

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.