

UoR study visit (2.3.1): March 19th -23rd 2018 proposed agenda / confirm on arrival

	morning	afternoon
Monday 19 th	<p>10:00 please meet at Main Reception, Grove House, University of Roehampton</p> <p>10:00 (Bridget Middlemas) ROOM: to be advised</p> <ul style="list-style-type: none"> • Registration • Welcome meeting • Outline of the week's activities / agree timings etc • Emergency contacts / procedures • Outline of procedures for filming "Make a short, reflective film of your study visit experiences, "Planning for Inclusion" to show at Travník event (10-12 minutes)" 	<p>13:00 Lunch</p> <p>14:00 -16:00 (Clara Rubiano) ROOM: to be advised</p> <ul style="list-style-type: none"> • Planning and writing workshop 1 • Review progress on institutional master plans / policy & strategy documents; discussion re & national guidelines • Each university to update the group on their progress so far; share current drafts of papers / meeting notes etc
Tuesday 20 th	<p>10:00 meet at University Library (Bridget Middlemas)</p> <ul style="list-style-type: none"> • Campus tour / see library & study facilities • 12:30 overview of key departments at Roehampton (international office; quality office; planning office; admissions; disability support, e-learning team etc) 	<p>14:00 -16:00 (Clara Rubiano) ROOM: to be advised</p> <ul style="list-style-type: none"> • Planning and writing workshop 2
Wed 21 st	<p>10:00 (Clara Rubiano) ROOM: to be advised</p> <ul style="list-style-type: none"> • Planning and writing workshop 3 	<p>1300-15;45 ROOM: to be advised</p> <p>16:00 Meet outside Grove House. Visit to University of the Creative Arts, Epsom. Tour of university. Review their inclusive & accessible admissions programme / discuss school – university links.</p>
Thurs 22 nd	<p>Please meet at the Front of gGrove House at 10:30 for a visit to Life Sciences and Psychology Departments, c/o Nikhil Patel</p>	<p>14:30-16:30 ROOM: to be advised</p> <p>Update re progress / Share key policy / strategy documents and photos of your visit on our INCLUSION Moodle site</p>
Friday 23 rd	<p>1000-1200 working in your groups ROOM: to be advised</p> <p>1200-1400 LUNCH : Discuss agendas for: Travník Conference, May 2018</p>	<p>Free time in afternoon – visit to London museums / galleries?</p>

All week: Working on the institutional master plan / guidelines (2.3.2) etc

Headings might include:

The management of inclusive practice:

- Roles and responsibilities
- Funding / finances
- Admissions processes / outreach plans
- Quality assurance of inclusive practice

Institutional support for inclusive practice:

- Faculty training / staff training
- Support for learning (staffing / facilities)
- E-learning and technology
- Spaces for learning / library and study facilities

Inclusive approaches to learning, teaching and assessment:

- Learning and teaching guidelines
- The inclusive curriculum
- Inclusive approaches to assessment / examinations

Additional information:

- References and websites
- Key organisations which offer advice and support for faculty / institutions
- Ministry contacts (?)

Make a short film – “Planning for Inclusion”, based around the main headings above:

The management of inclusive practice

Institutional support for inclusive practice

Inclusive approaches to learning, teaching and assessment:



STATE
ACADEMY OF
FINE ARTS
OF ARMENIA

MASTER PLAN *DRAFT PROPOSAL* STATE ACADEMY OF FINE ARTS



MASTER PLAN (content)

- Introduction part
- The management part
- Institutional support
- Teaching, Learning approaches and assessment
- Additional information

THE MANAGEMENT

□ Roles and responsibilities

- to revise the responsibilities of the administrative bodies (deans, chairs, academic affairs, etc)
- to hire a professional dealing with issues at one of the units (like Student Support Center, etc)

□ Funding and finances

- to have separate part of the general budget

□ Admission

- to have staff member in the admission commission to deal with such issues
- To regulate the process of getting data and information on the applicants

