



University of Essex

# **Accessibility Information Loughton Campus**



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# East 15 acting school accessibility information

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The East 15 acting school, based at the University's Loughton campus, has buildings situated across two locations. The Hatfields site is home to the Grade 2 listed Hatfields House, Corbett Theatre, Dance Studio, Courtyard Studios, Wernick Building and New Build Studios. The second campus site is located at Oakwood Hill Industrial Estate, which is where Roding House and Unit 4 are situated.

## AccessAble

The University works in partnership with national disability organisation AccessAble, who provide detailed online access guides to many of our campus buildings and facilities. Information about our Loughton campus can be found at [accessable.co.uk/university-of-essex/university-of-essex-east-15-loughton-campus](https://accessable.co.uk/university-of-essex/university-of-essex-east-15-loughton-campus).

We welcome disabled students, staff and visitors to our campuses, and are committed to removing barriers to education, training and employment for all.

These goals are supported by the University's policy statement on equality, diversity and inclusion. Our dedicated Student Wellbeing and Inclusivity Service offers specialist support, equipment and expertise to students with disabilities and learning difficulties. There is also an Access Forum which promotes university-wide communication on access issues and contributes to new developments and refurbishments across the University.

The University recognises that comprehensive, accurate information is essential in enabling disabled people to make informed choices. To this end, all access-related campus information is now available from a one-stop portal, [Access@Essex](mailto:Access@Essex) on the University website.

# Personal Emergency Evacuation Plans (PEEP)

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The University wishes to assist all students or members of staff who may have difficulty in evacuating any campus buildings in the event of an emergency such as a fire. These difficulties could arise from permanent, long term or temporary disability. Although not exhaustive, the following is a guide as to what may be relevant:

- **Cognitive;** Could be such as panic attacks or inability to follow or comprehend instructions.
- **Dexterity;** Issues which may cause difficulty opening doors.
- **Hearing;** Possible lack of awareness that a fire alarm has actuated or be able to follow directions (signs or verbal).
- **Mobility;** Impairment ranging from strains and sprains through use of walking aids or wheelchair; most relevant are problems using stairs, travelling distances or open doors.
- **Vision;** Possible lack of awareness that a fire alarm has actuated or be able to follow directions (signs or verbal).

If you believe you may have difficulty during emergency evacuations of University buildings you should contact the Student Wellbeing and Inclusivity Service, (SWIS) at [include@essex.ac.uk](mailto:include@essex.ac.uk) or Fire Safety Team who will arrange for your Personal Emergency Evacuation Plan (PEEP) assessment to be undertaken with you so any evacuation arrangements you may require can be organised.

As required, the details of PEEP assessment and any arrangements made may be shared with relevant services as explained at [essex.ac.uk/student/fire-safety/peep](http://essex.ac.uk/student/fire-safety/peep), such as Campus Security, to ensure that the correct facilities and procedures for your safety are in place. Your details will be administered on a completely confidential basis.

Students that have visitors who may have difficulty on evacuation are required to notify the Fire Safety Team or Security as appropriate before or on their visitors' arrival on campus and to encourage or arrange for visitors to use the most suitable areas of campus.

The relevant PEEP forms and further information can be found at: [essex.ac.uk/student/fire-safety/peep](http://essex.ac.uk/student/fire-safety/peep).

To submit a PEEP or for any enquiries, please contact the University Fire Safety Team using the email address: [fire@essex.ac.uk](mailto:fire@essex.ac.uk).

# Student services information

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- **Student Services Hubs**

For practical advice, a confidential conversation or general information, no matter what your query, our Student Services Hub is the place to go. You can ask about health and wellbeing, accommodation, funding, exam stress and much more. More information can be found at: [essex.ac.uk/students/contact/default.aspx](https://essex.ac.uk/students/contact/default.aspx).

Full information on the support and services available can be found at: [essex.ac.uk/student/professional-services/student-wellbeing-and-inclusivity-team](https://essex.ac.uk/student/professional-services/student-wellbeing-and-inclusivity-team).

- **SWIS drop in**

The 'drop in' facility is a key feature of the Student Wellbeing and Inclusivity Service and operates across all campuses. Students can access 'drop in' advice in person, remotely by Zoom using the [online enquiry form](#), via email or by phone and live-chat has been added to the access routes available to students seeking support.

