

## SoRA Template PGR / PhD

### Guidance for inclusive teaching and learning.

The following examples of inclusive practice will support all students.

- Clear overview of timetable and expected outcomes (including supervisory sessions).
  - Well-structured teaching and supervisory sessions, which have a clear overview and agreed actions and expectations
  - Supervision meetings should be booked in advanced, with adequate notice. Setting of re-occurring pre-planned meetings is advisable.
  - Allow students to make notes however they prefer, e.g. by recording, using a laptop or tablet, in writing.
  - Feedback should clearly explain how students can improve the content of their work.
  - If the student is able to enrol on elective taught modules, please ensure that this information is shared in PDF format with relevant departmental contacts, including elective modules outside of UCL.
- 
- Disability, Mental Health and Wellbeing have arranged extensions of library loans / postal loans / laptop loan from ISD [delete as appropriate].
  - The student will benefit from having a fixed working station – please can this be taken into account and arranged where possible for the student
  - A workstation assessment should be carried out, the student can request support for this from [Occupational Health](#) or staff from [The Digital Accessibility Hub](#); this assessment will include information/guidance on appropriate lighting, eye-level, additional equipment and general working set-up. This assessment will need to be undertaken in the student researcher's most common working environments; thus may be more than once.
  - The student researcher has been advised to access the following Assistive Technology **[Insert AT]** from [UCL Software Database](#).
  - Disability, Mental Health and Wellbeing have arranged Assistive Technology training from [The Digital Accessibility Hub](#).
  - **Allow flexibility with supervisory meetings** – for example: remote meetings, meetings that permit more flexible working schedules, staggered deadlines (that still enable the student to meet the requirements of their programme of study).

- This student researcher would benefit from the Department arranging a **Student Buddy** to support with orientation and engagement.
- Make research-training materials available electronically, ideally 48 hours before the relevant sessions. Such materials include reference lists, PowerPoint slides, handouts, etc.
- Provide printed materials, including handouts on **[specify colour]** paper in **[size ?? font]**.
- Give key information both verbally and in writing.
- The student will require a risk assessment and / or Personal Emergency Evacuation Plan for any building that they will be required to work in.
- If the student is required to carry out any teaching as part of their learning, please advise them to seek further assessment via [Occupational Health](#).
- The student will be working with a support worker. **Disability Adviser to provide further information.**
- Students who will be carrying out field work as part of their study are encouraged to contact [Student Support and Wellbeing](#) to discuss specific support that may be required.

### **Adjustments to Assessment**

It is recommended that the student discusses with their Director of Studies possible accommodated assessment that may be needed, in advance of assessment points

- The student will discuss with their Director of Studies / Supervisor and the Post Graduate Research Team any support that maybe needed for their viva voce examination
- The student will require additional time (25%) for their viva voce examination
- The student will require invigilated rest breaks. We recommend 5 minutes for every 30 minutes.
- The examination chair will provide an outline of the anticipated questions/ areas that will likely be addressed in the viva voce examination [e.g.] half an hour prior to the assessment for unsupported preparation

**NB: It is noted that final submission / agreed completion date cannot be delayed by means of a SoRA; therefore any recommendation for additional time at Registration or Confirmation will not mean a delayed or later final submission / completion date.**