Disability Handbook for Parents
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Welcome

Dear Parents (or Guardians),

All parents/guardians have concerns when their son or daughter begins a new life in college. As a parent of a student with a disability, you are more likely to have questions and anxieties about the support your son or daughter can expect in college.

The transition to university is a big step for all students, but particularly for those with additional support requirements. It can be difficult to find out what needs to be done and the appropriate times to do so. We want to ensure that every student is adequately supported.

This guide was written to address some of those concerns, to answer questions, to describe the kind of tasks and roles your son or daughter will undertake as part of engaging with campus life, and to explain the difference in services and supports between second level and third level.

Please feel free to contact us if you have further questions or need more detailed explanations.

Best wishes

Declan Treanor, Director of the College Disability Service
Supporting your Student

Trinity College shares your goal of promoting your student’s growth and success. It is our hope that every student flourishes at Trinity, and leaves us, at the end of four years, as an educated, independent, self-confident adult. The following information describes both our role as an institution and your parental role during this joint venture. In this section you will also find a context for interpreting student life, academic expectations, student services, and University regulations. Before reading on, get to know the Trinity lingo by reading the ‘jargon buster’ at:

http://www.tcd.ie/orientation/jargon/

Letting Go

Be patient and supportive. The college years are an appropriate time to change plans, examine new ideas, explore academic and career goals, and test abilities. Parents who fear that a student will permanently abandon family values may find it useful to think of the college years as a time when students try out new identities – which might include radical changes in hairstyles and fashion! Parents who maintain a sense of humour, adopt a watchful but non-invasive eye, while reassuring and encouraging their student, will find that the person who emerges into adulthood, remains the person they raised, even though they may not look the same.
Be confident in our expertise Trinity has a very long history and has developed student services to meet the needs of a diverse student body. Read a brief description of each of these at:

http://www.tcd.ie/orientation/services/

Parents can support students by acknowledging that getting to grips with College, academically and socially, takes time. Assure your student that he or she possesses the intelligence, character, and strength to succeed and, in time, will feel at home in Trinity. Encourage your student to talk with tutors, accommodation wardens, and the Student’s Union. Feeling confident about using internal and external resources is a major developmental goal for the college years.

**College Tutors**

Being a student includes more than four years of reading texts, attending lectures and exchanging ideas with academic staff and fellow students. It is the sum of a student’s life in the College. The Tutorial Service is unique, confidential and available to all undergraduate students offering student support in all aspects of College life, and is a vital resource for all students. Please explore the Tutorial Service to find out how Tutors support students.

http://www.tcd.ie/Senior_Tutor/

**Don’t panic**

You will get emotional phone calls, letters, or emails. Often when troubles become too much in first year, the only place to turn to is home. Unfortunately, this may be the only time when your loved one decides to get in touch, so you may equally never hear about the ‘A’ grade essay, the brilliant
night out, mastering the washing machine, or the perfect spag bol. Be patient, listen, and try not to worry too much about a particular incident. The time to be concerned is when this type of contact continues over an extended period. If there are short term solutions (e.g. moving to another flat), suggest them.
Communicating with Parents

Whilst the DS is aware that from time to time parents or guardians may have questions or concerns that they may wish to discuss with staff, it is important to acknowledge that a healthy working partnership between students and Disability Service staff, is based on trust. In the first instance, if you have concerns about your student or his or her progress in College, the best person to discuss this with is your son or daughter.

Legal obligations

Data Protection legislation requires College to establish a policy with regard to any discussion between members of staff in the Disability Service and parents / guardians, in relation to individual students and their progress through College. All students are encouraged to take responsibility for their own learning, and DS is required to have due regard for its legal obligations to protect the confidentiality of its relationship with the student.

Consent to Confidentiality Waiver

If a parent or guardian approaches DS with a request to discuss their student's progress, in order to protect the confidentiality of the student, the following steps apply:

1. The student must complete the Consent to Confidentiality Waiver form and make an appointment with their Disability Officer or Unilink Occupational Therapist to discuss their consent, in advance of any...
communication with a parent or guardian.

2. DS will not engage in any form of communication unless this step has been completed.

3. Students need to be involved in all communication, and DS will ensure that students receive a copy of any written communication, and are informed of any outcomes from meetings or telephone calls. For example, if a telephone conversation takes place between a DS staff member and a parent or guardian, a summary of the phone call will be emailed to all parties, including the student.

