



Trinity College Dublin  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

# Trinity College Dublin Disability Service Student Handbook



[www.tcd.ie/disability](http://www.tcd.ie/disability)





# Contents

Welcome Message from Declan Treanor, Director of the Disability Service	4
Registering with the Disability Service	5
Supports provided by the Disability Service	7
Assistive Technology	8
The ATIC Space	9
Career Planning	9
Examination Accommodations	10
Library Supports	11
Occupational Therapy (OT) Support	12
Professional Placement Planning Support	13
Respite Rooms	14
Preparing for a Needs Assessment	15
LENS or PLENS	17
Disclosure of Disability	18
Additional Supports provided by Trinity	19
Academic Supports	19
Applying for Accommodation	19
Chaplaincy	21
Trinity Health Services	22
Student Counselling Services	22
Student Services Case Coordinator	22
Niteline	23
Student to Student (S2S)	23
Student Learning and Development	23
Student & Departmental Student Representatives	24
Students' Union	24
Banking	24



## Contents

Communication with your Parents/Guardians	25
The Disability Service	26
Academic Liaison Officer	27
DS Student Ambassadors	27
Disability Service Events	28
Other Useful Information	29
Other Useful Contacts	30





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# Welcome to Trinity College Dublin





## Welcome Message from Declan Treanor, Director of the Disability Service

Dear Student,



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](http://www.tcd.ie/disability). Trinity also provides an orientation website which will assist you in these first few weeks: [www.tcd.ie/orientation/](http://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**



# Registering with the Disability Service

## Registering with the Disability Service

To register with the DS, you must follow the steps below in order to avail of any reasonable accommodations provided by Trinity. Additional information on the registration process can be found on the website at:

<http://www.tcd.ie/disability/current/registration.php>



# Registering with the Disability Service

Registration with the Disability Service can be broken down into 11 easy steps and most of it takes place online at [my.tcd.ie](http://my.tcd.ie) portal which is where you can also complete your registration to your chosen course and see your course timetable and exam timetables.

To meet Semester 1 examination deadlines set for the 28th September 2018 and to assist students who are having difficulties registering online - students can register with assistance from Staff in the Disability Service by calling to the DS Solutions Drop-In

<https://www.tcd.ie/disability/current/drop-in.php>

**STEP 1:** Login to [my.tcd.ie](http://my.tcd.ie) using the Trinity user name and password provided to you.

**STEP 2:** Click on the 'My Disability Service' tab located on the top navigation bar and click on 'Disability Service Registration Application'.

**STEP 3:** Read the instructions on the welcome page.

**STEP 4:** Select your primary and secondary disability that applies to your registration, from the drop-down menu and add your support requirements.

**STEP 5:** Read and agree to the Reasonable Accommodation Policy and Code of Practice Consent to Disclose form.

**STEP 6:** Read the support routes available to you.

**STEP 7:** Choose 'yes' or 'no' to receiving exam accommodations

**STEP 8:** Select your Evidence of Disability to upload.

**STEP 9:** Upload and submit your Evidence of Disability.

**STEP 10:** Finish the registration process by clicking on the 'submit' option.

**STEP 11:** Your application for registration is complete. A member of the Disability Service will be in contact with you to arrange a small group or one-to-one appointment to finalise the registration process and arrange reasonable accommodations.



# Supports Provided by the Disability Service







## Assistive Technology

The Assistive Technology (AT) Officer provides you with helpful information and support on how you can get the best use out of technology when it comes to your study needs. Over the course of the academic year, the DS will be running a number of information sessions open to all students registered with the service. These sessions aim to give you the opportunity to raise questions you may have about the topics below:

- Note taking applications - technologies that will allow you take notes effectively within a lecture environment and reduce that hectic feeling of trying to keep up with your note taking.
- Academic Support tools – tools and apps that will allow you proof read and listen to your academic work to ensure that it's error-free.
- Mind mapping tools - visual thinking is a learning style where the learner better understands and retains information when ideas, words, and concepts are associated with images. Visual learning helps students organize and analyze information, integrate new knowledge, and think critically.