□ Quality Assurance

- to develop QA indicators for inclusive education

INSTITUTIONAL SUPPORT

□ Staff/faculty training

- to regulate the process of raising awareness and scheduling training for the staff and faculty to conduct them regularly

□ Facilities

- to use the equipment purchased within the project
- to adapt the existing facilities to the disabled students

TEACHING/LEARNING APPROACHES AND ASSESSMENT

- Teaching and learning guidelines
- Inclusive curriculum
- Inclusive approaches to assessment
 - *In the process of revising the academic programmes the changes in the teaching and learning methods, curriculum and assessment is to be revised taking into account the generally used approaches*

ADDITIONAL INFORMATION

- Useful links
- Information about the unit/responsibilities of relevant bodies
- Information on the application process and teaching and learning

Travel Options Guide



The University of Roehampton encourages staff and students to use more sustainable travel modes and our Travel Plan aims to reduce the environmental impacts of staff and student travel.

To facilitate this we have worked with the local community to improve public transport links and have established Bicycle User and Walk to Work Groups which promote improvements for cycling and walking. Over recent years we have installed more than 200 sheltered cycle parking spaces and provided showers for cyclists. Thanks to new schemes encouraging staff and students to take up cycling, you can now hire a bike for free through the Roehampton Students' Union and rent a free bike lock through Security Services. Staff can also claim cycle expenses for business travel and buy a bike tax-free through [Cycle to Work](#).



The University is taking a forward thinking approach to sustainable travel in order to help:

Reduce congestion – congestion in London is severe and the road network around the University struggles to cope at peak hours.

Reduce parking stress – there is limited on-campus parking and some of the surrounding roads are unsuitable for parking.

Reduce harmful emissions – greenhouse gases produced by car engines contribute to climate change. Vehicles also contribute to local air pollution causing direct harmful health effects.

Improve your health – riding a bicycle or walking to the University helps to improve fitness and health.

Make your journey enjoyable – cycling or walking through Richmond Park, Wimbledon Common and the University campus can be an enjoyable experience.

Save money – no parking charges, fuel costs, insurance and maintenance costs if you use sustainable travel modes.

Public transport

The University is easily accessible by public transport with a number of different ways of reaching the site by various travel modes as shown in Map 1. Loans are available through Human Resources for staff to purchase 6 month or annual public transport season tickets.

Oyster cards

An **oyster card** is the cheapest way to pay for travel on nearly all public transport in London. It is a prepaid plastic smartcard that can be purchased for a small fee. Travelcards, bus and tram season tickets and pay as you go credit can then be added to the card as and when needed.

