Supplementary Admissions Procedure for Applicants with a Disability

www.tcd.ie/Admissions/undergraduate/apply/eu/disability/

Trinity College Dublin is committed to a policy of equal opportunity in education and to ensuring that students with a disability have as complete and equitable access to all facets of College life as can reasonably be provided. Applicants with a disability applying for full time undergraduate degrees of the University will apply via the Central Applications Office (CAO) and indicate on the application form that they have a disability/specific learning difficulty which is the basis for seeking reasonable accommodations of support in either the application process or in pursuing their College career. Mature students (23 years of age or over) with disabilities should apply via the supplementary admissions procedure for mature students as well as via CAO.

For the purposes of this document and all College policies relating to students with disabilities, a reasonable accommodation might be any action that helps alleviate a substantial disadvantage. Making a reasonable accommodation might involve changing procedures, modifying the delivery of the course taken, providing additional services (e.g. materials in large print), or altering the physical environment. However, academic assessment continues to be based upon academic criteria.

1. College will ensure that general recruitment materials make explicit reference to admission opportunities for people with disabilities, and that these materials are available in appropriately accessible formats.
2. **Matriculation Waivers (Modern Language and/or Mathematic)** - Students in certain circumstances may apply for a waiver of the modern language and/or mathematics requirements, see appendix 1 for further information.

3. **People with disabilities applying for full-time undergraduate degrees of the University** can apply via the Central Applications Office (CAO) and indicate on the application form that they have a disability /specific learning difficulty which is the basis for seeking **reasonable accommodations or** support in either the application process or in pursuing their College career.

4. Applicants complete the supplementary information form online and must submit specific disability documentation from appropriate professionals attesting to the disability and its effects on the applicant's education to date and the predicted effects on life in College. All applications will be assessed as part of the DARE supplementary admission system developed by all Higher Education Institutions participating in this process. Applications are assessed against agreed criteria which is available on the DARE webpage at [www.accesscollege.ie/dare/applications-processed.php](http://www.accesscollege.ie/dare/applications-processed.php)

5. **Students are deemed eligible for inclusion in the supplementary admissions procedure for students with disabilities if the following criteria are met:**

   - a completed CAO Supplementary Information form is completed online.
   - specific disability documentation provided is deemed acceptable ([www.accesscollege.ie/dare/evidence-disability.php](http://www.accesscollege.ie/dare/evidence-disability.php)).
   - students must matriculate (three honours and three passes, six Leaving Certificate subjects, including English, Mathematics and one other modern language) and meet the
course requirements and be above the minimum entry levels (see point seven).

- where demand for places exceeds the number of places available, places are awarded on merit.

6. On the basis of this information, the Disability Service may recommend to the Senior Lecturer that a matriculation requirement may be waived, for example the modern language in the case of an applicant who has dyslexia or a hearing impairment, and the mathematics waiver in the case of a student with dyscalculia. **In no circumstances will a specific course requirement (for example Higher Level Leaving Certificate Mathematics grade C3 for Engineering or a language requirement specified for a particular course) be waived.** Permission to combine results from two sittings of Leaving Certificate may be given where it is viewed that students have been severely disadvantaged due to disability at 2\textsuperscript{nd} Level.

7. Minimum entry levels are determined each year by the Leaving Certificate results and the level of demand for places on a course. Trinity College has reserved 15% (rising to 22% by 2013) of all places in the Junior Freshman (first) year of all undergraduate courses with 20 or more places for non-traditional learners (students with disabilities, mature students and students from socio-economic disadvantaged backgrounds). The number of reserved places for such candidates on courses with a quota of less than 20 is approved by the relevant Head of Department.

8. The Admissions Office will treat queries from these applicants in relation to the admissions process in the same way as they do all other applications.

9. The Disability Service will, on the basis of the information received, and in conjunction with the relevant academic and administrative
areas, try to put in place any reasonable accommodations that may be necessary to allow the student to take a full part in College. After an offer has been made the students will be interviewed as appropriate to discuss the details of any reasonable accommodation.

10. Students who are deemed ineligible for consideration in the Supplementary Admission process can appeal a decision on disability grounds by contacting the Admission Officer outlining the reason(s) their application should be reconsidered. It is the applicant’s responsibility to ensure that all sections of the supplementary information form (CAO) are completed. Failure to do so will deem you ineligible for consideration.

11. Prior to the beginning of each academic year Academic Liaison Officers, Heads of School and Directors of Undergraduate Teaching and Learning shall ensure that all academic staff who will be teaching students with disabilities are informed about the arrangements (e.g. the availability of relevant training programmes) for supporting these new entrants.

12. Appropriate orientation programmes for students will be arranged, if required, for small groups or individuals, and will take place prior to the College's general orientation programme. The College’s general orientation programme will also be inclusive of the requirements of students with disabilities.

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Appendix 1: Application for the exemption from the modern language and/or mathematics requirement for TCD Matriculation on the basis of specific learning disabilities or a sensory disability.

Students seeking to matriculate to the University of Dublin, Trinity College are required to present six Leaving Certificate subjects, including English, Mathematics and one other modern language.

Criteria for granting a waiver of the modern language / mathematics

Students may apply for a waiver of the modern language requirement if they:-

(i) function intellectually at average or above average level and have a specific learning difficulty of such a degree of severity that they fail to achieve expected levels of attainment in basic language skills in English, or

(ii) have a significant hearing impairment or are deaf, and are also failing to attain adequate levels in language skills in English.

The evidence of such a disability must be furnished by a qualified psychologist, in the case of (i) and by a report from an appropriate medical specialist in the case of (ii) above.

Students may apply for a waiver of the Mathematics requirement if:

(i) they function intellectually at average or above average level and have a specific learning difficulty (dyscalculia) of such a degree of severity that they fail to achieve expected levels of attainment in basic skills in mathematics.

(ii) mathematics and any mathematically related subjects do not form part of a core component of course content, assessment and evaluation.

The evidence of dyscalculia must be furnished by a qualified psychologist.

Students will be granted a language waiver of the modern language if they provide the following:-

1. Evidence of disability

(i) An Educational Psychology Report (assessment within the last 3 years) clearly stating the student has a specific learning disability. Please ensure this report meets the standards set down in the criteria for assessment linked above and contains standard scores
and percentile points describing intellectual functioning and literacy attainment, age equivalencies are not sufficient.

OR

(ii) A medical report from a Consultant/Specialist clearly stating the degree of hearing loss or deafness.

AND


Criteria for granting a waiver in Mathematics

Students will be granted a waiver of the mathematics requirement if they provide the following:

Evidence of disability:

An Educational Psychology Report (assessment within the last 3 years) clearly stating the student has a specific learning disability - dyscalculia. Please ensure this report meets the standards set down in the College Guidelines for diagnostic assessment of a specific learning difficulty and contains standard scores and percentile points describing intellectual functioning and mathematics attainment, age equivalencies are not sufficient.

How do I apply to Trinity College for a modern language and/or mathematics waiver?

Students in the senior cycle of 2nd level education can apply at any time up to the sitting of the Leaving Certificate. We also grant language and or mathematics waivers to those eligible students who apply via CAO who meet the criteria stated above.

Applications should be made directly to the Admissions Office, Trinity College, Dublin 2 and all supporting documentation requested above should be included. All applications are assessed by an in-house Educational Psychologist using these criteria specified here. Students are usually informed within four working weeks of the outcome of their application.

Failure to provide information requested will deem the application for a language and/or mathematics waiver invalid. Please note all reports must be within the three year rule set down in the guideline document listed above.

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