To sign up for one of these sessions please remember to check and view the DS Calendar of events on the DS homepage - [www.tcd.ie/disability/](http://www.tcd.ie/disability/)

If you need more help with Assistive Technology, you can make an appointment with the Assistive Technology Officer. This appointment can be made through the Disability Service. At this meeting, technology supports will be discussed that are specific to your disability. The initial meeting will cover:

- Previous use of technology.
- Satisfaction or difficulties in using technology.
- Introduction to a range of loaned technology available based on the student's need.

More information on AT in Trinity <http://www.tcd.ie/disability/services/assistive-tech/>





## The ATIC Space

There are also spaces within Trinity called the Assistive Technology Information Centres, or ATIC for short, which you can use to access Assistive Technology. The two ATIC areas on the main campus are located in the BLU Library and the Hamilton library, and there is also a smaller area in the St. James' Hospital Trinity centre.

For more information on where to find the ATIC spaces, please visit the website at:  
<http://www.tcd.ie/disability/services/assistive-tech/where-at.php>

## Career Planning

Within Trinity, there is now an increased focus upon students developing work-related skills while at university. Over the past number of years, the DS and Careers Advisory Service have developed a series of award-winning approaches supporting students to engage in work experiences, either within or outside their course. Occupational Therapist's work with students to look for and engage part-time work, summer employment, internships, and eventually post-graduate employment. In collaboration with the Careers Advisory Service, we run an annual Careers Bootcamp to help students' kick-start their transition to employment.

Please see the '**Planning your Career**' section of the Disability Service website for a full list of the supports and resources available from the Disability Service and from Trinity.





## Examination Accommodations

Trinity offers a range of facilities that you can make use of during exam time. These supports will be provided based on your needs. Supports may include: extra time allowance, alternative examination venues, specialised furniture, and technology aids. You will have an opportunity to discuss these exam accommodations with a member of the Disability Service, and you'll be able to assess what works best for you.

→ You must register with the DS to make a request for exam accommodations.

A full copy of the Trinity'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/academicregistry/exams/>

Students should make requests as early as possible in the academic year. To ensure the **Assessment, Progression and Graduation Team** can set your accommodations for examination purposes the following deadlines are applied:

- For end of Semester 1 Examinations – last Friday of September
- For end of Semester 2 Examinations – last Friday of January
- Re-assessment period – last Friday of May

Students registering with the Disability Service after these deadlines will be accommodated in subsequent examination sessions. Once your examination accommodations have been identified and agreed with your DO, any queries in relation to your examinations – including venues and timetabling – must be discussed directly with the Examinations Office in the Academic Registry, and not through the Disability Service.





## Library Supports

The DS works with the libraries at Trinity to ensure that the right supports are provided for all students with disabilities. As a student with a disability, you may be entitled to special borrowing privileges and access to material that is normally restricted. In addition, alternative formats for reading materials can also be provided such as Braille or audio.

For more information and general advice on using the library see the library Website and DS podcast: <http://www.tcd.ie/Library/using-library/disabilities.php>





## Occupational Therapy (OT)

An Occupational Therapy Support service is available to students registered with the DS. The aim of this support is to enable you to develop practical skills and strategies to help you both academically and socially while you are at Trinity. It is a student-centered support and this means that the sessions are guided by what you, the student, needs and wants to do. The OT is available to meet on a one-to-one basis throughout your time in Trinity. For more information on OT support, please visit: <http://www.tcd.ie/disability/services/OT.php>

‘I found the Occupational Therapy support offered in Trinity very useful. I began to use the service during Hilary term in first year to help organize my timetable coming up to exams. It helped to take the stress out of Trinity life and I began the self-management programme. The support is easily accessible, the staff are so friendly and easy to talk to. They have helped me so much throughout the last two years of uni.’

**Second Year Student**

‘I found the OT support really useful as it showed me different ways to stay motivated. They gave me useful tips on using planners to use my time more effectively.’ **First Year student**

‘The Occupational Therapy support was a great way of keeping myself organized throughout my first year in university. I attended a meeting with an OT every two to three weeks, where we would discuss issues I was having in Trinity, both socially and academic. I would recommend incoming students to make use of this resource if they feel they need support in dealing with certain areas of university.’

**First Year Student**



## Professional Placement Planning Support

On all professional courses in Trinity, students are required to complete a series of work placements. On these placements you will be required to work with professionals and carry out duties in a work-place setting associated with your course. These placements provide you with a fantastic opportunity to develop skills and knowledge and make professional links for the future. These kinds of experiences also offer the chance to explore how your disability may impact on you in the workplace, and to develop strategies for managing any difficulties you may encounter. In order to support you in managing placements, the DS offer placement planning meetings to identify any reasonable accommodations you may need while on placement. These meetings also offer an opportunity to explore the disclosure of your disability to relevant persons you will be working with.

