Trinity Disability Service

A guide for parents/guardians of students with disabilities.

www.tcd.ie/disability
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Welcome Message from Declan Treanor
Director of the Disability Service

As a parent of a student with a disability, you may have questions about the support your student can expect in Trinity. This handbook will assist you in understanding how Trinity and the Disability Service work.

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. Students who engage and participate in the supports we offer do well in Trinity and we encourage students to avail of these supports.

This guide was written to answer some of the questions you may have as a parent/guardian, and to describe the kinds of tasks and roles your student will undertake as part of engaging with campus life. It will also explain the supports that the Disability Service can offer.

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

Best Wishes,

Declan Treanor,
Director of the Disability Service.
About the Disability Service

The Disability Service (DS) is made up of an experienced team of individuals who work to support students with disabilities in Trinity. They empower students to reach their full potential in college by providing them with the supports they need after they have applied for Reasonable Accommodation.

The Disability Liaison Officer
In each department there is a Disability Liaison Officer (DLO) who acts as a communication route for students with disabilities. They have a role in circulating LENS reports to the student’s lecturers and teaching assistants. The student can find the DLO here.

Is there a policy in place for students with disabilities?
Trinity is committed to a policy of equal opportunity in education and to ensuring that students with disabilities have as complete and equitable an access to all aspects of university life as can be reasonably provided. The DS aims to assist and advise the Trinity community on issues associated with compliance with laws that relate to disability including, the University Act 1997, the Employment Equality Act 1998, the Equal Status Act 2000-2004 and the Disability Act 2005.

What is Disability Disclosure?
This means informing someone or to make information known, in this case it is making information about the student’s disability, specific learning difficulty or mental health difficulty, known to the University or student’s friends and classmates. There are many reasons that a student might want to disclose their disability, such as wanting the people around them to be aware of their medical condition in case of emergencies, need assistance or will be absent for medical reasons.

Where to find the DS?
The Disability Service is transitioning to Printing House Square, but currently located in Room 2054 in the Arts Building.

Phone number: 01 8963111
Text: 087 1133185
Email: askds@tcd.ie
Facebook      Instagram      Twitter
Meet the Disability Service Staff

Dr Declan Reilly
Disability Officer
Tel: 087 379 3847

Andrew Costelloe
Assistive Technology Officer
Tel: 087 166 2475

Kieran Lewis
Senior Occupational Therapist
Tel: 087 2743879

Clare Malone
Occupational Therapist
Tel: 085 7585835

Aisling Claffey
Occupational Therapist
Tel: 086 3955212

James Brady
Case Coordinator
Tel: 087 7052701

Dr Alison Doyle
Academic Support Specialist
Tel: (01) 896 3111

Kevan O’Rourke
DS Administrator
Tel: (01) 896 3971

Click on the photos to watch the DS Staff introduce themselves
How can the student apply for support from the Disability Service?

Students with disabilities can apply for reasonable accommodations. Most of this process takes place online on the mytcd.ie portal, which is also where you complete course registration. Students are encouraged to complete their application for reasonable accommodations in the first weeks to ensure that supports can be secured early in the academic year.

10 easy steps for the student to apply for Reasonable Accommodations with the Disability Service:

1. Log into your mytcd.ie portal with your Trinity username and password.
2. Click on the ‘My Disability Service’ tab (located in the + tab on the top navigation bar) and click on ‘Reasonable Accommodation Application.’
3. Read the instructions on the welcome page.
4. Select your primary, and if applicable secondary disability from the drop down menu. Add your support requirements.
5. Read and agree to the ‘Reasonable Accommodation Policy’ and the ‘Trinity Consent to Disclose Disability Form.’
6. Select ‘yes’ or ‘no’ to receiving exam accommodations.
7. Select your evidence of disability to upload and submit it.
8. Finish the application by clicking the ‘submit’ button.
What happens next?

- A member of the disability service staff will be in contact with the student to finalise and arrange Reasonable Accommodations.
- Each student will be reviewed based on their Reasonable Accommodation application, and any other initiatives such as the Disability Accesss Route to Education (DARE) scheme or the CAO.
- Some students will be invited to a ‘Reasonable Accommodation Group Session where supports such as examination accommodations will be discussed and set.
- Students can apply with assistance from staff in the Disability Service through the DS Solutions Daily Drop-In or they can arrange to meet with their Disability Officer and appointments will be arranged as soon as possible thereafter.

What is a LENS report?

