Trinity College Code of Practice for Students with Disabilities

Introduction

Trinity College, The University of Dublin is committed to ensuring that students with a disability have as complete and equitable access to all facets of Trinity life as can reasonably be provided. Trinity has adopted a code of practice which is applicable to all students with disabilities studying in Trinity. This is in accordance with the Disability Act 2005, the Equal Status Acts 2000 (as amended) and the University Act 1997. As stated in the Trinity Calendar students with a disability are encouraged to register with the Disability Service to seek supports where the disability could affect their ability to participate fully in all aspects of the course.

This Code of Practice applies to all students, both undergraduate and postgraduate with permanent or long term disabilities, at Trinity. It aims to provide a high standard of service to students with disabilities. Trinity will provide students with a disability reasonable accommodations to ensure that they are not placed at a substantial disadvantage compared to a non-disabled student. A substantial disadvantage is one that entails time, inconvenience, effort or discomfort, compared to other students, and which is more than minor or trivial.

For the purposes of all Trinity policies relating to students with a disability, reasonable accommodations are determined through a needs assessment process taking into account the nature of the disability, course requirements and individual differences. The most common forms of reasonable accommodations are available on the Disability Service webpage: https://www.tcd.ie/disability/services/
The purpose of this Code of Practice for Trinity is twofold:

- To outline to students with disabilities their rights and responsibilities in receiving reasonable accommodations in Trinity;
- To define Trinity’s rights and responsibilities to students with disabilities, and the Trinity community.

For the purpose of this document and all Trinity 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. examination arrangements, materials in large print), or altering the physical environment. These duties are anticipatory, requiring Trinity to move away from ad-hoc provision in responding to the needs of students with disabilities and toward the creation of a learning and teaching environment where provision is seen as equal to and not different from provision for other students.

Trinity Regulations

This Code of Practice should be read in conjunction with the Trinity Calendar Section III Conduct.

Every student with a disability has the right to:

- Equitable access to courses, services, activities and facilities throughout Trinity
- Reasonable and appropriate accommodations, academic adjustments, and/or additional services determined by a needs assessment and in accord with the individual’s certified disability/specific learning difficulty.
- Request a change of Disability Service staff contact person without being asked the reason for your decision.
- Request a review of their reasonable accommodations.
- Appropriate confidentiality of disability records (files) and that disclosure of information will only happen with the student’s written consent.
- Information reasonably available in accessible formats.
- Be treated with dignity and respect
Every student with a disability has the responsibility to:

- Identify themselves in a timely manner as an individual with a disability when seeking an accommodation.
- Provide disability documentation from an acceptable professional source that verifies the nature of the disability.
- Register with the Disability Service and follow the Disability Service’s and Trinity’s procedures if they wish to obtain reasonable accommodations. This includes signing the code of practice and consenting to the release of information.
- Treat staff of Trinity and the Disability Service with dignity and respect.

Trinity has the right to:

- Maintain Trinity’s academic standards.
- Request disability documentation from an acceptable professional source that verifies the nature of the disability, or an ‘Evidence of Disability Form’ completed by an acceptable professional source, to verify the need for reasonable accommodations and/or auxiliary aids. The ‘Evidence of Disability Form’ can be found on our web page at http://www.tcd.ie/disability/policies/Disab-Forms.php
- Discuss a student’s need for reasonable accommodations with the professional source of his/her documentation, having obtained the student’s signed consent authorising such disclosure and discussion.
- Select from effective and appropriate accommodations in consultation with students with disabilities.
- Review an individual’s reasonable accommodations to determine whether they are working effectively in line with good practice.
- Deny a request for reasonable accommodation if the documentation does not identify a specific disability and/or functional limitation, or if it fails to verify the need for the requested services.
- Refuse to provide an accommodation that is inappropriate or unreasonable, including any that: pose a direct threat to the health or safety of the student and others, constitute a substantial change or alteration to an essential element of a course or programme, or pose undue financial or administrative hardship on Trinity.
Trinity has the responsibility to:

- Ensure that Trinity’s courses, programmes, services, jobs, activities, and facilities, when viewed in their entirety, are delivered in the most integrated and accessible settings possible.
- Provide to students with disabilities information regarding Trinity policies and procedures, and ensure that it is available in accessible formats.
- Provide reasonable and appropriate accommodations and/or auxiliary aids for students with disabilities upon a timely request by a student.
- Maintain appropriate confidentiality of records and communication concerning students with disabilities except where the disclosure is authorised by the student.