For a full detailed description of the Professional Placement Planning Process and to download the 'Guide for Students with Disabilities on Professional Placement', please visit the website for more details: <http://www.tcd.ie/disability/services/placement-planning.php>





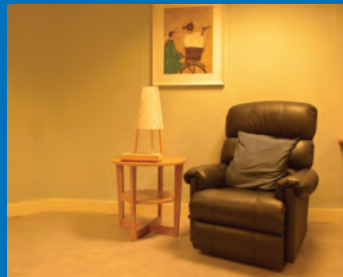
## Respite Rooms

The DS now provides three respite rooms (one in the Arts Building, one in the TBSI, and the other in the Sports Centre).

Respite spaces are quiet rest areas in Trinity where students can take time out during the day to rest and recuperate. It benefits students who experience fatigue, pain, or discomfort as a result of their disability. The respite room in 2032 in the Arts Building is managed by the Disability Service and is provided only to students registered with us. Only those who have been specifically referred for respite by their Disability Officer can access this room. Your student card needs to be activated on referral from your Disability Officer.

The Art's Building Respite Room is accessed by student card and must be booked in advance of use.

For further information and booking details please contact your Disability Officer or visit the Disability Service website at; <https://www.tcd.ie/disability/services/respite-room.php>





## Preparing for a Needs Assessment

After a student has registered online with the Disability Service, they will be invited to complete a needs assessment.

Before coming for a needs assessment, students should consider the following;

- Did you receive any reasonable accommodations during your time in school?
- What exam accommodations did you receive during your time in school?
- What reasonable accommodations and supports will you need in Trinity to support your role as a third level student?
- Will you need exam accommodations?

Students are strongly encouraged to fill out a needs assessment preparation template to help them to organise their thoughts before the meeting. For an example of what a completed needs assessment preparation template might look like, please consult the **sample** provided on our **website**.

## The Needs Assessment Process

Individual needs assessments determine the level of support that students require. Based on appropriate **evidence of a disability** and information obtained from the student on the impact of their disability and their academic course requirements, the Disability Staff member will identify supports designed to meet the student's disability support needs.

The following areas are addressed:

1. Nature of disability or condition, to include: impact on education, severity, hospital admissions etc.
2. Treatment: any medication they are taking, outpatients' appointments, physiotherapy.
3. Previous support: what arrangements were made at secondary school, if any.
4. Current difficulties: what difficulties does the student anticipate they may have with their course.
5. Access to equipment and IT facilities.
6. Appropriate academic and disability support. These might include, for example, accessible class venues, in-course support, examination support arrangements, and extended library loans.

The Needs Assessment process also helps determine whether or not the student is eligible for additional disability support through relevant disability funding such as the HEA ESF Fund for Students with Disabilities for specialist disability support, assistive technology, and/or transport.





# Trinity Needs Assessment Preparation Form

## Trinity Needs Assessment Preparation Form

**Name:** Jane Smith

**Student number:** xxxxxx

**Disability Type:** Attention Deficit Hyperactivity Disorder (ADHD)

### Personal and Academic Strengths:

- High achiever
- Work well with others
- Sociable and active- was on hockey team in school

### Difficulties Experienced in Secondary School

- Difficulty with self-directed learning such as making plans and setting goals.
- Time management and organisational difficulties.
- Sometimes have difficulty concentrating during class and following instructions.

### Previous Treatment

- Have been attending Occupational Therapy for the past two years.

### Previous Support in Secondary School

#### Day-to-day accommodations

- Had weekly meetings with the guidance counsellor.
- Had flexibility with deadlines.

## Trinity Needs Assessment Preparation Form

### Exam accommodations

- Use of smaller exam centre.
- Use of laptop during English exams.
- Ten mins extra time in exams.

### Anticipated Difficulties in College

- May occasionally have difficulty sticking to deadlines.
- Difficulty taking notes in lectures/tutorials and with prioritising information and tasks.
- Difficulty concentrating during lectures/tutorials/exams.

