Trinity Disability Service
A guide for students with disabilities.

www.tcd.ie/disability
Section 3: Other supports in college

What other supports are available to students in Trinity?
- Trinity Health Service
- Student Counselling Service
- Chaplaincy
- Student Services Case Coordinator
- Niteline
- Student 2 Student (S2S)
- Student Learning and Development (SLD)
- The Student Union
- Student Representatives

Welcome message from Niamh Herbert, Trinity College Student Union Officer for Students with Disabilities

The Ability Co-op

Section 4: Student life

Adjusting to your new role as a college student
- Communication with your parents

Applying for accommodation in Trinity
- Applying for accommodation with a disability

Advice from students with disabilities for incoming students
Congratulations on accepting your place and welcome to Trinity College Dublin, the University of Dublin. The Disability Service (DS) is here to support and assist you. We have developed a clear student-led service that will work with you as you transition through Trinity and into employment. The ethos of the DS is to move from a model where students are passive recipients of supports to one where students take an active part in planning their educational journey. The supports we offer are designed to enable you to work through the demands of university and be ready for the world of work.

This handbook aims to give you an overview of the supports and services that we offer. You should also read the additional information on our website at www.tcd.ie/disability. Trinity also provides an orientation website which will assist you in these first few weeks: www.tcd.ie/orientation/.

Wishing you the very best for the years ahead and just remember – there are lots of people here to help you, should you need it.

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 and staff 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 Accommodations.

The Disability Liaison Officer
In each school 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. You can find the DLO [here](#).

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 you might want to disclose your disability, such as wanting the people around you to be aware of a medical condition in case of emergencies, need assistance or will be absent for medical reasons.

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](#).

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 I access the ASKDS Blackboard module?

The Disability Service have set up a Blackboard module to provide students with information about the supports available to them, information about online learning and other resources. To access it, follow the 6 simple steps below.

1. Log into Blackboard Learn.

2. Click on ‘Module Search.’

3. Type ‘Disability Service Supports’ in the ‘Module Search’ box and click ‘Go.’

4. If more than one module appears, click on the drop-down arrow beside ‘ASKDS’ under the ‘Module ID’ field.

5. Click on ‘Enrol.’

6. Click on ‘Submit.’
Student experiences with the Disability Service

“My experience with the Disability Service has been very positive. They have helped me get the support that I need.”

“The Disability Service provided me with amazing support in college for exam times. Knowing that I could go to them for support if I ever needed it is a great comfort in college.”

“I have had a great experience with the disability service, I was able to change my exam/learning accommodations that best suited my needs to succeed in college.”

“The disability service is a great ally to have in your corner at college. Having my disability officer ensuring I’m getting the supports I need helps me get the grades I deserve.”
How can I 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](http://mytcd.ie) portal, which is also where you complete course registration. You are encouraged to complete your application for reasonable accommodations in the first weeks to ensure that supports can be secured early in the academic year.

10 easy steps 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.

Find out more by watching the video.
What happens next?

- A member of the disability service staff will be in contact with you to arrange a Needs Assessment and finalise and arrange Reasonable Accommodations.
- A leaflet on your disability and supports available to you will be sent to help you think about what you may need.
- 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.
- You can apply with assistance from staff in the Disability Service through the DS Solutions Daily Drop-In or you can arrange to meet with your Disability Officer and

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.
Sample LENS report

Disability Service Learning Educational Needs Summary (LENS)

Business Studies

Taoiseach Liath Officer, School Administrator & College Tutor

Student

Student No:
Support Document Status: LENS Archive
Email contact: sits@tcd.ie
Course:
Business Studies
Disability:
Dyslexia/Dyspraxia/Specific Learning Difficulties
Disability Officer:
Andrew Costello
Tutor:
SÍNEAD CATHY
Date of Needs Assessment: 22/Jan/2018

Disclosure of a disability to the course

This document contains confidential information of a sensitive and personal nature. Sophie Wally has given permission for the information to be shared with all teaching/administrative staff, working with 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 redacted 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/teaching-awareness/Info/

Disability Service Interventions

- Communicating with your School
- Access to Technology (AT) - refers to AI officer for AT assessment.
- Library Supports - Additional Book Allowance
- Locker

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

Examination Accommodation and Decor

- Use of Visual
- Use of Scribes
- The student has been granted 10 minutes per hour extra time in examinations.

Where possible the extra time should also be given in departmental exams, further details on exam supports at: http://www.tcd.ie/disability/services/exam-accommodations.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 unscheduled 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
The Needs Assessment

You are encouraged to prepare for your Needs Assessment by thinking of the questions that will be asked, collecting any information you have about your previous experience with supports and preparing any questions or concerns you might have.

What to expect?

The Needs Assessment determines the level of support that the student will need to reach their full potential in college. Your Disability Officer will identify these supports based on appropriate evidence of your disability and your academic course requirements.

Some areas that will be addressed:

- The nature of your disability or condition, including its impact on education.
- Any treatment, medication or other supports such as physiotherapy or counselling that you are receiving.
- Previous supports that you might have had in school.
- Any challenges that you anticipate with your chosen course.
- Access to equipment and IT facilities.
- Appropriate academic and disability supports.

The needs assessment process also helps to determine whether or not the student is eligible for additional disability support through the relevant disability funding such as the HEA ESF Fund for Students with Disabilities for specialist disability support, assistive technology and/or transport.
Supports and Reasonable Accommodations that may be available to you

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.
What do students have to say about Reasonable Accommodation?

“Getting extra time in exams really helped me as it takes away a lot of the pressure and I can focus more on the exam.”