## Academic and Learning Support

The University provides the following academic and learning based support to assist you:

- **A named adviser from the Student Wellbeing and Inclusivity Service (SWIS)**

If you register with SWIS by providing a copy of your medical or diagnostic evidence and complete our Student Support Confidentiality Agreement (your permission for us to share information with relevant staff) you will have a named adviser within our service who will be able to provide advice and information about the support available to you and how to get this in place.

- **Orientation support**

SWIS is able to offer initial orientation tours of campus for students who may be anxious about being in a new environment. If you require initial or ongoing orientation support to get to and from your lectures, please do contact us so we can provide advice and information about how these may be provided and funded.

# Student services information

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- **Student Support Notification**

This provides information to your department / school / centre about your disability and how your support needs may be met in your academic studies.

- **Individual Exam Arrangements**

You can apply for individual exam arrangements via your named adviser in SWIS. These might include extra writing time, rest breaks, alternative format exam papers, examination scribes or readers. Please do contact us to discuss this.

- **Cover Sheets**

If you have a diagnosis of Specific Learning Difference, such as dyslexia, or an autistic spectrum condition, you may wish to use coversheets for your assignments to alert the marker to difficulties you encounter when writing.

If you have registered your disability and provided evidence of your condition to SWIS and are eligible for a cover sheet then this will automatically be applied to coursework submitted via FASER. If you wish to opt out of this option you can do so when you submit coursework. FASER (Feedback Assessment Submission Electronic Repository) is the University's online coursework submission assessment and feedback service.

- **Notetakers**

If you have disability related difficulties with independent notetaking and your needs are not met by the Listen Again service, please ask us about notetaker support. We may ask you to complete an assessment process with us to help ensure this is the best support for you. If a notetaker is in place then this support provision is paid by the University.

- **Listen Again**

Listen Again is the University's lecture capture and playback service. It records your lectures so you can listen back at a time that is convenient to you. The majority of main lectures for core / compulsory modules are recorded centrally via the Listen Again system. Information about Listen Again can be found at: [essex.ac.uk/student/learningtechnologies/listen-again](http://essex.ac.uk/student/learningtechnologies/listen-again).

- **Coursework Deadlines**

Deadlines are published in advance and should give you time to plan and pace your completion of coursework. If you have difficulties submitting coursework by the deadline date, do keep your lecturer informed. There is an online procedure for extenuating circumstances that you can use if you miss a deadline. You can find more information at: [essex.ac.uk/student/exams-andcoursework/extenuating-circumstances](http://essex.ac.uk/student/exams-andcoursework/extenuating-circumstances).

# Student services information

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## ● Reasonable Adjustments

The University has a duty under the Equality Act 2010 to put in place and consider requests for reasonable adjustments to ensure you are not placed at a significant disadvantage during your studies. Reasonable adjustments will not change the learning objectives or academic / competence / professional standards of your course but can consider how these are assessed. They may also include things like advanced notification of coursework titles and deadlines, permission to record lectures, targeted reading list and cover sheets. If you have any questions about the academic support that will be available to you, please do contact SWIS.

## ● Adapted or Alternative Assessment

Adapted assessment is where the assessment task remains the same for all students but the conditions are changed specifically for disabled students. This may be considered where alternative assessment cannot be offered, as it would compromise the learning objectives or academic / professional standards of your course.

Alternative assessment is where a different assessment task is prepared specifically for a disabled student.

If your disability means you are placed at a significant disadvantage by the assessment task then please do talk with your named adviser in SWIS.

## ● Timetables

SWIS can liaise with the timetable organisers, to let them know about your accessibility needs and to identify changes that can be made, such as changing the location of a teaching room. It is not usually possible to reschedule the main lecture for your modules, but where there are a number of seminar or tutor groups you can request a change of group where this offers you the opportunity to condense or reduce your teaching events on a particular day. We can include information in your Student Support Notification so, should it take you longer to navigate around campus between lectures, this is considered.

## ● Library Service

Our library offers various support to disabled students including those who require alternative format materials. Please see the library information page for additional accessibility support available at: [library.essex.ac.uk/disabilitysupp](http://library.essex.ac.uk/disabilitysupp).

## ● Computing Facilities

Assistive technology software and equipment are available in the open access labs. More information can be found at: [essex.ac.uk/student/it-services/assistive-technologies](http://essex.ac.uk/student/it-services/assistive-technologies). You can find the location of computer labs at: [essex.ac.uk/student/it-services/computers-on-campus](http://essex.ac.uk/student/it-services/computers-on-campus).