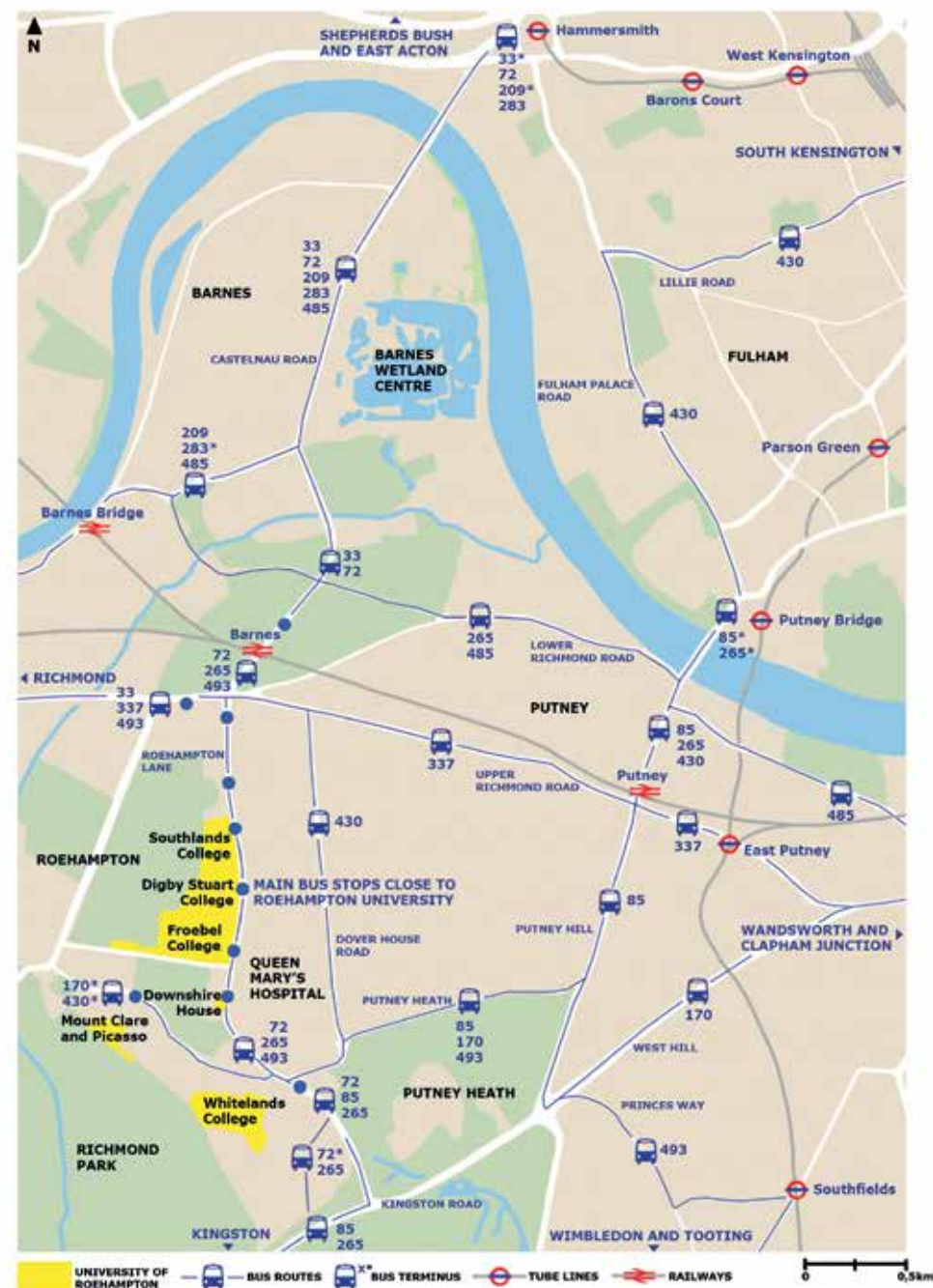
Student Oyster Photocards allow eligible students to purchase discounted travel cards.

Bus services

The University is well served by buses and the various services are summarised in the table below. A **route map** of buses serving the University and more details of other local bus services, including live bus arrivals, can be found on [Transport for London's website](#).

Bus Services in the Vicinity of Roehampton Lane Campus (Digby Stuart, Froebel and Southlands Colleges) and Downshire House		
Route Number	Towards	Frequency (Mon–Fri daytime)
72	Barnes Station – Hammersmith – Shepherd's Bush Green – East Acton	Every 8 mins
265	Barnes Station – Putney – Putney Bridge	Every 12 mins
493	Barnes Common – East Sheen – Richmond	Every 12 mins
72	Alton Road – Bessborough Road	Every 8 mins
265	Alton Road – Roehampton Vale – Robin Hood Way – New Malden – Tolworth	Every 12 mins
493	Putney Heath – Southfields – Wimbledon – Tooting Broadway	Every 12 mins
430	Doverhouse Road – Putney High Street – South Kensington	Every 8 mins