- Following the Needs Assessment, the student’s Disability Officer prepares an individual Learning Educational Needs Summary (LENS) detailing the Reasonable Accommodations to be implemented.
- The LENS report is a key document and will act as the students ‘Disability Passport’, confirming accommodations and ensuring access to supports that will sufficiently meet individual needs.
- The information on the LENS report will be communicated to the relevant academic department or school.
- Students with disabilities on a professional course may require additional supports while on placement. Following the Needs Assessment a Professional Learning Educational Needs Summary (PLENS) will be prepared and implemented by the students Disability Officer.
Disability Service Learning Educational Needs Summary (LENS)

Business Studies

To: Disability Liaison Officer, School Administrator & College Tutor

Student

Student No:
Support Document Status: LENS Archive
Email contact: sitgp@tcd.ie
Course: Business Studies
Disability: Dyslexia/Speread J, Dysgraphia
Disability Officer: Andrew Costello
Tutor: SNEAD-CATHY
Date of Needs Assessment: 22/01/2018

Disclosure of a disability to the course
This document contains confidential information of a sensitive and personal nature. Sophie Mulally has given permission for this information to be shared with all teaching/administrative staff working with her e.g. Director of Teaching & Learning, College Tutor, module leaders, and all guest lecturers.

In the event that a student is studying "external" modules it is the responsibility of the "home" school to ensure that this information is passed to an appropriate contact in the external school for distribution. This information must be passed to relevant staff each semester. If you have any further questions, please don't hesitate to contact Andrew Costello or the Disability Service.

Disability Specific Information
The student registered with the Disability Service in September 2014 with a specific learning difficulty - Dyslexia. The student is encouraged to discuss any disability supports required on a professional course and placement with the Academic contact and/or Placement Co-ordinator of their course. The student can be referred back to Disability Service for placement planning supports - Level 2 If and when required.

Further Disability Awareness Information can be found at: http://www.tcd.ie/disability/teaching/learning/disability-awareness.html

Disability Service Interventions

- Communicating with your School
- Access to Technology (A3) - A3 officer for all assessment
- Library Supports - Additional Book Allowance
- Lecturer

Further information on services provided by the Disability Service can be found at: http://www.tcd.ie/disability/services/

Examination Accommodation and Codes

- Group Test
- Use of Sticker
- The student has been granted 10 minutes per hour extra time in examinations.

Where possible, extra time should also be given in departmental exams; further details on exam supports at: http://www.tcd.ie/disability/services/exam-accommodation.php

Adaptations to Teaching and Learning Situations

- Allow student to record lectures
- Provide lecture notes in advance
- Allow additional time to develop practical skills
- Provide annotated reading lists
- Maintain confidentiality LENS to be circulated to relevant staff in the students

Full details on suggested requested Adaptations to Teaching and Learning Situations can be found at: http://www.tcd.ie/disability/teaching/info/responsible-accommodations.php

Inclusive Teaching and learning strategies: http://www.tcd.ie/CAPS/ITC/guidelines
Applying for reasonable accommodation with the Disability Service does not have any impact on your student record nor will it be documented on your final record.

Please be advised that students will indicate a disability on their information portal – my.tcd.ie. The application for reasonable accommodations with the Disability Service will be made aware to a number of departments within Trinity College Dublin in order to ensure that reasonable accommodations can be put in place as per the Disability Service Reasonable Accommodation Policy and Consent to Disclose.

This may include the Accommodation Office, the students’ academic department(s), Counselling Service, Health Centre.
Supports and Reasonable Accommodations that may be available to the student.

Standard Reasonable Accommodations

80% of students applying for reasonable accommodations with the DS request access to a range of Standard Reasonable Accommodations that will help them reach their full potential.

In cases where a reasonable accommodation cannot be applied, and a specific rationale is provided, a non-standard decision route will apply.

Exam Supports

There is a range of facilities available for students with disabilities at exam time;
- Extra time allowance
- Alternative examination venues
- Rest breaks
- Specialised furniture
- Technology aids

Library Supports

- Library supports for students with Disabilities include;
- Students who have applied for Reasonable Accommodations may be entitled to further borrowing privileges
- Reading material can be provided in alternative formats such as Braille or audio.