4. In the case of a meeting requested parents or guardians with DS staff, the student must attend this meeting. A note or summary of the meeting will be sent to all participants for their records.

5. A Consent to Confidentiality Waiver must be completed for each phone call, email or meeting request.

Due to ambiguities in dealing with requests for information from parents and guardians, the next section provides some guidance in relation to the kind of information DS staff can and cannot divulge.
A Year in the Life of a Trinity Student

What really happens in college? You may learn a lot or a little from talking to your student, but set out below is a snapshot of life in College, across the academic year. Trinity has an online, interactive calendar, which you can consult any time.

http://www.tcd.ie/calendar/

August

August will be full of excitement as your son or daughter prepares for joining Trinity. This transition brings adjustments in all aspects of a student’s life: the anxiety and excitement of independent living, finding somewhere to live, making new friends, sometimes even a concern about whether they have chosen the right course.

There will be a mixture of emotions for both you and your student. Communication is especially important during this time. Provide reassurance, but resist the urge to step in and take care of your son or daughter’s dilemmas. This is the first step into adulthood, be confident that they can manage this, be confident about stepping away and allowing them to do this.

Begin flat / house hunting with your student, don’t be offended if they would prefer to do this by themselves. However make sure they are aware of the basics: how to identify appropriate accommodation, rent limits, contracts etc. If your student is applying for accommodation on campus or in Trinity Hall, they may need help with the application process.

http://www.tcd.ie/accommodation/StudentsandStaff/Students/ApplyforaRoom/
September

This is a busy month! ‘Fresher’s week’ begins around the third week in September, this is the time when your student will formally register as a TCD student, collect their student card, receive their college user name and password, and attend course-related meetings. They also have the opportunity to join all of the Societies TCD has to offer, and there are events and social activities each evening. This is also the week when students should register with the Disability Service.

All of this material is available to download from the orientation website. http://www.tcd.ie/orientation/

Click on the section which applies to your student (Undergraduate, Visiting, Postgraduate) and find your student’s course from the list. This will take you to all the documentation needed for orientation and registration. Whether your student is excited by all the opportunities and new experiences available in College, or a little overwhelmed or even homesick, there are many resources in College that can help. Offer your support though phone calls, texts and email, but also be aware of their need to find independence. Don’t feel rejected by a lack of enthusiasm for a family visit, just let them know you can be there if needed.
How to Help

Plan to visit your student sometime during term. Bring a food parcel and clean sheets! Whether your student is living on campus, in Trinity Hall or in private accommodation, encourage him or her to stay on campus during at least three weekends a month. If your student is commuting, suggest that he or she get involved on campus. If your student encounters a problem, suggest that he or she take advantage of one of Trinity resources. If he/she is confused about orientation week, check the website together, print out the blank timetable, and complete it with all of the scheduled meetings. Schedule a slot to register with the Disability Service.

**1 October**

Talk to your student about how classes are going. Encourage your student to use the academic resources available on campus, such as Student Learning Development. Encourage your student to talk to someone: his or her Tutor, Student2Student, or the Student Counselling Service.

[http://www.tcd.ie/Student_Counselling/student2student/](http://www.tcd.ie/Student_Counselling/student2student/)

**1 November**

The excitement of Fresher’s week is fading, and your student might feel that academic pressure is building. Deadlines for assignments are approaching in December. Fatigue and stress can set in, students are more prone to getting sick. Remind them that College has a Health Centre on campus

[http://www.tcd.ie/College_Health/](http://www.tcd.ie/College_Health/)
**How to help**

Help students to plan forward: next week, next month, next term. Continue to encourage your student to talk to their tutor, particularly if he or she is struggling. Remind your student to take care of their general health by having a good breakfast and evening meal, exercising and getting plenty of sleep. Send a food parcel!

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**December**

End of term is approaching, for some students it may be difficult to balance end of semester exams and Christmas social events. If your student is studying for a professional course, they may be anxious about placement practice starting in the next term. The stress of exams can be overwhelming, especially for first-year students who may not know what to expect. Remind your student that the library will be closed over Christmas, so books need to be checked out before the end of term. Returning home after months of independence can be a challenging time for both students and parents.