Map 1: Local Public Transport Routes and Stops



Public transport

Bus services *Cont.*

Bus Services in the Vicinity of Whitelands College		
Route Number	Towards	Frequency (Mon-Fri day-time)
72	Barnes Station – Hammersmith – Shepherd's Bush	Every 8 mins
265	Barnes Station – Putney – Putney Bridge	Every 12 mins
493	Barnes Common – East Sheen – Richmond	Every 12 mins
170	Putney Heath – Wandsworth Town – Clapham Junction	Every 10 mins
430	Dover House Road – Upper Richmond Road – Putney – South Kensington	Every 8 mins
170	Danebury Avenue - Mount Clare site	Every 10 mins
430	Danebury Avenue - Mount Clare site	Every 8 mins
85	Putney Heath – Danebury Ave – Mount Clare Site	Every 8 mins
85	Kingston Hill – Kingston Bus Station	Every 8 mins
265	Kingston By-pass – Tolworth	Every 12 mins

Bus Services in the Vicinity of Mount Clare		
170	Putney Heath – West Hill – Clapham Junction	Every 10 mins
430	Dover House Road – Putney High Street – South Kensington	Every 8 mins

River bus service

The **river bus service** travels from Putney Pier to Blackfriars – via Wandsworth, Chelsea Harbour, Cadogan and Embankment – twice an hour.

Trains

Local trains are operated by **South West Trains**. As shown on **Map 1**, Barnes is the nearest station which is located in Travel Zone 3. It is about 15 minutes walk from the Roehampton Lane Campus or a short ride on bus No. 72 or 265. Trains from Barnes go to Clapham Junction, Vauxhall and London Waterloo (stopping at smaller stations such as Putney on-route). In the opposite direction, trains go to Hounslow, Weybridge and Wimbledon, stopping at Kingston and Richmond.

There are:

- Eight trains per hour to Waterloo via Clapham Junction;
- Four trains per hour to Hounslow;
- Two trains per hour to both Weybridge and Wimbledon.

Underground

The nearest London Underground stations are Hammersmith, East Putney and Putney Bridge.

From Hammersmith Tube Station:

District/Piccadilly/ Hammersmith & City Lines – take bus No. 72 from the bus station within the Broadway Shopping Centre above the tube station.

From Putney Bridge Tube Station:

District Line – to the main campus and Downshire House take bus No.265 from outside the station. Bus No. 430 will take you to Danebury Avenue for Whitelands and Mount Clare. Take bus No.85 to Medfield Street for Whitelands.



Cycling

The University is surrounded by quieter roads and routes signed for cyclists. There is easy and partially traffic free access by bicycle through Richmond Park to East Sheen, Ham, Kingston and Richmond and over Wimbledon Common to Raynes Park and Wimbledon.

To cycle to Putney you can use a cycle path through Queen Mary's Hospital car park.

There is lots of useful information on [Transport for London's Cycling Home page](#). This includes details of their Cycle Hire Scheme which now extends to the east and north of the Borough. There are tips for cycle safety and security and you can order [free London Cycle Guides](#) which include route maps – Guide No. 9 covers the University.

Bicycles on trains

South West Trains permit small folding bikes on any of their trains. Some restrictions apply to non-folding bikes during morning and evening peak hours, full details of which can be found in the [South West Trains Cycle Policy](#).

South West Trains have two [Cycle Rental Schemes](#) at Waterloo and Richmond stations. [Brompton Dock](#) also provide a bike hire scheme with various docking stations in London and the South East, including Ealing Broadway, Guildford, Peckham Rye and Redhill.

Cycle parking

There are 430 cycling parking spaces at the university.

