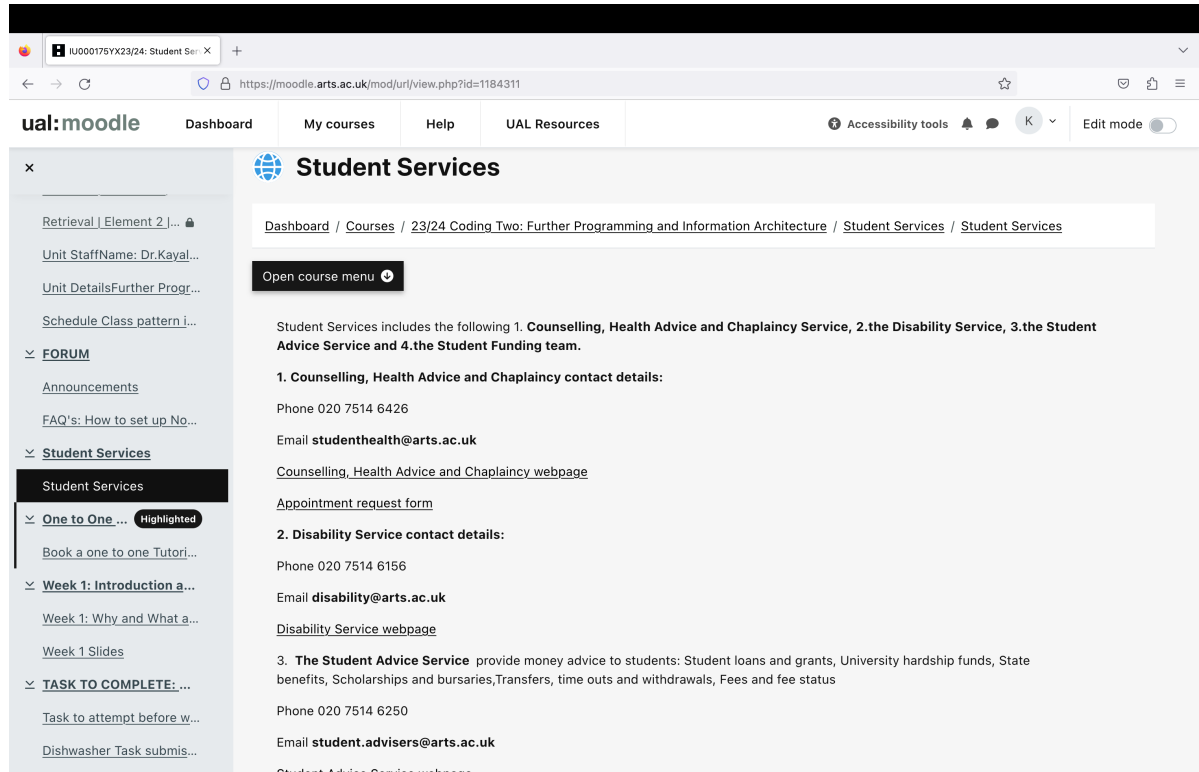


## Appendix C

### Sustainable methods

- Including these services in Moodle/slack (Appendix C)



ual:moodle Dashboard My courses Help UAL Resources Accessibility tools K Edit mode

### Student Services

Dashboard / Courses / 23/24 Coding Two: Further Programming and Information Architecture / Student Services / Student Services

Open course menu

Student Services includes the following 1. **Counselling, Health Advice and Chaplaincy Service**, 2. **the Disability Service**, 3. **the Student Advice Service** and 4. **the Student Funding team**.

**1. Counselling, Health Advice and Chaplaincy contact details:**

Phone 020 7514 6426

Email [studenthealth@arts.ac.uk](mailto:studenthealth@arts.ac.uk)

[Counselling, Health Advice and Chaplaincy webpage](#)

[Appointment request form](#)

**2. Disability Service contact details:**

Phone 020 7514 6156

Email [disability@arts.ac.uk](mailto:disability@arts.ac.uk)

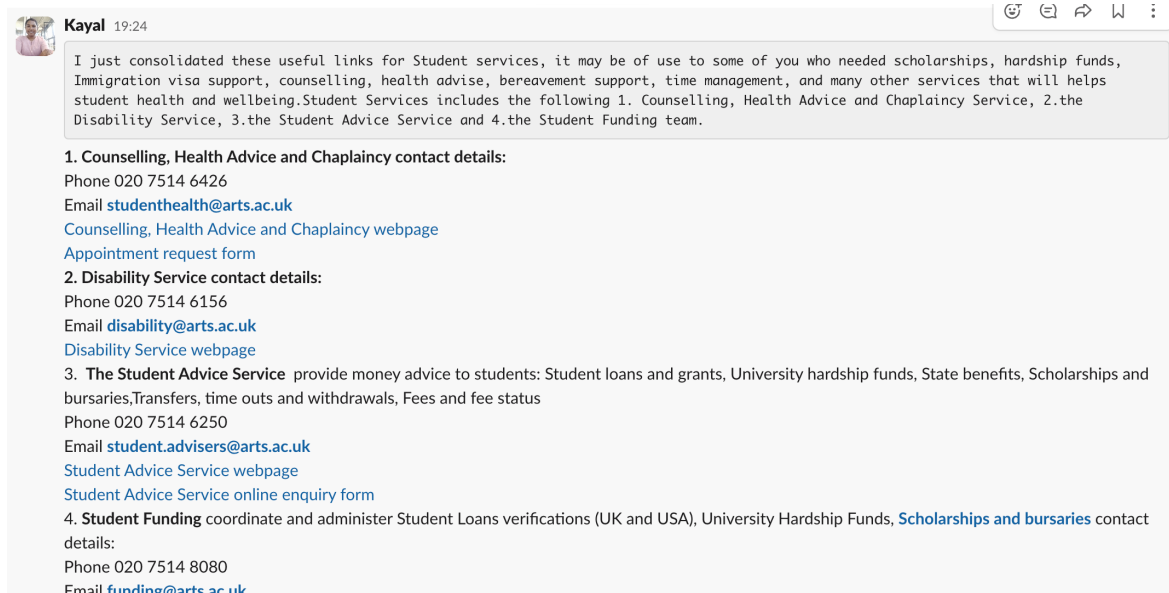
[Disability Service webpage](#)