**How to Help**

Do they need a lift home with bags/belongings, or perhaps they are just short of cash for travel? Include your student in plans for holiday events and activities. Reassure them that college friends are welcome to visit over the break. If they have work to complete over the break, make sure they have a good study environment.
January

The beginning of the second semester may be influenced by how well the Christmas break went for your student. It can be joyful as students get to reconnect and spend time with family and friends; however, starting classes after having a break for several weeks can be difficult. Your student may be disappointed by his or her progress to date. Help students get on the right track by reviewing their timetable, upcoming coursework, new books that they may need to buy or borrow from the library, and generally making plans for the next term. Professional placements generally begin in the third week of January, or the first week or so in February, talk about any anxieties they may have.

How to Help

Be supportive! College is more challenging than secondary school, and students appreciate knowing that you are there for support and encouragement. Acknowledge any apprehension about returning to college. Provide encouragement about the experiences that are coming up on placement. Encourage your student to take a renewed look at lectures, seminars and tutorials, talk about their fellow students and opportunities for new connections and improved academic performance. Remind students about the many campus resources available.
February

Make sure any holiday plans are well thought out. Check if your student has reading / coursework to catch up on, and that they are on top of what they have to do.

March

Depending on how the calendar falls, the end of March could mean Easter. It also means thinking about annual (end of year) exams which begin in April. This is particularly important for students who are taking courses with a heavy workload, for example, Medicine, Computer Science, Science, Engineering. In some cases there may be as many as 11 (or more) examinations. This will require some thoughtful revision planning.

How to help

Ask your student if they need help with organising revision materials. Remind your student that the library will be closed over Easter, so they need to gather study materials before the end of the month.

April / May

Exams finish at the end of May. The end of the academic year brings mixed emotions: relief that it is all over, a little sadness that the first year has flown by, anticipation for the following year as your student will no longer be a newbie, and some anxiety about exam results and the possibility of having to
sit a repeat examination over the summer. Students may also be concerned about your reaction to their academic performance.

**How to Help**

If living away from home, send your student a ‘red cross’ exam parcel. Support your students and help him/her develop solutions to any problems he/she may be facing. Celebrate your student’s success at completing the first year!

![Calender]

**June/July**

Exam results could be a cause for celebration or commiseration. If things have gone well, let them know how proud you are. Talk about the changes coming in second year. Ask about module choices. If your student has failed any exams, they will have an opportunity to repeat them in August, before college begins. These are called ‘supplementals’. Reassure your student that failing an exam at the end of first year is not at all unusual. Encourage them to discuss their results with academic staff, to provide a focus for revision.

**How to Help**

Help with setting up a study schedule if required, how will this fit in with family holidays or summer work? Once the exams are out of the way, point your student in the direction of the Careers Service to find a summer job or internship. Remind your student about all the campus resources available. Perhaps a summer course may be necessary to either catch up or get ahead for the next year. Be supportive in your student’s decisions.
Registering with the Disability Service

Our staff are experienced and highly qualified professionals with knowledge and expertise in disability, access and equity issues. We work closely with academic staff, tutors, administrators, and other support services to ensure College is as accessible as possible to all students. The best thing you can do is to encourage your son or daughter to make contact with the Disability Service as soon as possible. It can often be helpful to discuss any issues or concerns before applying to study at Trinity College, or as near to the start of the beginning of the college year as possible. We would suggest that students:

1. Visit our Prospective Students web pages which provide guidance about the process of making course choices and preparing for University, and also outlines the supports available within College.

   http://www.tcd.ie/disability/prospective/

2. Contact the Disability Service before the final CAO change of mind date (1st July) to discuss options.

Step 1. Provide appropriate disability documentation

Trinity College Dublin requires evidence of a disability to support the provision of any reasonable accommodations in College. Students who do not have appropriate evidence of their disability should forward the Evidence of Disability Form to their Medical Consultant / Specialist to be completed.
General Practitioner (GP) letters will not be accepted as suitable medical evidence.

Students with Specific Learning Difficulties (e.g. dyslexia) should provide a copy of their most recent *Educational Psychology Report* clearly stating that the student has a Specific Learning Difficulty. This report must contain the age equivalent of intellectual functioning and reading age, age-related percentile point, or adult norm in the case of mature students.