Main: 270

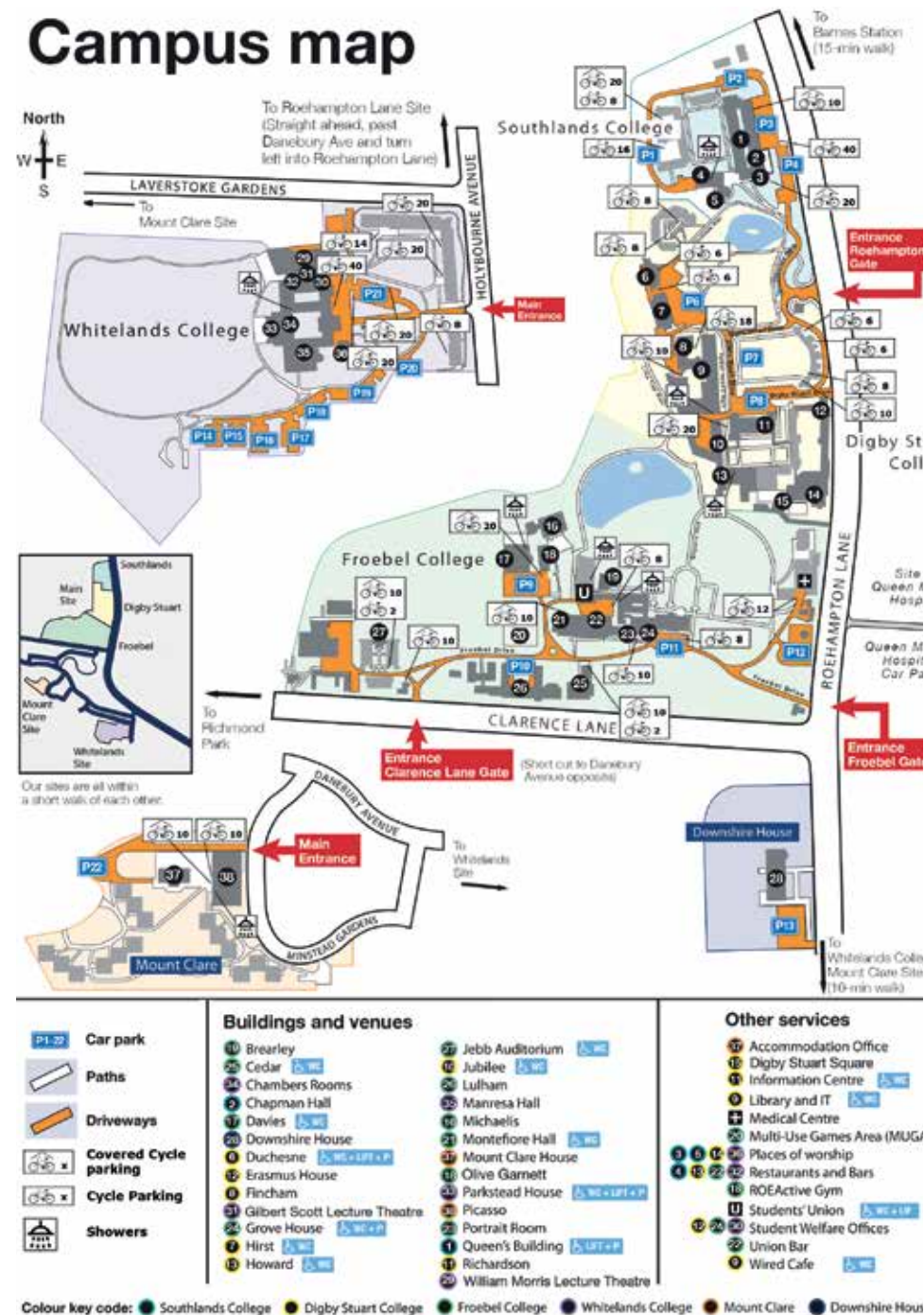
Whitelands: 122

Mount Clare: 38

See Map 2 for cycle parking locations.

Map 2: Car Parks, Cycle Parks, Drives, Paths and Showers

Campus map



Shower Facilities

Shower facilities for students and staff are available at:

Digby Stuart College – in the Learning & Resources Centre and Howard

Froebel College – in Davies and ROEActive

Southland College – near Lakeside and Quad Café

Whitelands College – near restaurant and bar area

Mount Clare – in Picasso House

See Map 2 to locate showers in your area.

Cycle Parking and Security

There are ample covered and some secured bicycle parking spaces at Whitelands, Main campus and Mount Clare. See [Map 2](#) to find your nearest cycle parking.