More specifically, Trinity’s Disability Service staff have the responsibility to:

- Assist students with disabilities to self-identify and meet Trinity’s criteria for eligibility to receive reasonable accommodations determined on a case-by-case basis.
- Assure confidentiality (subject to the student signing the disclosure of information form) of all information pertaining to a student’s disability.
- Inform students on professional courses of the Trinity Fitness to Practice Policy and the need to plan reasonable accommodations for placements in advance.
- Identify students who may require a Personal Emergency Evacuation Plan (PEEP) and assist them in its formation.
- Request feedback from students about the effectiveness of the supports provided in order to monitor and evaluate the quality of the service provided.

Trinity Policy on confidentiality for students with disabilities

Trinity encourages students with disabilities to disclose information on their disability/specific learning difficulty to the Disability Service before they apply to Trinity or at any point during their studies. Such disclosure is encouraged so that Trinity can work with the student in ensuring that any reasonable accommodation required is identified and facilitated in conjunction with the student.

An electronic record of your contact with us is held securely in accordance with the Data Protection Act (1998-2003), and information provided to the Disability Service is regarded as ‘sensitive personal data’. The information may also be used for statistical and monitoring purposes without your identity being revealed.
Any documentation or information presented in disclosing a disability is held by the Disability Service, and specific medical or other documentation will not be disclosed to any third party except where necessary to provide reasonable accommodations. Where a student requests and is granted any form of reasonable accommodation, such as extra time in exams, or permission to record lecturers, the Disability Service will, in consultation with the student, disclose relevant information to the individuals in those Schools responsible for providing or facilitating students in accessing such accommodations. In such instances, only information relevant to the particular situation will be disclosed. Where academic staff contact the Disability Service for advice regarding individual students, staff will be informed that it is necessary to obtain the permission of the student before doing so.

**Dealing with Complaints**

If students are unhappy with decisions made by Disability Service staff or with service delivery in Trinity, the following mechanisms are in place to deal with complaint(s):

In the first instance discuss the complaint with the Disability Service Staff member and/or the Director of the Disability Service. If this is not satisfactorily dealt with, please follow the Trinity Complaints procedure.

If the complaint is a disability specific complaints about access to services, facilities, information or buildings in Trinity, please follow the Disability Act 2005 Complaints Procedure. Details are on our web site at: https://www.tcd.ie/disability/links/Complaints.php

**Student Complaints Procedure with Trinity College Dublin**

The purpose of the formal Student Complaints Procedure is to ensure that legitimate student complaints are investigated in a transparent, fair and timely manner with a view to reaching a resolution in a clear, fair and timely manner. Details are on our web site at: http://www.tcd.ie/about/policies/160722_S Student%20Complaints%20Procedure_PUB.pdf
**Declaration of understanding of Code of Practice and consent to release information**

I request additional supports from Trinity’s Disability Service. The Disability Service will ensure that personal data will only be used to facilitate the required levels of reasonable accommodations and supports. I consent to the Disability Service to add information relating to the nature of my disability and academic and support requirements to my student record at my.tcd.ie. I consent to the Disability Service contacting the following areas in Trinity in order to arrange reasonable accommodations:

<table>
<thead>
<tr>
<th>Trinity Service</th>
<th>Type of Disclosure</th>
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</thead>
<tbody>
<tr>
<td>Academic Registry (including Examinations)</td>
<td>Name, student number, exam codes</td>
</tr>
<tr>
<td>Accommodation Services</td>
<td>Recommendation for rooms</td>
</tr>
<tr>
<td>ESF FSD /DSA/International Office</td>
<td>Application with evidence of disability</td>
</tr>
<tr>
<td>Library</td>
<td>Name, student number</td>
</tr>
<tr>
<td>Placement Supervisor</td>
<td>Placement planning report</td>
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<tr>
<td>Print Credit Supplier</td>
<td>Email &amp; student number</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Personal Emergency Evacuation Plan</td>
</tr>
<tr>
<td>School and Department staff</td>
<td>Learning Education Needs Summary - LENS</td>
</tr>
<tr>
<td>Sports Centre - Respite</td>
<td>Name, student number</td>
</tr>
<tr>
<td>Student Counselling and Health Service</td>
<td>Name, student number, ESF FSD eligibility</td>
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<tr>
<td>Superintendent - Locker</td>
<td>Name, student number</td>
</tr>
<tr>
<td>Trinity Tutor</td>
<td>Learning Education Needs Summary (LENS) report</td>
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**Non-disclosure of information**: I understand that failure to consent to this code of practice will mean that I will not be able to receive those reasonable accommodations that require disclosure of information.

I understand that my personal details and documentation will be retained as electronic files for the duration of my time as a student in Trinity. I understand that official Trinity communication is via student email and will check this regularly and respond accordingly.

**Feedback and research**: The contribution of students who use the Disability Service is vital so that the service can develop in response to evidence-based research. By registering with the Disability Service, I understand that I will be asked to participate in surveys or other forms of research but that my non-participation will not in any way prejudice the supports or accommodations I may be entitled to.