



Disability Guide for Students

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1. Disability Statement

BIMM Institute Berlin is committed to ensuring that disabled people are provided with equal access to their chosen course of study and facilities at the College.

The College recognises the social model of disability, whereby the individual is understood to be disadvantaged not by their disability, but by social barriers, such as the physical environment, methods of communication and prejudicial attitudes.

The College is committed to working towards removing any barriers which might prevent a disabled person from actively participating in student life at BIMM Institute Berlin.

We provide advice and information for disabled students and aim to enable disabled students to reach their full potential at BIMM Institute Berlin.

2. Welcome

The purpose of this handbook is to answer any questions you might have about the disability support available to students at BIMM Institute Berlin.

BIMM Institute Berlin is committed to ensuring that disabled people are provided with equal access to their chosen course of study and facilities, and is working towards removing any barriers which might prevent a disabled person from actively participating in student life at BIMM Institute Berlin.

Disability support is available through the Student Services team who are able to provide advice and information to all disabled students. We provide a free and confidential service to all students and applicants.

We work with students with a wide range of disabilities, including but by no means restricted to:

- Specific Learning Difficulties (such as dyslexia, dyspraxia, ADHD)
- Mental Health Difficulties (such as depression, anxiety, bi-polar disorder)
- Long-term medical conditions (such as HIV, cancer, multiple sclerosis)
- Unseen disabilities (such as diabetes, asthma, epilepsy)
- Sensory impairments (such as visual impairment or hearing impairment)
- Mobility or physical impairments (such as paralysis or arthritis)

3. Contacting Disability Support

Disability support is available through the Student Services team. Students may contact the Student Services team in the following ways:

By telephone: +49 (0) 303 1199 186

By email: studentsupportberlin@bimm-institute.de

By post:

BIMM Institute Berlin,
House of Music,
RAW Gelände,
Revaler Str. 99,
Berlin 10245

In person: Just ask for Student Services at Reception

4. Specialist Services for Students

Student Services provides a number of services to disabled students. These include (but are not limited to):

- Advice and information on disability support and reasonable adjustments at BIMM Institute Berlin
- Advice and information on arranging an assessment for a Specific Learning Difficulty with an Educational Psychologist or Needs Assessor.
- Liaising with the Education team to implement recommended exam provisions.
- Assistance in arranging Non-Medical Helpers (such as note-takers, one- to-one support mentors).
- Advice and information on additional funding that disabled students may be eligible to apply for.

We can provide guidance and advice to students without evidence of their disability. However, we will not make any recommendations for support, and the College will not implement any reasonable adjustments, until the student provides evidence of their disability unless under exceptional circumstances.

What happens when I declare a Disability or Specific Learning Difficulty?

Once we are aware that that you require learning support, you will be contacted for an informal meeting with a member of the Student Services team who will draw up an Individual Support Plan (ISP) with you. This plan will comprise of the barriers and challenges you face, adjustments BIMM can make and additional support available to you. This plan will be there for student services to use as a guide to working out which support is available and which you are entitled to. For example, extra time in written exams, scribe for visually impaired students etc.

5. Data Protection

We collect Special Categories of Personal Data about you (this includes details about your race or ethnicity, religion, information about your health). We do so with your specific consent in order to provide our educational services or comply with a legal obligation

We ask students to tell us if they are disabled and if they are in receipt of a disability allowance. Within BIMM, data about disability will be used for the purposes of monitoring equality and the legal basis is compliance with a legal obligation. It will also be used as an essential part of the provision of a service to students with disabilities. If students declare a disability, the Student Services team may contact them to see if BIMM can provide any further help.

There may be circumstances when we have to release information in an extreme emergency, for example, if students were taken ill and health professionals outside BIMM needed to know about a disability. The Data Protection Legislation recognises that it is not always possible to seek student consent to the release of special category data in an emergency.

Students may also disclose information about their health when completing a Mitigating Circumstances Form and we process this information with their informed consent that we will use the data to determine whether mitigating circumstances apply to the student.

More information regarding BIMM's compliance with the Data Protection policies can be found on the following documents:

Student Data Protection Policy: <https://www.bimm.ac.uk/wp-content/uploads/2018/06/1626WX-22-bimm-student-data-protection-policy-original.pdf>

BIMM Privacy policy: <https://www.bimm.ac.uk/privacy-policy/>

6. Confidentiality

We operate a confidential service within the Student Services team, which means that information about a student and/or their disability is not passed on to third parties without student consent.

We encourage students to contact us as early as possible regarding their disability, so we are able to ensure that they are provided with equal access to their chosen course of study and facilities at the College. Every student will be contacted at point of enrolment and given this guide and asked to complete a Student Support Disclosure and Confidentiality Consent Form (Appendix 1). The form can be amended by the student at any time.

We reserve the right to break the Student Support Disclosure and Confidentiality Consent Form in circumstances where the student is reasonably believed to be a risk either to themselves or others. Any decision to break confidentiality would be made by the Student Support Officer and/or Head of Student Services.

Student Services may need to disclose information in order to help support you. However, the student has the right to limit their disclosure.

