Departmental Disability Co-ordination- Key activities

- Provide a point of contact for disabled students within your Department:
  - This may be the degree tutor, programme director and/or teaching administrator
  - Ensure that a point of contact is listed for disabled students in information sent to new students.
  - Ensure that students who declare a disability to the Department are signposted on to Student Disability Services. Keep a written record of your advice.
  - Address all new students at start of year during induction to promote awareness of the support available at both Departmental and College level.
  - Direct disabled students requiring Special Exam Arrangements to Student Disability Services before the end of the spring term.

- Receive Summaries of Reasonable Adjustments from Student Disability Services.
  - Note the contents and ensure that staff working with the student are aware of the reasonable adjustments required.
  - Liaise with the Student Disability Services where the reasonable adjustments are not clear or difficult to implement.
  - Ensure that this information is disseminated to new staff when the student progresses onto their next academic year.
  - If a student is on a joint programme liaise with equivalent counterpart and establish who will take the lead in implementing support.

- Ensure department completes Personal Emergency Evacuation Plans (PEEP) for any student with mobility difficulties or a visual impairment. Safety Services and Student Disability Services can support with this process.

- Keep a departmental record of students with declared disabilities, their individual needs and any provisions agreed. Ensure that this is stored securely.

- Ensure that each course maintains information about the core requirements and specific demands, access to lectures, seminars, tutorials, placements, field trips or work experience (if relevant). Provide this information to applicants, students and Student Disability Services as required.

- Liaise with Departmental Tutor, Safety Officer, Exam Liaison Officer, relevant administrators and DEOLO as appropriate during the year, and maintain contact with UCL Student Support and Wellbeing, and Student Disability Services.

- Be a member of the departmental Staff-Student Consultative Committee ex officio.

- Attend termly meetings with other Department Disability Coordinators organised by Student Disability Services. Bring department-specific comments to the central consultation arena and disseminate policy and best practice back to colleagues in your Department.

- Maintain your own knowledge of support available to disabled students at UCL and liaise with Student Disability Services when you require further advice and information.

- Prompt your Head of Department and DEOLO to ensure that disability issues are included in the Department’s strategic planning and policy agenda.