

Student Learning and Support Agreement

Confidential

Name of Student	
ID No	LON
Course	HND BA BSc LLM LLB
Start Date at LSBM	
Disability/Medical Condition/SpLD	
Date Assessed	
Disability and Student Welfare Advisor	Dr Konstantina (Nadia) Michail

Disability Information (including what support is currently being provided; and by whom)

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Academic Support

This relates to the support that will be arranged within the Institution by those delivering the course.

Please delete any arrangements shown below that are not required.

- Lecturers to Upload lecture notes in VLE in advance
- To be allowed to audio record Lectures.
- To be allowed to sit in presentations, if required.
- To be allowed to stand and stretch if necessary.
- In addition, teaching staff should be aware that xxx:

Uses a note taker.

Uses a Support worker

NOTES FOR STUDENT

Recording Teaching Sessions

- I agree that the recordings of any lectures by me, or on my behalf, must be used only for my personal private study, and must not be reproduced or passed on, or made available to anyone else other than for transcription purposes, including by any electronic means, such as email attachment or posting on any website.
- I agree to delete the recordings once they are no longer needed (i.e. once they have been transcribed).
- I acknowledge that the content of the lectures and the Lecturer's delivery of the lectures remain the intellectual property of the Lecturer delivering them, and that the Lecturer retains the copyright in the lectures and the recording of them in any form.
- I understand that information given in the lectures must be referenced if referred to in my own academic work.
- Video recording of the lectures is not permitted.

Examination/Assessment Arrangements

This section refers to formal examinations taken as part of a degree qualification.

Please delete any arrangements shown below that are not required.

25% extra time

Use of word processor

Reader

Amanuensis (scribe)

Rest Breaks (clock stopped) 10' per hour

Rest Breaks (clock stopped) (Diabetes) one 10' if needed for food consumption

Regular toilet breaks

Other

Library Arrangements

Extended Library Loans

Disability Support

This relates to the support that will be arranged by the Disability Team at the Institution

Specialist Mentoring

Specialist Study Skills

Note-taking

Support worker

NOTES FOR STUDENT

- I understand that support worker arrangements made by the Disability Team are done so through an agency (DSA).
- I understand that I may arrange support independently and I will be wholly responsible for managing this support should I choose so to do.
- I understand that I must make my support worker(s) aware of any changes in timetabling or planned academic-related activities at the earliest opportunity.
- I will contact the Disability and Student Welfare Advisor if I have any queries about this SLSA, or any disability equality awareness needs

What support will not be provided by LSBM

- Counselling
- Mental health Support
- Provide support for personal care and daily living tasks
- One-to-one specialist support is provided by external providers (DSA funded)

Specific details on agreements on how the information regarding the student's disability will be disclosed during the study period at London School of Business and Management (i.e. which staff will be informed; what information will be passed on, etc).

- ✓ Disability Team
- ✓ College (Course leader and involved teaching staff)
- ✓ Exams Office/Boards
- ✓ Library

- ✓ Registry
- ✓ Safety Officer
- ✓ External Agencies for specialist support

Student Commitments

- To provide copies of relevant documents, including Educational Psychologist Report, GP correspondence and assessment of need reports to the Disability Team.
- To apply for the Disabled Students Allowance
- To update the Disability Team on an annual basis on their progress.
- To respect the intellectual property rights of academics in recordings of lectures.
- To inform the Disability Team at the earliest opportunity about any problems with their provision.
- To request examination provisions in writing in advance.

This Student Learning and Support Agreement is valid for the period of the course only and should students return for any reason after the end of the course, they are responsible for ensuring that the College is notified of the need for a new Student Learning and Support Agreement to be raised.

- I agree with the recommendations made within this Learning & Teaching Support Agreement.
- I understand that the information contained within this document will be shared with relevant staff on a 'need to know' basis in order that support may be put in place for me.

Signed **student name** **date**

Signed **Disability and Student Welfare Advisor** **date**

Signed **Head of Student Admission and Success** **date**