### Supports I would like in College

#### Academic Support

- Access to lecture notes/slides in advance.
- Prioritised reading lists.
- Use of respite room.
- Occupational therapy support.

#### Assistive Technology Support

- Note-taking technology.
- Mind-mapping technologies.
- Tool for recording lectures.

#### Exam Accommodations

- Ten minutes extra time in exam.

## Trinity Needs Assessment Preparation Form

- Low distraction venue.



## LENS or PLENS

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 your 'Disability Passport', confirming accommodation and ensuring access to supports that will sufficiently meet your needs.

The information outlined in the LENS is communicated to the relevant School via the student record on your my.tcd.ie portal.

Students with disabilities on professional courses may require additional disability support on placement. Following the Needs Assessment, the student's Disability Officer prepares an individual **Professional Learning Educational Needs Summary (PLENS)** detailing the Reasonable Accommodations to be implemented.



### Disability Service Learning Educational Needs Summary (LENS)

Business Studies\_Student\_name\_\_LENS

To: Disability Liaison Officer, School Administrator & College Tutor

Student: John Smith  
Student No: 123456789  
Support Document Status: LENS Active  
Email contact: alsg@tcd.ie  
Course: Business Studies  
Disability: Dyslexia/Dyscalculia/Dysgraphia  
Disability Officer: JENNIFER TEST  
Tutor: SINEAD REILLY  
Date of Needs Assessment: 22Jan2018

#### Disclosure of a disability to the course

This document contains confidential information of a sensitive and personal nature. John Smith 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 released 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. This student can be referred back to Disability Service for placement planning supports - Level 2/3 and when required.

Further Disability Awareness information can be found at: <http://www.tcd.ie/disability/service/info/awareness.pdf>

#### Disability Service Interventions

- Communicating with your School
- Assistive Technology (AT) - <http://www.tcd.ie/disability/service/assistive-tech/Note-taking.php>
- Library Supports - Additional Book allowance
- Locker

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

#### Examination Accommodation and Codes

Group Venue Use of sticker  
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/service/exam-accommodation/forms.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 list
- 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/service/exam-accommodation/forms.php>

To see an example of a LENS report and for instructions on how a student can access and view their LENS please see the Disability Service website <https://www.tcd.ie/disability/current/Student-SITS.php>



## Disclosure of Disability

### What is *Disclosure of Disability*?

Disability Disclosure means informing someone or to make the information known, in this case to the employer or you college, about your disability, specific learning difficulty or mental health difficulty. But disclosing can just as easily apply to your friends and classmates.

If you do not know if disclosing your disability is something you want to do, try asking yourself a few questions to find out.

1. Why do you want to disclose your disability?
2. What are you disclosing and why is it important to do so?
3. Who will you be disclosing to?
4. When will you disclose?
5. How are you going to disclose to them?

After answering these questions you may feel more ready to make a choice. The reasoning behind disclosure varies from person to person. Providing medical information or seeking assistance in college are only some possible reasons for disclosing.


During your needs assessment your Disability Officer will explain the different levels of disability disclosure and raise your awareness of the importance of sensitive data. You will have the opportunity to raise any concerns or discuss any queries you may have in relation to disclosure of disability. More information can be found here <https://www.tcd.ie/disability/current/Code-of-practice.php>

**Trinity College Dublin recommends disclosing at any level and any stage of your academic journey.**

## Policy 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 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 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/assets/documents/policies/access\\_and\\_equality\\_policies.pdf](http://www.tcd.ie/assets/documents/policies/access_and_equality_policies.pdf)



# Additional Supports Provided by Trinity

## Academic Supports

Study skills and other supports such as time management and stress management are 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. You also have access to an Academic Skills for Academic Writing module via the online Blackboard module, which can be accessed from: <http://mymodule.tcd.ie/>

These resources can prove incredibly useful to assist you with reading techniques, academic writing, referencing, and exam revision. Academic support can also be found on our website in the form of leaflets and podcasts, and in mp3 format from TCD iTunes or YouTube:

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

## Applying for Accommodation

Trinity has limited accommodation options: the main Trinity campus, Kavanagh Court, and Trinity Halls, located in Dartry. A number of rooms on campus and in Trinity Halls are accessible. Although rooms are not fully supervised, they do have 24 hour security staff and residential wardens on site. The accommodation offered encourages independent living. This can be a lively environment so it may not be suitable for students who need a very quiet living space. Campus accommodation is mostly for final year students or graduate students. Trinity Halls is ideal for first and continuing students, but spaces there are also limited. Kavanagh Court on Dorset Street, Dublin 1 is a Trinity leased property.