Full Disclosure

If a student allows full disclosure, then information will only be shared where necessary on a 'need

to know basis'. Those with whom we may need to share information or request further information from may include (but is not strictly limited to); your Course Leader and teaching staff, the Education team, Health and Safety staff, Support workers, your student Counsellor, your Needs Assessor or your Learning Support tutor. We always ask the people with whom we share your information to respect your confidentiality and to not pass your information on to anyone else unless they are also involved in your support. Any information sent would also be compliant with current data protection legislation.

Restricted Disclosure

You can choose to restrict (i.e. prevent) disclosure to individuals outside of Student Services or to only allow information to certain individuals. In these cases, Student Services will inform the student that this may limit the reasonable adjustments that can be put in place. The student is advised that should they choose to limit their level of disclosure, a failure by the College to make reasonable adjustments is unlikely to be grounds for any subsequent mitigation. Please be aware this may limit the level and type of support the College can provide for you.

If you would like to discuss the different options and the effect on your support, please contact Student Services.

We therefore provide a confidential service to students, which means that information about a student and/or their disability is not passed on to third parties without their consent. The Student Support Disclosure and Confidentiality Consent Form is a record of who you have or have not given your consent for Student Services to discuss your case with and, where appropriate, share relevant information.

Subject to any other notices that we may provide to you, we may retain your personal data for a period of six years after your association with us has come to an end. After this date, the information held by Student Services will be appropriately disposed of.

7. Evidence of Disability

Evidence of a student's disability must be confirmed in writing by an appropriately qualified professional. Examples include:

- GP or Doctor's letter
- Consultant letter
- Dental surgeon letter
- Psychiatric/psychologist letter or report

All evidence that is provided must be relevant to the period for which they are applying for adjustments and submitted in a timely fashion.

It is the responsibility of the student to provide Student Services with evidence of their disability.

Obtaining Evidence of a Disability

Where a student does not have evidence of a disability, we can provide advice and guidance on how to obtain it. We can assist students in arranging an assessment with an Educational Psychologist, where the student believes they may have a Specific Learning Difficulty. The cost of an Educational Psychologist assessment is incurred by the student.

Where a student requires written evidence of disability from a medical practitioner, we can provide the student with a letter to present to their practitioner, explaining why the College requires evidence of disability. We will not cover the cost of any letters issued for a student by a medical practitioner.

Temporary illness or injuries

Support for students who are pregnant, or have a temporary illness or injury, will be agreed and provided by Student Services. Students are advised to contact Student Services, in the first instance, to discuss their circumstances.

8. Reasonable Adjustments

Under the Equality Act, the College also has an obligation to make adjustments for disabled students once it becomes aware or should be aware that they have a disability.

A “reasonable adjustment” is a change that the College can make to the way in which a course is delivered, or the way in which we carry out assessments to remove a disadvantage caused by a disability. Reasonable adjustments should be tailored to the needs of an individual student, but support provisions are most commonly identified in accordance with recommendations made by an Educational Psychologist, or other medical professional.

Extensions

Students may request an extension for coursework assignments on the grounds of their disability, as a reasonable adjustment.

Please be informed that evidence of a SpLD does not guarantee an automatic right to an extension.

Where a student has a disability, we do not recommend blanket extensions for all assignments. We recognise that where possible students should adhere to given deadlines, in the interests of their academic progress.

It is the student’s responsibility to negotiate all extensions in advance of the submission deadlines with their Head of Student Services. It is at the discretion of the Head of Education and the Head of Student Services as to whether an extension is granted.

Examinations/Assessments

The Student Support team will identify what reasonable adjustments need to be put in place for the individual disabled person in line with recommendations made by an Educational Psychologist, or other medical professional. The purpose of reasonable adjustments to the assessment format is to reduce any disadvantage a disabled student faces due to their disability.

The Student Services team will inform the Academic Administration department of what reasonable adjustments are to be put in place. The Student Services team must inform the Education department four weeks before the exam in order to guarantee that support can be provided.

9. Physical Accessibility

BIMM Institute Berlin is accessible to students with disabilities. There is a lift that stops at each floor and there are no additional steps within each floor.

The college currently has no available parking for students or staff. It is advisable that disabled students contact the Student Services or Estates & Facilities team to discuss the best alternatives.

Student Services work closely with the Estates & Facilities team in order to guarantee that appropriate measures are taken to ensure the best possible learning environment is provided for all students.

An orientation/induction meeting for new disabled students who may have blindness or a visual impairment or be wheelchair users and/or experience mobility difficulties, would be provided to become familiarised with the College and facilities.

Students, who would like the orientation/induction meeting, must contact Student Services prior to enrolment in order for this to be arranged.

10. Legal Framework(s)

As BIMM Institute Berlin is a British company operating in Germany we adhere to both the German and British regulations and policies, where appropriate, to ensure fairness across the BIMM group. Therefore, both core legal frameworks from each country are listed below.

Legal Framework (UK)

The Equality Act 2010 was introduced on the 1 October 2010. The Act was brought in to integrate, simplify, clarify and further strengthen former discrimination legislation. It is important to note that the vast majority of the Disability Discrimination Act 1995 has simply been transferred over into the new Act.