To help secure your bicycle the University's Security Service has Kryptonite Gold Standard U-locks available for rent for a £15 refundable deposit. Please contact the Security Gate House at Digby Stuart (Ext 3140) if you would like to rent a lock. It is also recommended that you register your bike with security.

London Cycling Campaign

The University of Roehampton has corporate membership of the LCC, a registered charity that promotes cycling in London. Staff and students can obtain annual membership for a hugely discounted rate. Benefits include; Third Party Insurance, discounts at bike shops, regular cycling e-newsletters and a free Legal Helpline. To become an individual LCC member at the discounted rate please contact [LCC Membership](#).

Cycle to Work Scheme

Through [Cyclescheme](#) which is operated by HR, staff can purchase a bike and accessories worth up to £1000. Monthly repayments spread over a year are deducted through pay roll before tax and national insurance payments are taken off. For most staff that represents a saving of over 30% on the cost of a bike.

Bicycle User Group

The University's BUG works to encourage improvements for cyclists on campus and locally. To receive cycling-related news and event notifications join our Bicycle User Group by contacting the [University Environment Team](#).

On Your Bike

Staff and students can rent bikes from the Roehampton Students' Union for free. You need to leave a £10 deposit and your University of Roehampton ID card and then you can take out a bike for the day.

Walking

Walking in the area is an enjoyable and healthy experience. Keep yourself safe by walking in a group when appropriate and staying to well-lit routes.

To receive walking-related news and event notifications, join our Walk to Work Group by contacting the [University's Environment Team](#).

[Transport for London](#) and [Walk London](#) both have valuable information, including walking routes, for walkers.

Driving

Wherever possible we encourage staff, students and visitors to walk, cycle or take public transport to the University. There is limited parking available for visitors, staff who have a permit and students with temporary or permanent mobility limitations (with a permit applied for through Security Services and Disability Services).

Car sharing can reduce costs of travel and environmental impacts, websites such as [Liftshare](#) offer a free service to match drivers and passengers. You don't need your own car to be a member – you can offer a lift, request a lift, or take turns driving.

University shuttle bus

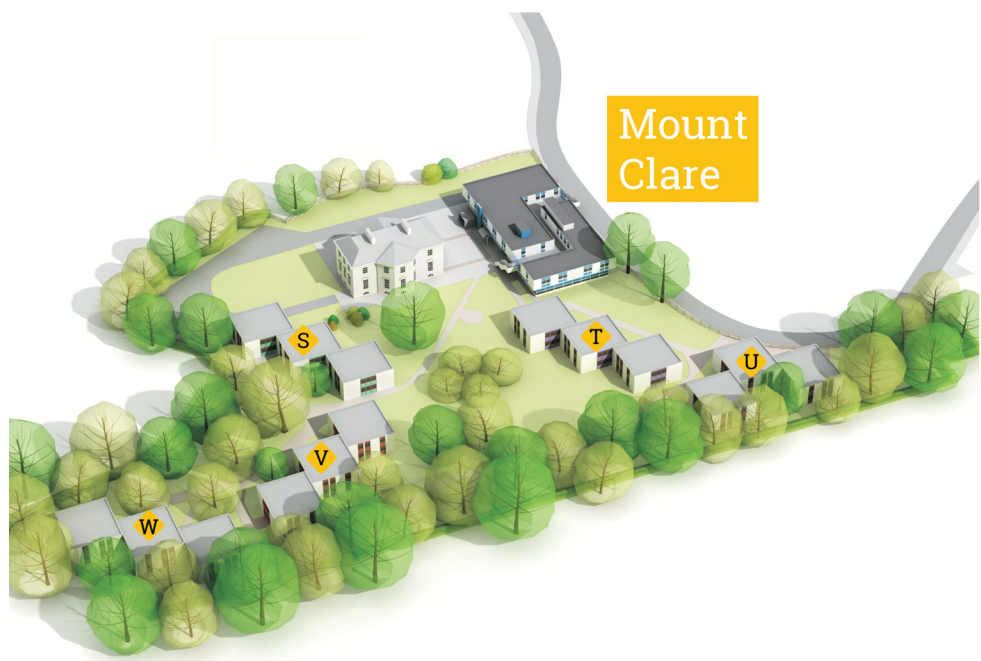
The University operates a free "on call" Dial-A-Ride service for our staff, students and visitors from Monday to Friday between 8.30am –12.45pm and 2–4pm. It is primarily a service for disabled users – the bus is wheelchair accessible and guide dogs are allowed. To request the bus please call 020 8392 3140 or 3140 internally. Alighting points are: Grove House (Froebel College), Library (Digby Stuart College), Parkstead House (Whitelands College), Mount Clare House and Downshire House.