For students with disabilities applying as new entrants or continuing students, you can have your application considered under special consideration due to the impact of a disability. Students must be registered with the Trinity Disability Service to avail of this support.



When applying for Trinity Accommodation students with Disabilities should also complete the special consideration application <https://www.tcd.ie/accommodation/getting-rooms/apply-for-a-room/special-consideration/> and review the criteria used by Trinity as outlined below. The Disability Service will review medical evidence supplied to the service at registration and 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 Trinity including transport options and distance to the university 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 will review all the applications and will make recommendations to the Accommodations Office. As part of your application, you must indicate that you are registered with the Disability Service and provide consent for the Disability Service to review and support your application. 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.

Further information and advice on student accommodation can be found at <http://www.tcdsuaccommodation.org/>

## Continuing students – applications for the next academic year

To apply for a room, complete the <http://www.tcd.ie/accommodation/StudentsandStaff/Students/ApplyOnline/> online accommodation application form by clicking on this link. When applying for Trinity Accommodation students with disabilities **should also complete the special consideration application** <https://www.tcd.ie/accommodation/getting-rooms/apply-for-a-room/special-consideration/> and review the criteria used by Trinity as outlined above.

## Out of Hours and Non-Academic Personal Care

Trinity funding does not cover expenditure for personal care, medical treatment/supplies, or other supports required outside study/ course contact hours or the academic year, including those that can reasonably be expected to be provided by another agency such as the local health service where you are ordinarily resident. Please follow this link for further information on out of hours and non-academic personal care: <http://www.tcd.ie/disability/services/out-of-hours.php>



Based on the criteria above, the DS team will meet to review all of 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/>

## Chaplaincy

Located in House 27 on the second floor, the Chaplaincy offers a welcoming ear to anyone who wants to talk about spirituality, or just have a friendly chat. They have a comfortable common room with tea and coffee paired with a good student vibe. Please note this service is not physically accessible. <http://www.tcd.ie/Chaplaincy/>





## Trinity Health Service

The Trinity Health Service is located in House 47, beside the rugby pitch. Appointments can be made during week days and emergency consultation clinics are available at 9.30am and 2.00pm (Mon.- Fri). The Health Service is, for the most part, free to students, but the university physiotherapist can be consulted for €20 per session and other specialist Health Service clinics incur a small fee.

There are two types of clinic, General Practitioner (GP) clinics and Nurse-run clinics. GP clinics address general medicine, mental health, sports medicine, antenatal care, and will refer you to appropriate external services if necessary. Nurse-run clinics include contraceptive advice and emergency contraception, smears, chlamydia, eye tests, blood tests, as well as routine vaccinations and injections. As a student and adult it is important to look after your health – both physical and mental health – as it plays an important role in your academic and personal performance. For more information please see; <https://www.tcd.ie/collegehealth/>

## Student Counselling Services

Making an appointment with the student counselling service is quick and simple. All you need to do is call them on (01) 8961407 or drop into them on the 3rd Floor of 7-9 South Leinster Street. An appointment will be made for you where you will have a quick consultation to see what you require. They are there to speak to you and support you, whatever your situation.

The Service is run by staff members and volunteers and includes referral to supportive therapeutic groups, information on self-help supports within the service, online therapy programmes, or scheduled appointments to engage in further counselling, or in some cases referral to external services.

For more information, please visit:

[https://www.tcd.ie/Student\\_Counselling/](https://www.tcd.ie/Student_Counselling/)

## Student Services Case Coordinator

The Student Services Coordinator coordinate's services designed to minimize 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 the coordination of care between campus and community resources. The Student Services Case Coordinator role spans Counselling, Disability and Health Services – primarily focusing on mental health to ensure the best outcomes for all students, in all areas of Trinity life. The Case Coordinator has experience working with students experiencing mental health difficulties such as depression, anxiety, psychosis etc.