Someone has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.

Substantial means that it has more than a minor or trivial effect on their ability to do normal day to day activities. Long term means that the effect of the impairment has lasted or is likely to last 12 months. There are special rules for people who have recurring or fluctuating conditions who can also qualify.

Persons who are registered blind, have a severe disfigurement, Multiple Sclerosis, HIV or cancer will automatically qualify for protection under the Act. They do not have to satisfy the test outlined above.

How does the Act protect disabled persons?

The Act protects students from:

Direct Discrimination - Treating a person worse than someone else because he/she has (or had) a disability/is perceived to have a disability or is associated with someone who has a disability.

Indirect Discrimination - Using a policy or practice which impacts worse on a particular group and which cannot be objectively justified.

Discrimination Arising from disability - Treating a disabled person unfavorably because of something connected with his/her disability when this cannot be objectively justified.

The Equality Duty

The Act introduced an equality duty, which came into force on the 6 April 2011. It is very similar to the previous disability equality duty under the Disability Discrimination Act 1995. It means that the College needs to promote equality of opportunity between disabled persons and other persons and to take steps to eliminate discrimination and harassment against disabled persons.

If you would like to find out more information about the Equality Act, you can do so on the Equality and Human Rights website: www.equalityhumanrights.com.

Legal Framework (Germany)

On 13 December 2006 the General Assembly adopted the UN Convention on the Rights of Persons with Disabilities, together with an Optional Protocol aimed at establishing an individual complaints procedure.

The aim of this law is to eliminate discrimination against people with disabilities and to prevent as well as to ensure the equal participation of people with disabilities in the life of society and to enable them independent living.

Definition of disability:

People are disabled if their physical function, mental capacity or psychological health are highly likely to deviate for more than six months from the typical, given their age, and therefore their participation is impaired in the life of society. This definition is based on the International Classification of Functioning, Disability and Health (ICF) of the World Health Organization (WHO).

The rights and safeguards of the Convention list includes (most notably in an educational setting):

- Access to education
- Access to employment
- The right to a barrier-free environment
- Participation in cultural life

11. Student Support Disclosure & Confidentiality Consent Form - Appendix 1

First Name:	Surname:
Date of Birth:	Contract No/UCAS ID No:
Course applied for:	Campus: Berlin

1) **Do you have any difficulties with reading, writing, English or maths?**

Yes No

If yes, please give details:

2) **Did you have extra time, a reader, a scribe or other access arrangements when taking exams?**

Yes No

If yes, please give details:

3) **Do you consider yourself to have a disability/learning difficulty?**

Yes No

If yes, please give details:

Please tick relevant box

- | | |
|----------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Dyslexia/Dyspraxia/Dyscalculia | <input type="checkbox"/> Personal care support needed |
| <input type="checkbox"/> Visual Impairment | <input type="checkbox"/> Asthma |
| <input type="checkbox"/> Hearing impairment / Deaf | <input type="checkbox"/> Mental health service user |
| <input type="checkbox"/> Wheelchair User / Mobility need | <input type="checkbox"/> Epilepsy |
| <input type="checkbox"/> Asperger's / Autism | <input type="checkbox"/> Do you have any other disability not identified here? |
| <input type="checkbox"/> ADD / ADHD | |
| <input type="checkbox"/> Anxiety | Please give details:..... |
| <input type="checkbox"/> Depression | |

4) **Do you have a medical condition that could affect your time at college?**

If yes, please give details:

- 5) **Do you have any reports on your disability/learning difficulty e.g. Statement of Special Educational Needs, an Educational Psychologist's report, Specialist Teachers report or medical report?**
 Yes No

If yes, please give details (type of report):

If yes, please send a copy of any report you have or let us know where we can get one. You do not have to tell us about your disability but any information will help us to organise support and make reasonable adjustments to our service.

- 6) **What is the name and address of your last school or college?**

- 7) **What support did you get at your school/college? ***

- | | |
|-------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Extra lessons | <input type="checkbox"/> Classroom assistant |
| <input type="checkbox"/> Communication Support Worker | <input type="checkbox"/> Specialist Teaching |
| <input type="checkbox"/> Specialist Equipment | <input type="checkbox"/> Other (please give details) |

- 8) **How many hours of support did you have each week? ***

- 9) **What type of support do you think you might need at college?**

- 10) **Please give details of any mobility or physical access issues as not all college rooms are accessible: ***

I agree to the disclosure of this information for the purpose of the College providing appropriate support and/or reasonable adjustments.

Signed: _____
 (If completing electronically – please type name)

Please feel free to contact BIMM with any questions you may have regarding your learning support requirements:

Tel: +49 (0) 30 3119 9186 **Email:** berlin@bimm-institute.de

**please note, questions 7, 8 and 10 are non-compulsory*

Please return this form to:	Email: berlin@bimm-institute.de Post: Admissions, BIMM Berlin, House of Music, Revaler Str. 99, RAW Gelände, 10245, Berlin, Germany
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