

## General guidance and reasonable adjustments for PhD / PGR students

In order to be considered for reasonable adjustments, you will need to be registered with the [Disability & Neurodiversity Team](#) (D&N). A support agreement outlining any reasonable adjustments being recommended by D&N will be forwarded to the Doctoral School D&N Network Member. Support agreements can be updated if additional requirements are identified at a later date but any agreed reasonable adjustments must be in place at least one month before your meetings (viva, reviews and upgrade) so that all parties can be informed. The following support guidelines are recommended for candidates with any disability or learning difference:

### Your department:

Annual review and supervisory meetings:

- Access to a clear roadmap of each stage of a PhD, expectations and deadline of events communicated / illustrated to students by the supervisors (i.e. upgrade, annual review the write up year and viva);
- Request multiple introductions to core administration personnel and D&N network members (highlighted in the initial email sent to students);
- A named member of staff to whom registration details are communicated (D&N Network member);
- Request for regular monthly supervision meetings that clarify any uncertainty or issues until the annual review date. If beneficial, both parties (students and supervisors) can agree to record these meetings;
- Request for a systematic approach to supervision meetings (i.e. agreed agendas in advance);
- Request for accessible feedback forms after each meeting (audio or written) to clarify the agreed steps until the next meeting (i.e. students and supervisors can agree on ways of working together);
- Access to written information 24 hours in advance of any supervision meeting and/or training courses or taught components. Feedback from material submitted to supervisors within 24 hours before the meeting, where possible;
- For students with a specific learning difficulty (dyslexia & dyspraxia) being able to identify your disability on assessed work such as essays (in taught programmes), thesis submission, upgrade and annual reviews (referred to as a 'green sticker') so that markers are aware of how your SpLD affects your written work;

### Upgrade meeting:

- The possibility of accessing the broad areas of questioning an hour in advance of the upgrade meeting (if agreed with the supervisor);
- Where possible (that is, when this does not compromise academic standards), request for extra clarification or early re-direction of questions towards the topic intended;
- Allowance for poor fluency (e.g. word finding, irregular speed and flow of response);
- The opportunity to write down the additional questions asked during the meeting, whilst they are being formulated by the examiners and to repeat the questions back to ensure clear understanding;
- If required, rest breaks of 10 mins per hour if the meeting exceeds an hour;
- Request an opportunity to be introduced to any staff with whom you have not had any previous contact prior to the meeting;
- **If online;** students should be informed well in advance of the software platform that will be used for the meeting (normally Microsoft Teams). This is a good opportunity to test the platform, navigate its features and familiarise yourself with the technology ahead of the meeting, and to identify and resolve any issues in advance. Any difficulties should be discussed with D&NS, relevant supervisors and/or IT service to explore solutions and adjustments;
- **If face-to-face;** students can gain prior knowledge of the location. If possible you can visit the place and familiarise yourself with the environment and set up beforehand;

### D&NS support

- **Diagnostic Assessments** for students with a specific learning difficulty if evidence provided is deemed insufficient for D&N registration or for Disabled Students' Allowance (*please note fees may apply*);
- **DSA Non-Medical Help provision** (specialist one to one study skills or specialist mentoring) where Royal Holloway is the named supplier.
- **Workshops** - Termly study skills workshops to improve academic writing, reading and time management skills;
- **Marking guidelines** - Students registered with the Disability & Neurodiversity Team with a specific learning difficulty (dyslexia and/or dyspraxia) are eligible for the marking guidelines to be applied to their written work (thesis, upgrade and/or annual review);

Library support:

- [Extended book loans](#)
- Book retrieval service
- [Alternative formats service](#)
- Appointments to meet with an [Library Information Consultant](#)
- Access to the [Assistive Technology Suite](#)
- [Robobrain](#) software to convert documents into alternative formats