Staying put

Working remotely or holding meetings through video and audio conferencing is one of the most cost-effective and environmentally-friendly options. Media Services offer multi-site video conferencing in the library. Bookings can be made through ext. 3590, with a minimum of two weeks' notice and a maximum of four people attending. To use the Studio for radio interviews contact TVR on ext. 3590. The IT Helpdesk can install Skype on staff computers on request.



For further information regarding sustainable travel please contact the **University's Environment Team**



Accommodation

- ▲ Epworth Court
- ▲ Wesley Court
- ▲ Aldersgate Court
- ▲ Shaw House
- ▲ Elm Grove Hall
- ▲ Lee House
- ▲ Bede House
- ▲ Newman House
- ▲ New, Old, and Garden Court
- ▲ Lawrence
- ▲ Willow House
- ▲ Aspen House
- ▲ Linden House
- ▲ Chadwick Hall
- ▲ Beverley, Cheltenham
- ▲ Durham, Gilesgate
- ▲ Kings, Melrose
- ▲ Walpole, Sutherland
- ▲ Block C
- ▲ Block D
- ▲ Block E
- ▲ Block B
- ▲ Block A

Academic Buildings

- D1 Duchesne (DU)
 - D2 Hirst (HI)
 - D3 Fincham (FI)
 - D4 Harvey (HA)
 - D5 Jubilee (JU)
 - D6 Howard (HO)
 - F1 Michaelis (MI)
 - F2 Davies (DA)
 - F3 Brearley (BY)
 - F4 Lulham (LU)
 - F5 Cedar (CE)
 - F6 Grove House (GH)
 - F7 Jebb Auditorium
 - S1 Queen's Building (QB)
 - W1 Parkstead House (PH)
- Social Sciences
English and Creative Writing
Drama, Theatre and Performance
Humanities
Dance
Education
Portrait Room
Business
Media, Culture and Language
Chapman Hall
Life Sciences
Psychology
Gilbert Scott Lecture Theatre
William Morris Lecture Theatre
Chambers Rooms
Manresa Hall
Muslim Prayer Room

Student services

- 8 Security Service and Student Post
 - 9 Elm Grove
 - 10 Erasmus House
 - 11 Santander Bank and ATM
 - 12 Library
 - 13 Medical Centre
 - 14 Multi-Use Games Area (MUGA)
 - 15 ROEactive Gym
 - 16 Students' Union
 - 17 Richardson
- The Hub
Welcome and Support Centre
The Base – Chaplaincy Social Area
Disability and Dyslexia Services
Sport Roehampton
Student Funding
Wellbeing and Counselling Services

Places of Worship and Prayer Rooms

- 1 Southlands Chapel
 - 2 Southlands Muslim Prayer Room
 - 3 Digby Chapel
 - 4 Old Court Prayer Room - Sisters Prayer Room
 - 5 Medical Centre Annex - Brothers Prayer Room
 - 6 Whitelands Chapel
 - 7 Whitelands Muslim Prayer Room: Room GO42
- Sacred Heart Chapel
Thomas Chapel

Cafés and Shops

- ☒ The Union Bar
- ☒ Café
- ☒ SHOP on Digby Square
- ☒ The Reef
- ☒ The Digby Den and Diner
- ☒ The Hive Café
- ☒ Froebel Diner
- ☒ Whitelands Canteen