**Step 2. Arrange an appointment with a Disability Officer**

Students can make an appointment with a Disability Officer (DO) by dropping in to the main office, phoning us on 01- 896 3111 or emailing us at disab@tcd.ie. The service is located in the Arts Building, Room 2054 on the entrance level, past the Lecky Library. Students will then be assigned a Disability Officer who will work with them to assess the level of support required. Appointments are made on the hour between 10am and 5pm, Monday to Friday. Our office does not close over lunchtime.
Step 3. Before meeting a Disability Officer

To prepare for their first appointment with your Disability Officer, students should first of all read the Code of Practice which will be sent to you together with the student handbook. You may ask for another copy when you bring in your evidence of disability. The Code of Practice is intended to provide a model for a high standard of service to students with disabilities. The College will take reasonable steps to ensure that it does not place a student with a disability at a substantial disadvantage compared to a non-disabled student.

The Code has two main purposes:

1. to outline for students with disabilities their rights and responsibilities in receiving reasonable accommodations while studying at Trinity;
2. to define Trinity’s rights and responsibilities to students with disabilities and the College community.

All students registering with DS will receive a copy of this document to read and sign. The full document can be downloaded or viewed on the DS website.

Step 4. At the initial meeting

The Disability Officer contacts students to make an appointment for a Needs Assessment. This meeting will take about an hour, and will involve:
• Checking personal details
• Gathering some background information
• Talking about the demands of the course
• Talking about ambitions and hopes after college
• Discussing Assistive Technology
• Describing Disability Service supports
• Examination accommodations
• The role of the personal tutor
• Signing a Code of Practice agreement
• Answering questions about College

**Step 5. LENS report**

**Assessment of student needs**
Every student with a disability has different needs. A needs assessment is carried out during the first meeting with the Disability Officer to best tailor the services to suit the student. Supports are recorded in a Learning Education Needs Summary (LENS). The LENS helps determine the level of services required.

**Communicating student needs and supports to College staff**
Students may additionally decide that academic staff in their School of study should receive a copy of their LENS. (i.e. teaching staff, DS personnel, Tutor) to help them also provide assistance. Students discuss the content of the LENS during the needs assessment. Students may, of course, choose not to disclose a disability to College staff, although we would always advise students to do so. During your needs assessment your Disability Officer will explain the
different levels of disclosure that are available to you. If you are provided with examination accommodations the Exams Office and academic staff teaching on your degree programme, will be aware of your accommodations, so complete anonymity is not possible.

### Learning Educational Needs Summary (LENS)

**To:** College Tutor, School Administrator, Academic Liaison Officer, Allocations Officer

<table>
<thead>
<tr>
<th>Name: John Brown</th>
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<tbody>
<tr>
<td>Student No: 12345678</td>
</tr>
<tr>
<td>Course: Nursing (General)</td>
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<tr>
<td>Disability: Developmental Co-ordination Disorder / Mental Health</td>
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### Background Information

John has Developmental Co-ordination Disorder (also known as Dyspraxis) which is a lifelong neurological condition. John was diagnosed in the early years of secondary school. John has significant difficulty with speed of processing (1st percentile) affecting speed and formation of handwriting, and will complete the TTRS touch typing course. Some flexibility on deadlines may also be required. In addition, John has Depression which is currently managed with medication. John has been referred to the UniLink Service for assistance with time management and organisation. John has been advised to contact the Nursing Practice Development Co-ordinator to discuss reasonable accommodations that may be required on placement.

### Web Resources

http://www.tcd.ie/disability/staff/guidelines.php

### Disability Service Interventions

<table>
<thead>
<tr>
<th>Use of AT rooms in library</th>
<th>Longer library loans</th>
</tr>
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<tr>
<td>TTRS</td>
<td>Photocopy cards</td>
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</table>

### Examination Accommodations

<table>
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<tr>
<th>10 minutes extra per hour</th>
<th>Smaller exam venue</th>
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</table>

