

 CEU <i>Universidad Cardenal Herrera</i>	ACTION PROTOCOLS OF THE UNIVERSITY GUIDANCE SERVICE (SOU)	REFERRALS TO UAPD
---	--	------------------------------

ACTION PROTOCOL: REFERRALS TO THE DISABILITY ADVICE AND SUPPORT UNIT (UAPD)

- 1. Definition and scope**
- 2. Process**
- 3. Monitoring and measurement**
- 4. Retention of the information collated**
- 5. References/Regulations**
- 6. Contact Person**

 <p>CEU Universidad Cardenal Herrera</p>	<p>ACTION PROTOCOLS OF THE UNIVERSITY GUIDANCE SERVICE (SOU)</p>	<p>REFERRALS TO UAPD</p>
--	---	-------------------------------------

1. DEFINITION AND SCOPE

This protocol is applicable to any students enrolled at CEU UCH.

It establishes the process for communication with students and their referral from the University Guidance Service (SOU) to the Disability Advice and Support Unit (UAPD), if the students' circumstances dictate that UAPD is better suited to supporting them.

UAPD is responsible for supporting those students with specific needs deriving from disability and/or special needs, or complex health conditions with consequences for their education (diagnostic processes, chronic diseases, hospitalization, etc.).

2. PROCESS

Students with the aforementioned characteristics will be supported directly by UAPD.

If such a student is referred to SOU, he or she will be referred on to UAPD in the following manner:

- A guidance counsellor will carry out a preliminary interview to determine whether the case is better dealt with by SOU or UAPD.
- If the case falls within the remit of UAPD, the SOU guidance counsellor will refer the case on.
- In the case of the Castellón and Elche campuses, due to the distance of these campuses from UAPD, which is based in Valencia, the referral will take place by means of a three-way online interview, involving the student, the SOU guidance counsellor and UAPD staff.
- Once contact has been made between the students and UAPD, UAPD will be responsible for implementing any adaptations which need to be made.

3. MONITORING AND MEASUREMENT

UAPD will set the protocol to follow in this case, which will be adapted to take into account each student's needs.

 CEU <i>Universidad Cardenal Herrera</i>	ACTION PROTOCOLS OF THE UNIVERSITY GUIDANCE SERVICE (SOU)	REFERRALS TO UAPD
---	--	------------------------------

4. RETENTION OF THE INFORMATION COLLATED

UAPD will set the protocol to follow for the retention of information gathered during meetings.

5. REFERENCES/REGULATIONS

For more information regarding the UAPD's work and the relevant regulations, interested parties can request information from the contact person, whose details are provided below.

6. CONTACT PERSON

Adelina Prats Beso.

Head of the Disability Advice and Support Unit (UAPD)

Campus Alfara del Patriarca. Edificio Luis Campos Górriz.

E-mail: lina@uchceu.es

Telephone: 96 136 90 00 Extension: 62367