Student Disability Services (SDS) Overview

1. Introduction

UCL is firmly committed to offering a first class education to all students. Student Disability Services are available to offer confidential, one-to-one support, advice and information to all students who declare a disability.

The Equality Act (2010) makes it unlawful to discriminate against disabled students. UCL recognises its responsibility to make anticipatory and reasonable adjustments and ensure this is embedded in all policies, procedures and provision of services, including teaching and learning. We actively seek to widen the participation of disabled people in higher education.

2. Definitions of Disability

UCL follows the Equality Act definition of disability, which can be accessed here: https://www.gov.uk/definition-of-disability-under-equality-act-2010

This means that we consider a disability to mean any impairment, medical condition, mental health difficulty or specific learning difficulty that has a substantial and long-term impact on the ability to study, or on any other aspect of university life.

If a student is unsure whether a particular difficulty would be considered a disability they are welcome to discuss this in confidence with Student Disability Services.

3. Student Disability Services

We provide information, advice and support on disability issues to all UCL students and potential students. We endeavour to ensure that students receive the support they need to make the most of their studies at UCL and are enabled to participate fully in university life. We also advise staff on improving accessibility of the curriculum and teaching as well as buildings and facilities.
Disabled students are encouraged to declare a disability and register with the service. Registration provides an opportunity to discuss support needs and funding such as the Disabled Students’ Allowance and find out about facilities that may be available.

Support needs will be assessed by SDS staff or by external assessors appointed by the appropriate funding body.

Students can seek confidential advice and support from SDS. Staff will not pass any information to academic departments or other parts of the university without permission. However if information is not passed on this may restrict the adjustments that are able to be made.

4. **Pre application information**

All disabled students considering whether to apply to UCL are encouraged to contact SDS to find out about the range of services for disabled students. Students with a mobility difficulty are strongly advised to visit UCL and discuss their requirements in detail with a Disability Adviser before application. Although there is a buildings programme to improve accessibility of UCL estates there remain some buildings at UCL that may not be fully accessible to all wheelchair users.

5. **Admissions**

Offers of places to study at UCL are made on academic merit.

Applicants in possession of an offer who declare a disability on their application form will be contacted by SDS to seek further information. This is to help us put reasonable adjustments in place.

Admissions Tutors are expected to seek advice from the Disability Co-ordinator whenever there is a concern about the impact of a disability on a student’s ability to follow a course.

6. **Emergency Egress**

It is the responsibility of Heads of Departments to ensure that a Personal Emergency Evacuation Plan (PEEP) is completed for all students who may have difficulty making their way out of buildings in an emergency (most likely to be students with restricted mobility or sensory impairments). See the Emergency Egress Evacuation Policy http://www.ucl.ac.uk/efd/efm_www/maintenance/fire/PDFs/Disability_Issues-EmergencyEgressPolicy.pdf
7. If a student becomes disabled

If a student becomes disabled while enrolled at UCL, or becomes concerned that an illness or other condition is having a disabling effect, they are advised to contact SDS to discuss their needs.

8. The Student Enabling Information Technology Suite (SEnIT Suite)

The SEnIT Suite is a computer room administered by Information Services and SDS specifically for disabled students. The suite is equipped with a range of assistive technology including voice activated and screen reading software, a Braille printer as well as adjustable chairs, large monitors, scanners. For more information about the suite and about accessibility of IT at UCL see http://www.ucl.ac.uk/isd/students/accessibility

9. Learning and Teaching

SDS staff will liaise with academic staff on a student’s behalf if requested. The Disability Advisers can provide advice and guidance, for both the student and the staff about the potential impact of the disability and how this can be accommodated. However, students are encouraged to discuss their support needs with their personal tutor or Head of Department wherever possible. Advice on producing material in alternative formats can be obtained from SDS.

10. Assessment and Examinations

UCL has a policy of providing special assessment arrangements, where necessary, for disabled students. These arrangements may include additional time in examinations, the use of readers or amanuenses and the provision of examinations in appropriate formats e.g. large print. Students are required to contact SDS before the end of Term 2 to complete relevant paperwork requesting Special Assessment Arrangements are put in place prior to the main Examination term.

Students with dyslexia and other SpLDs are required to have an assessment of their needs in examinations by the UCL SpLD Coordinator or SPLD Assessor, part of the specialist SDS team.

11. Student residences

UCL has a number of rooms in student residences that have been adapted to accommodate the needs of disabled students including wheelchair users. Carers can be accommodated where appropriate. Disabled students or prospective students are encouraged to contact SDS to discuss their accommodation needs.
13. More information about the service can be found here: www.ucl.ac.uk/disability

14. Contacts

Student Disability Services is staffed by:

David Walmsley, Head of Student Disability Services (d.walmsley@ucl.ac.uk)

Venitia Stoby, Student Disability Services Manager- Senior Disability Advisor (v.stoby@ucl.ac.uk)

Caroline Holden, Student Disability Services Manager- Dyslexia Coordinator (c.b.holden@ucl.ac.uk)

Naomi Jackson, Mental Health Co-ordinator (naomi.jackson@ucl.ac.uk)

Angus Lamb, Disability Adviser (a.lamb@ucl.ac.uk)

Sharon Rankin, Disability Adviser (s.rankin@ucl.ac.uk)

Alison Davies, Administrator (a.e.davies@ucl.ac.uk)

Joanna Bean, Administrator (j.bean@ioe.ac.uk)

Student Disability Services Tel: 020 7679 0100; Internal ext. 30100

Revised July 2015