### Use of Computer

Where possible the extra time should also be given in departmental exams

### Requested Adaptations to Teaching and Learning Situations

<table>
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<tr>
<th>Allow student to record lectures</th>
<th>Provide lecture notes in advance</th>
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<tbody>
<tr>
<td>Do not disclose to other students</td>
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### Check inclusive curriculum guidelines

http://www.tcd.ie/CAPSL/TIC/guidelines

### Refer to the Rationale for Reasonable Accommodations List

http://www.tcd.ie/disability/T-Staff/ALO/reasonable%20acc.php

Alison Doyle
Disability Service
Tel: (01) 806 3111
Email: doylea6@tcd.ie
Academic Liaison Officer

An Academic Liaison Officer acts as a communication route in each department for issues related to students with disabilities. They circulate Learning and Education Needs Summary reports (LENS) are reports which are produced for students registered with the Disability Service (DS). An Academic Liaison Officer acts as a communication route in each department for issues related to students with disabilities. They circulate Learning and Education Needs Summary reports (LENS) are reports which are produced for students registered with the Disability Service (DS). Academic Liaison officers are also responsible for:

- Being a first point of information on disability issues within the ALOs School/department.
- Making course directors, course co-ordinators, year coordinators etc., aware of students and the dissemination of information through LENS.

Examination arrangements

Trinity currently offers a range of facilities at examination time, including extra time allowance, rest breaks, alternative examination venues, specialised furniture and technology aids. Students should make requests as early as possible in the academic year and note that the following deadlines are applied:

- Michaelmas tests/examinations: October - End of week 5
- Hilary tests/examinations: February - End of week 5
- Annual Examinations: March - End of week 10
- Supplemental examinations: First week in August
A full copy of the College’s guidelines on examination arrangements is also available on the web, and in alternative formats on request. A summary of student responsibilities and other important information is available from 
http://www.tcd.ie/disability/services/examaccommodations.php

**Step 6. Provision of Services**

Students with a disability may require support whilst studying at Trinity. This can take various forms depending on individual requirements 
http://www.tcd.ie/disability/services/

Examples include:

- Exam Accommodations
- Access to Assistive Technology
- Extended Borrowing in the Library
- Specialist tuition for students with dyslexia
- Tuition for students with disabilities
- Academic/ Library assistant
- Specialist support for students with mental health, physical and sensory difficulties
- Specialist tuition for students who are deaf

**Funding for supports**

Much of the study-related support for Irish students with a disability is financed through the European Social Fund (ESF) Student with Disability Fund. Trinity College receives a per capita allocation based on the number of students registering with DS seeking supports. The National Access Office in
the HEA administers applications and decides who is eligible for funding under this scheme. For further information on this fund, please read:

http://www.studentfinance.ie/mp7575/fund-for-students-with-disabilities/index.html

Assistive Technology

ATIC refers to various Assistive Technology Information Centres located around the Trinity campus. Assistive Technology (AT) can help/assist students perform Information Technology (IT) functions that might be otherwise difficult or impossible to achieve. To ensure students get the best use out of technology, they may be given an appointment with the Assistive Technology Officer, Andrew Costello, in the ATIC space in the Ussher library. At this meeting an assessment for specific IT supports are discussed. This 30 minute assessment ensures that the correct technology is available, and that adequate training is agreed upon, to get the best out of technological supports. Each assessment will cover:

- Previous use of technology.
- Satisfaction or difficulties in using technology.
- Introduction to a range of loaned technology available based on student needs.
- Ensuring that there are support channels in place if your student is having difficulty with their new technology.

Unilink Occupational Therapy Service

Trinity College is unique in that we offer a confidential occupational therapy service for students who may be experiencing mental health difficulties,
physical, sensory or chronic health disabilities. Unilink is run by the Discipline of Occupational Therapy in collaboration with the College Disability Service. All staff members in the service are qualified occupational therapists and are bound by the Code of Practice of the Association of Occupational Therapists of Ireland.

The aim of the Unilink Service is to enable the student, to develop practical skills and strategies to help them in their role as a student both academically and socially. Unilink is a student-centered service, this means that the sessions are guided by what the student needs and wants to do. Additionally it is up to the student whether they wish to avail of the service or not.