**3. The Student Advice Service** provide money advice to students: Student loans and grants, University hardship funds, State benefits, Scholarships and bursaries, Transfers, time outs and withdrawals, Fees and fee status

Phone 020 7514 6250

Email [student.advisers@arts.ac.uk](mailto:student.advisers@arts.ac.uk)

[Student Advice Service webpage](#)



Kayal 19:24

I just consolidated these useful links for Student services, it may be of use to some of you who needed scholarships, hardship funds, Immigration visa support, counselling, health advice, bereavement support, time management, and many other services that will help student health and wellbeing. Student Services includes the following 1. Counselling, Health Advice and Chaplaincy Service, 2. the Disability Service, 3. the Student Advice Service and 4. the Student Funding team.

**1. Counselling, Health Advice and Chaplaincy contact details:**

Phone 020 7514 6426

Email [studenthealth@arts.ac.uk](mailto:studenthealth@arts.ac.uk)

[Counselling, Health Advice and Chaplaincy webpage](#)

[Appointment request form](#)

**2. Disability Service contact details:**

Phone 020 7514 6156

Email [disability@arts.ac.uk](mailto:disability@arts.ac.uk)

[Disability Service webpage](#)

**3. The Student Advice Service** provide money advice to students: Student loans and grants, University hardship funds, State benefits, Scholarships and bursaries, Transfers, time outs and withdrawals, Fees and fee status

Phone 020 7514 6250

Email [student.advisers@arts.ac.uk](mailto:student.advisers@arts.ac.uk)

[Student Advice Service webpage](#)

[Student Advice Service online enquiry form](#)

**4. Student Funding** coordinate and administer Student Loans verifications (UK and USA), University Hardship Funds, [Scholarships and bursaries](#) contact details:

Phone 020 7514 8080

Email [funding@arts.ac.uk](mailto:funding@arts.ac.uk)

- Adding them to course leaders' email signatures (Appendix C)



RE: New Disability Adviser for Computer and Data Science Programme

😊 ↩ ⏪ ⏩



📧 Katie Atkinson <k.atkinson@arts.ac.uk>

Friday, 5 July 2024 at 11:30

To: 🟢 Kayalvizhi Jayavel

Hi Kayalvizhi,

Thanks for your reply.

That sounds great – I'll look forward to meeting in September.

Hope you have a great summer.

Best wishes,  
Katie

**Katie Atkinson**  
Deputy Manager, Disability Service

She / her / hers

**University of the Arts London**  
T 07767 623477  
W [Disability Service website](#) | [Provide feedback](#)

**Please note:** Any proposed arrangements for students applying to start UAL in 2024-25 are subject to students meeting their offer requirements.

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**From:** Kayalvizhi Jayavel <k.jayavel@arts.ac.uk>

**Sent:** Wednesday, July 3, 2024 2:04 PM

**To:** Katie Atkinson <k.atkinson@arts.ac.uk>

**Cc:** Charlie Hunt <c.hunt@arts.ac.uk>; Jo Dodd <j.dodd@arts.ac.uk>; Tom Lynch <t.lynch@arts.ac.uk>; Tom Webster <t.webster@arts.ac.uk>; Femi Isiaq <f.isiaq@arts.ac.uk>; Evan Raskob <evan.raskob@arts.ac.uk>; Wenshu Zhang <w.zhang@arts.ac.uk>; Terence Broad <t.broad@arts.ac.uk>

**Subject:** Re: New Disability Adviser for Computer and Data Science Programme

Hi Katie

You are most welcome and will reach out to you in September again and we can fix a date which is suitable so you can pop in and have a quick catch up with our B.Sc. DSAI students and I am eager too to meet you.

Tutorials/Pastoral care/Informal chats

The way you build relationship is important. Though some of these methods are not new but the way you build trust is crucial. Few elements to consider in my opinion are 1. Formulate a friendly invitation note 2. Always prefer physical meetings 3. Be available even before student turns up 4. If they don't turn up, gentle remind them and persuade them to meet you 5. Know well each students details before starting conversation for better rapport building 6. Always keep "SMILE"