“As a profoundly deaf student, having a notetaker was really helpful as I missed out a lot of what was said in lectures. My grades have significantly improved and I am grateful I was able to get the support I needed.”

“They have certainly improved my grades, and probably saved me from failing a few exams and brought me up a grade in others.”

“Reasonable Accommodation was never offered to me in secondary school. Being able to sit my exams in smaller venues has made the experience so much easier than it was before. I feel that I can perform at the best of my ability now.”
What other supports are available to students in Trinity?

Trinity Health Service
- Located in House 47, beside the rugby pitch.
- The service is free in most cases, apart from some services such as appointments with the college physiotherapist or specialist clinics.
- As a student and adult it is important that you look after your health - both physical and mental. It plays a huge role in your physical and academic performance.
- The Health Service's website has more information, including how to make an appointment.

Student Counselling Service
- Located on the 3rd floor of 7-9 South Leinster Street, you can contact them by calling (01) 8961407 to make an appointment.
- The service is free, and the counselling service are there to speak to you and offer you support, whatever your situation.
- The service is run by staff members and volunteers.
- There is more information on their website.

Chaplaincy
- Located in House 27, on the second floor.
- The Chaplaincy offers a welcome hand to anyone who wants to talk about spirituality, or just have a friendly chat.
- They have a common room with tea and coffee, and a good student vibe.
- Please note, the Chaplaincy is not physically accessible.
**Student Services Case Coordinator**

- **The Student Services Case Coordinator** is responsible for coordinating services designed to minimise the impact of mental illness or emotional distress on the academic and personal pursuits of students who have complex mental health difficulties through effective case management and coordination of care between campus and community resources.
- The Student Service Case Coordinator role spans Counselling, Health and Disability Services – primarily focusing on mental health to ensure the best outcomes for all students, in all areas of Trinity Life.

**Niteline**

- Niteline is a phone service that you can call anytime that you feel you need a chat.
- It is a service run by students, for students. Everyone involved is trained and must abide by confidentiality rules.

Niteline is available on 1800 793793 from 9pm to 2:30am.

**Student 2 Student (S2S)**

- **S2S** is a student-run initiative that ensures students receive information, support and mentoring from other students.
- S2S mentors are there to help you settle into Trinity. They will meet you in Fresher’s week, show you around campus and will keep in contact with you throughout the year.
- S2S Peer Supporters are trained to listen and provide information and support where necessary if you have any personal or academic concerns. They can help with bigger issues as well as smaller things.
Student Learning and Development (SLD)
- SLD help students learn how to work and study.
- They provide workshops in time-management, writing and critical-thinking, academic essays and a variety of other things.
- You can also arrange a **1:1 meeting** to discuss any challenges relating to teaching and learning.

The Student’s Union
- Located in House 6 in Front Square, the Student’s Union is an independent body that represents students.
- They have a number of services including a shop, a travel-card desk, a book shop and confidential academic and welfare advice services. There is more information on the [SU website](#).

Student Representatives
- Student Representatives are your course and year representatives in the Student’s Union.
- They are elected annually and they play both an academic and a social role. They organise class nights out, but more importantly they can represent students who have problems within a course or module.
- There are also departmental Student Representatives who liaise with the Department at meetings to bring forward student concerns.
Dear new students,

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.

I'm here to make sure that your time in college gets off to a great start. 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 is to encourage you to reach out to me, the other Students Union Officers, the Disability Service, their tutor, etc. We're all here to help you.

I want to assure you that I'm here to help in any way possible, so send me an email if ever you have any questions, need some advice or just want to have a cup of coffee and a chat.

I'm expecting a great year ahead and I'm looking forward to meeting you all at some point!

Kind regards,

Niamh.
What is Trinity Ability co_op?

Trinity 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.
Adjusting to your new role as a college student

Trinity College Dublin wants to ensure your growth and success as a student. It is our hope that every student flourishes at Trinity and leaves us as an educated, independent and self-confident adult.

Communication with parents

- 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.

As a student in Trinity, you are now an adult and are seen to be making your own decisions regarding your time at university.

The information in this handbook should help you on your way as you adjust to life as a Trinity Student!
Applying for accommodation in Trinity

Trinity has limited accommodation options; the main university campus, Kavanagh Court, Binary Hub and Trinity Hall. If you are thinking about applying for accommodation, here are some things to keep in mind.

- A number of rooms in Trinity Hall and on campus are accessible.
- Rooms are not fully supervised but they have 24-hour security staff and residential wardens on site.
- These accommodations encourage independent living, which creates a lively environment which is not always ideal for students who need a quiet living space.
- Trinity Hall is ideal for first year and continuing students, and on campus accommodation is mostly for final year or graduate students.

Applying for accommodation with a disability

- If you would like to make a residential accommodation application and be considered on the grounds of disability you must, before the closing date, complete the ‘Special Consideration Application Form.’
- A needs assessment for residential accommodation will take the nature and impact of the disability, the distance of the university from home and transport options into account when processing applications.
- Priority will be given to those with the most significant needs based on mobility, balance, stamina and strength.

The Disability Service will meet to review all 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.
Advice from students with disabilities for incoming students

“Don’t be afraid to ask for help, whether that is from the disability services, college counselling, your tutors or lectures.”

“It will be scary at first, but you will settle in and there are a lot of supports available (Students Union, Counselling, Disability Service) to make college easier to get used to. Also societies are fun so do get involved in things that you are interested in!”

“Find out all the reasonable accommodations you can get from your lecturers, and ensure you get them.”

“Everyone’s college experience is unique and it will take time to find your feet. Don’t get too caught up in your expectations as it will take time for you to adjust academically, socially and otherwise but trust that you will!”