Unilink is available on a one-to-one basis throughout the students’ college career.

http://www.tcd.ie/disability/services/unilink-service.php

**Academic Support**

Study skills and other support is provided by Student Learning Development http://student-learning.tcd.ie/undergraduate/ If you would like to make an appointment with one of the learning support psychologists please contact the Counselling Service on (01) 896 1407 to make an appointment. Students have access to an academic skills module via the College online Blackboard module, which can be accessed from:

http://mymodule.tcd.ie/

Students are strongly recommended to utilise these resources to assist with reading techniques, academic writing, referencing and exam revision.
Academic support is also available from our website as leaflets, podcasts and in mp3 format and from TCD iTunes or YouTube:

http://www.tcd.ie/disability/services/academic-support.php
http://www.youtube.com/user/DSServiceTCD#p/u

Library Supports
In addition to Assistive Technology Centres there are a number of other library supports available to students with disabilities, these include:

- Borrowing rights: Students with a disability registered with the Disability Service may be entitled to special borrowing privileges.
- Alternative formats: Reading material can also be provided in alternative formats such as Braille or audio.

For help and general advice on using the library see the library Website and DS podcast:

http://www.tcd.ie/Library/using-library/disabilities.php
http://www.tcd.ie/disability/services/librarysupports.php

Accommodation (rooms in College & Trinity Hall)
Students with disabilities seeking consideration for their application for rooms.

Accommodation process for allocation of room for students with disabilities:
College has limited accommodation on two main sites (the College main campus and Trinity Hall). A number of rooms on campus and Trinity Hall are accessible. Rooms are not fully supervised but they do have 24 hour security staff and residential wardens on site. The accommodation offered encourages independent living and this can create a lively environment but are not always suited to students who need a very quiet living space. Campus accommodation
is mostly final year students or graduate students. Trinity Hall is ideal for first and continuing students but spaces are limited too.

If you would like to make an accommodation application to be considered on grounds of disability you must, before the closing date, complete the online application and contact the College Disability Service team on 01-896 3111 or by email to disab@tcd.ie to arrange a needs assessment for accommodation. A needs assessment for accommodation will take into account the following criteria when prioritising applications for accommodation:

1. The nature and impact of disability – as stated by the applicant and documented with appropriate evidence. Priority will be given to applicants with the most significant needs based on mobility, balance, stamina and strength.

2. The nature and impact of the disability on travelling to and from College including transport options and distance to College from home. Priority will be given to applicants with difficulties in accessing public transport and those living furthest from Campus.

Based on the criteria above, the Disability Service team will meet collectively to review all the applications and will make recommendations to the Accommodations Office. In turn, based on the availability of rooms on Campus and the priority given to applications, the Accommodations Office will inform applicants of any room offers. In some cases, applicants may be advised that accommodation in Trinity Hall better suits their individual needs. Please see full details at:

https://www.tcd.ie/accommodation/StudentsandStaff/Students/ApplyforaRoom/
FAQs

Who works in the Disability Service?
The DS is managed by the Director of the Disability Service, Declan Treanor. There are two full-time Disability Officers, an Assistive Technology officer, four Occupational Therapists, and a number of administrative staff within the service. When students register with DS they will be assigned a Disability Officer who will assist them in obtaining the support they require in order to attain their highest academic potential. For further information on DS staff [http://www.tcd.ie/disability/contact](http://www.tcd.ie/disability/contact)

How many people are currently registered with DS in Trinity?
The DS was established in order to facilitate the academic support needs of students with disabilities. More than 1,300 students have disclosed a disability upon applying or after entering Trinity College Dublin. Our service is staffed by experienced professionals with knowledge and expertise in disability, access and equity issues. We work closely with academic staff, tutors, administrators, and other support services to ensure College is as accessible as possible to all students.

How will I know what type of support is provided?
When students disclose a disability, we will discuss which support requirements would be most beneficial, and ensure that these are ready to be put in place. A detailed needs-assessment will be carried out by the Disability Officer, who will discuss previous educational support, (e.g. during secondary school) and the type of support required now. The level of support required
will differ between students, and even students with similar disabilities, as each student brings with them their own experience. There is a wide range of educational supports available for students with disabilities, including in-course, exam and library support.