# Student services information

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## ● Skills for Success

Our Skills for Success team offers support and resources to help students to reach their potential and enhance their chances of success. The team works closely with academic departments to deliver support with academic study skills, researching, assignment writing, mathematics and statistics, digital skills, English language and more. You can find more information at: [essex.ac.uk/student/academic-skills/workshops](https://essex.ac.uk/student/academic-skills/workshops).

## ● Departmental Disability Liaison Officer (DDLO)

Each department has a DDLO who:

1. Has a knowledge of the subject area you are studying and the structure of the department.
2. Can provide advice about the University's specialist support services.
3. Can act as a link between the department and the Student Services Hub.
4. Is available if you wish to disclose or initially discuss your needs with them.
5. Can liaise with lecturers if you are worried, or embarrassed, about talking to them about disability related difficulties.

6. Can assist if you feel the reasonable adjustments recommended are not being implemented by the department.
7. Can provide advice if you are experiencing problems with your academic progress as a result of a permanent or temporary disability, medical condition or specific learning difficulty and who will be able to find out about the options available to you.
8. Will listen to your concerns confidentially.
9. More information can be found at: [essex.ac.uk/student/access-and-disability/ddlo](https://essex.ac.uk/student/access-and-disability/ddlo).

## ● Personal Tutor

Your personal tutor is there to help you feel connected to your department and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. You can find more information at: [essex.ac.uk/student/personal-tutor](https://essex.ac.uk/student/personal-tutor).

You can find further information on support available at: [essex.ac.uk/student/access-and-disability](https://essex.ac.uk/student/access-and-disability). You can find guidance on physical accessibility on campus at: [essex.ac.uk/student/access-and-disability/accessible-travel](https://essex.ac.uk/student/access-and-disability/accessible-travel).



# Student services information

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## ● Disabled Students' Allowances

UK students may be eligible to apply for these allowances to cover some of the extra costs they may experience in accessing their academic studies. More information can be found at: [gov.uk/disabled-students-allowances-dsas](http://gov.uk/disabled-students-allowances-dsas). These allowances are not means tested and they are not a loan that has to be paid back. You can get help with the cost of specialist equipment e.g. computer, assistive software, non-medical helpers such as Specialist Mentor (Mental Health or Autistic Spectrum Condition)

and extra travel costs because of your disability (this may cover the difference between your public transport costs and specialist transport costs). We encourage students who are eligible to apply and application form are usually available from March / April of the year you are coming to University.

EU and international students may wish to contact their own Government to see if additional allowances are available to them.

Please do talk with SWIS and ask for more information about disability funding.

## The Students' Union

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The Students' Union is an organisation run for students, by students. Within the SU there is the SU parliament. If you want to be part of the democratic action you will have a chance to run for a Students with Disabilities position when student elections begin.

There is representation and support through SU Advice to ensure reasonable adjustments are made for each student to engage with their degree.

The SU ensures that there are opportunities to openly voice your experiences and gain support through the "How Are You?" campaign.

# Parking for those who have a disability

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Some parking is available at each building but is not specifically allocated.

Arrangements should be made with reception on 020 8508 5983.

## Accommodation in Loughton

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Accommodation for Loughton students is arranged via private landlords/letting agents.

You can find information about letting agents on the [SU Loughton webpage](#), which also provides a guide to renting. We can also put students in touch with each other so they can arrange house share groups.

### Residence Life

There are many routes for social interaction with your peers or welfare advice and support if you feel that you may need this.

Residents' Assistants (RAs) provide support to off-campus students and help build the larger Essex community. They run [Residence Life Open Door drop-ins](#) for students who live off-campus and who are looking to get some advice or guidance. Whether you want to have a chat, don't know where to find the solution to your problem, or have a question to ask – our RAs are here to help. Find more information at: [essex.ac.uk/events/2020/12/02/residence-life-open-door](https://essex.ac.uk/events/2020/12/02/residence-life-open-door).

# Student Services Hub

## Loughton Office

University of Essex  
Hatfields Campus  
Rectory Lane  
Loughton  
IG10 3RY

## Contact details

### Telephone

0208 508 5983

### Website and Live Chat

[essex.ac.uk/student/advice-and-support](https://essex.ac.uk/student/advice-and-support)



[essex.ac.uk](https://essex.ac.uk)

[east15.ac.uk](https://east15.ac.uk)