Occupational Therapist Support

- The aim of Occupational Therapy (OT) Supports is to enable the student to develop practical skills and strategies to assist them in both academic and social spheres.
- OT sessions are student-centred, they are guided by what the student needs and wants to do.
- OT is available on a one-to-one basis throughout the student’s university career.
- All staff members in the service are qualified occupational therapists and are bound by the Code of Practice of CORU, the Health and Social Care Professionals Regulatory Body.
Academic Support

Provided by Student Learning and Development for all students, click here for more information.
- Study skills
- Reading techniques
- Academic writing
- Referencing and exam revision

Academic support for students with disabilities can also be found on the Disability Service Blackboard module ‘ASKDS Disability Service Supports’ and on our Youtube channel.

Inclusive Learning Technology

To ensure that the student is getting the most out of technology, they may be given a 30 minute assessment with the Assistive Technology Officer. In this meeting the IT needs of the student are assessed, training is provided and it is ensured that the correct technology is made available.

Disability Service Information Sessions

These sessions run over the course of the academic year to provide students with the opportunity to ask questions about topics such as note-taking applications, academic support tools and developing good study habits. Details will be posted on the DS calendar of events.

Career Planning

Within Trinity there is an increased focus upon students developing work related skills. The DS and Careers Advisory Service have developed a series of award winning approaches to supporting students with career prospects. More information is available on the DS website.
Dear Parents/Guardians,

My name is Niamh Herbert (Ni Hoireabhaird) and I am the Trinity College Students Union Officer for Students with Disabilities this academic year. In my role, I’ll work as a link between the students and the college, helping to make the college experience more enjoyable and accessible for everyone.

During my time in college, I’ve had a fair few difficulties but it has always worked out in the end by reaching out to the many supports available to students with disabilities in Trinity. The greatest advice I can give you as parents is to encourage your child to reach out to me, the other Students Union Officers, the Disability Service, their tutor, etc. We’re here to help.

I can only imagine that you have a million different questions and concerns about your child heading out into the world and starting college. I want to assure you that I’m here to help in any way possible. The other Officers in the SU are really brilliant and eager to work on the college’s accessibility.

I’m expecting a great year ahead and I’m looking forward to meeting the new students.

Kind regards,

Niamh.
The Ability co_op

What is the Ability co_op?

The Ability Co-op is a key part of the Trinity disAbility Hub development forming in Printing House Square. It is a collaborative initiative between students and staff that aims to provide opportunities for members to work together towards a more inclusive Trinity. The Ability Co-op is student-lead, and all projects and activities are mutually agreed by its members. From media campaigns to creative workshops, we can all contribute and work together towards inclusivity in Trinity.

How can students get involved?

Members of the co_op have the opportunity to ensure their voices are heard in college. It is a great way to develop skills and promote inclusivity in college.

Membership of the co_op is open to anyone who wants to contribute. You don't need to have any particular skills or previous experience, just contact us by email at abilitycoop@gmail.com or on Facebook, Instagram, Twitter or Linkedin.

Click here for an introduction to the Ability co_op video.
How can I support the student when they are at college?

Trinity College Dublin shares your goal of promoting your students' growth and success. It is our hope that every student flourishes at Trinity and leaves us as an educated, independent and self-confident adult.

Communication

- The DS is aware parents and guardians may have questions and concerns that they wish to discuss with staff.
- However, the General Data Protection Requirements (GDPR) requires that Trinity establish a policy with regard any discussion between the staff in the DS, parent/guardians and any third party (including Trinity staff) in relation to individual students and their progress through Trinity.
- All students are encouraged to take responsibility for their own learning, and the DS is required to have due regard for its legal obligations to protect the confidentiality of its relationship with the student.

The following information describes both our role as an institution and your parental role during this time.

In this section you will also find a context for interpreting student life, academic expectations, student services, and Trinity regulations.

Before reading on, please get to know the Trinity lingo by reading the ‘Jargon Buster.’
Tips for adjusting to your new role

- Think of the Trinity years as a time for the student to change plans, explore different identities, examine new ideas and think about academic and career goals.
- Give them the space to adjust to their new role as a student, as you adjust to yours as a parent or guardian.
- If you fear that your student will abandon family values while away at college, maintain a sense of humour, adopt a close but non-invasive eye and reassure the student. You will find that the student will remain the same person they have always been as they emerge into adulthood, even though they may not look the same.
- You can support the student by acknowledging that getting to grips with Trinity, both academically and socially takes time.
- Encourage them to seek the support that is available to them by talking to tutors, accommodation wardens and the Student’s Union.

Student experiences adjusting to a more independent life in college

"With my hearing loss I depended on my mother for a lot of things such as help with my DARE application. With the help of the Disability Service I have become much more independent and confident in my ability to do well in college."

"It wasn't always easy for me or my parents, but we worked together to adjust to our new situations."