Is there a policy in College for students with disabilities?
Trinity 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 university life as can be reasonably provided. DS aims to assist and advise the College community on issues associated with compliance with laws that relate to students with disabilities, including the University Act 1997, the Employment Equality Act 1998, the Equal Status Acts 2000-2004 and the Disability Act, 2005.

http://www.tcd.ie/about/policies/equality-policy.php
How to make contact with the Disability Service

Students can call into the office in Room 2054 of the Arts Building, on the entrance level past the Lecky Library entrance on the left. Phone DS on (01) 896 3111 for an appointment, Text 086 3442322, or you can e-mail the Service at disab@tcd.ie

Who works in the Disability Service?

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<th>Declan Treanor</th>
<th>Declan Reilly</th>
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<tr>
<td>Disability Service Director</td>
<td>Disability Officer across all Schools</td>
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<tr>
<td>E-mail: <a href="mailto:dtreanor@tcd.ie">dtreanor@tcd.ie</a></td>
<td>E-mail: <a href="mailto:reillyde@tcd.ie">reillyde@tcd.ie</a></td>
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<tr>
<td>Tel: (01) 896 3475</td>
<td>Tel: (01) 896 3776</td>
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<td>E-mail: <a href="mailto:alison.doyle@tcd.ie">alison.doyle@tcd.ie</a></td>
<td>Email: <a href="mailto:atic@tcd.ie">atic@tcd.ie</a></td>
</tr>
<tr>
<td>Tel: (01) 896 3014</td>
<td>Tel: (01) 896 2903</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Carol Barry</th>
<th>Jennifer Maxwell</th>
</tr>
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<tbody>
<tr>
<td>Executive Officer</td>
<td>ESW Administrator</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:disab@tcd.ie">disab@tcd.ie</a></td>
<td>E-mail: <a href="mailto:eswadmin@tcd.ie">eswadmin@tcd.ie</a></td>
</tr>
<tr>
<td>Tel: (01) 896 3111</td>
<td>Tel: (01) 896 3971</td>
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<table>
<thead>
<tr>
<th>Kieran Lewis</th>
<th>Claire Gleeson</th>
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<tbody>
<tr>
<td>UNILINK Occupational Therapist</td>
<td>UNILINK Occupational Therapist</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:unilink@tcd.ie">unilink@tcd.ie</a></td>
<td>E-mail: <a href="mailto:unilink@tcd.ie">unilink@tcd.ie</a></td>
</tr>
<tr>
<td>Tel: (087) 274 3879</td>
<td>Tel: (085) 7585835</td>
</tr>
</tbody>
</table>

We update information on our website regularly and put up news on Facebook:

Other Useful Contacts

Admissions Office
Address: Academic Registry,
Watts Building,
Trinity College Dublin
Telephone: 00353 1 896 4444
E-mail: admissns@tcd.ie
https://www.tcd.ie/academicregistry/admissions/

Fees Office
Address: Academic Registry,
Watts Building,
Trinity College Dublin
Telephone: 00353 1 896 1852
https://www.tcd.ie/academicregistry/fees-payments/

Student Health Centre
Address: House 47, Trinity College, Dublin 2
Telephone: 00353 1 896 1556
Web: www.tcd.ie/College_Health/
Accommodation Office
Address: West Chapel, Trinity College Dublin
Telephone: 00353 1 896 1177
E-mail: reservations@tcd.ie
Web: www.tcd.ie/accommodation/

Senior Tutor’s Office
Address: House 27, Trinity College Dublin
Telephone: 00353 1 896 2551
E-mail: senior.tutor@tcd.ie
Web: www.tcd.ie/Senior_Tutor/

Student Counselling Service
Address: Third Floor,
7-9 South Leinster Street,
Dublin 2
Telephone: 00353 1 896 1407
Web: www.tcd.ie/Student_Counselling

Examinations Office
Address: Watts Building,
Trinity College Dublin
Telephone: 00353 1 896 2345 / 3710
E-mail: exams@tcd.ie
Web: https://www.tcd.ie/academicregistry/exams/
Student Union & Education Officer for
Student with Disabilities
Address: House 6, Trinity College Dublin
Telephone: 00353 1 896 6545
E-mail: osd@tcdsu.org
Web: http://www.tcdsu.tcdlife.ie

Careers Advisory Service
Address: 7-9 South Leinster Street, Dublin 2
Telephone: 00353 1 896 1721/1705
E-mail: careers@tcd.ie
Web: www.tcd.ie/Careers

Notes