of best practice guidelines for ensuring the equality of disabled students in relation to admissions, enrolments, teaching and assessment practices.

Applicants should note that most teaching will take place in the Institute, which has lift access, suitable for the mobility-impaired, to all floors. Applicants should note that entry to some of the library facilities and offices may present difficulties for the mobility impaired. The library has a range of equipment and services to assist disabled users, see above for further information. A portable induction loop is available from the reception desk.

Applicants are invited to visit the building to assess accessibility.

Supervisors, tutors and lecturers will endeavour to ensure that provision is made for disabled students as appropriate. This may include:

- Ensuring enough time between sessions to allow movement from one classroom to another.
- Making appropriate amendments to course delivery including providing handouts in advance, offering short breaks to students/interpreters, and flexible deadlines.
- Giving consideration to the balance of assessed course work and examinations

The IHR offers a wide range of services for students with disabilities when taking examinations. These are detailed in the School of Advanced Study's [Policy Statement](#) and include the use of an amanuensis, arrangements for typing papers, extra time allowance for dyslexic students, special seating, and allowing short breaks.

## **Further support and contact information**

The Director of the IHR has responsibility for ensuring that it complies with its legal requirements. The IHR's policy and its compliance with legal requirements will be monitored and reviewed regularly.

The Institute cannot claim to be able to accommodate all students with disabilities, but it will make all reasonable adjustments to do so.

Conor Wyer, the Institute Manager, is the Disability Support co-ordinator.

## **Contacts**

- For general enquiries and student admissions: Dr Conor Wyer, Institute Manager: [conor.wyer@sas.ac.uk](mailto:conor.wyer@sas.ac.uk); tel 020 7862 8758
- For events/room booking enquiries: email: [ihr.reception@sas.ac.uk](mailto:ihr.reception@sas.ac.uk) phone: 0207 862 8740
- For assistance in using the library: email: [ihr.library@sas.ac.uk](mailto:ihr.library@sas.ac.uk) phone: 020 7862 8760