### Student Services Case Coordinator - cont.

A student could meet with the Case Coordinator if they are:

- DARE or new entrants transitioning their mental health supports to the Dublin area and require support in doing this
- Returning to study following a voluntary or involuntary withdrawal from Trinity on mental health grounds
- Referred to community based mental health services following a concern from a Trinity staff member
- Struggling to engage with an external service & would like someone to advocate on their behalf
- Presenting as a risk to themselves or to others

<https://www.tcd.ie/disability/people/bradyj.php>

### Niteline

Niteline is a service run by students, for students. All those involved are trained and must abide by confidentiality rules. It is a phone service that you can call at any time you feel like you need a chat. They are part of the Trinity College Mental Health initiative and are there to speak to you as many times as you like. They can be called from 9pm -2.30am on 1800 793793.

### Student to Student (S2S)

S2S offices are found on the third floor, 7-9 South Leinster Street. They are a student-led initiative designed to ensure every student in Trinity can get information, support, and mentoring from another student. They are there to talk about anything that may be causing you problems in academic or personal life.

You can find members in red S2S hoodies - they are around during Fresher's Week, early in the academic year and during exam time. Their role is to advise you on locations of lectures and exams, inform you about your course, and help you navigate your way through your university journey.

<https://student2student.tcd.ie/>

### Student Learning and Development

SLD help students learn how to work and study. Furthermore, they provide workshops in self-management, study/ exam skills, presentations, writing and critical thinking, structuring academic essays and time management. You can also book to see them one-on-one and discuss any other problems you may have related to the above;

[http://www.tcd.ie/Student\\_Counselling/student-learning/](http://www.tcd.ie/Student_Counselling/student-learning/)





## Student & Departmental Student Representatives

Student representatives are your course and year representative to the Student Union. They are elected annually by the students of each course; there is one representative for each year of students within a course.

The student rep plays a dual role: academic and social. They are in charge of organising class nights out, but more importantly, they are responsible for representing students who have problems with a course or with a module. This can include getting extensions to essay deadlines for students, as well as other things.

The Departmental student representative are the student representatives within the Department. They are typically a third or fourth year student. Their role is to liaise with the Department at departmental meetings to bring forward other student concerns such as timetabling and the organisation or cost of academic student trips.

Student reps represent the class as a whole when it comes to the Student Union. So if there are any issues within your class or department, please don't be afraid to bring up any issues with your class rep.

## The Students' Union

The Students' Union is located in House 6 in Front Square. The SU is the independent body that represents students. They have a number of services including a shop, travel-card desk, book shop, and confidential academic and welfare advice services. These can be as simple as having someone to have a chat with, help from the education officer if problems are encountered in your academic life, or discussing your health and welfare, student grants, short term welfare loans or to avail of food supplied to those in need of it. There are annual student elections for the role of SU President, Education Officer, Welfare, Communications and Entertainment officers.

<https://www.tcdsu.org/>

## Banking

If you have not set-up a bank account before entering Trinity, there will be many banks to sign-up with during Fresher's Week. There are student representatives working for the banks who will advise you and you should visit each bank before you choose.

- Managing your money: The Students Union provides advice with budgeting that may help you manage your accounts and finance. You can also apply to them for student finance at a rate of 7.5% APR for things such as fees.
- It is also wise to save a monthly/weekly sum in an Account that you cannot withdraw from directly unless you go to the bank.



## Communication with your Parents/Guardians

As a student of Trinity you are now an adult! Therefore, you are seen to be able to make your own decisions regarding your time in university.

The Disability Service (DS) is aware that parents or guardians may have questions or concerns that they may wish to discuss with staff. However, the General Data Protection Regulation (GDPR) requires Trinity to establish a policy with regard to any discussion between members of staff in DS and parents / 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.

If you have any queries in relation to this, please do not hesitate to contact us in the Disability Service.





## The Disability Service

The Disability Service aims to provide you with the best possible experience of Trinity and help you to achieve your potential. When you register with the DS, you will meet with a member of the Disability Service team who will assist you in getting the support you need in order to help you progress and develop as a student whilst at university.

We update information on our website regularly and put up news on Facebook, so please add us on Facebook: <http://www.facebook.com/home.php?#/pages/Trinity-College-Disability-Service/275203522472?ref=ts>

Students can contact the main DS office, Room 2054 within the Arts Building, on the entrance level past the Lecky Library entrance on the left. You can phone the DS on (01) 896 3111 for an appointment, text 087 1133185, or you can e-mail the Service at [askds@tcd.ie](mailto:askds@tcd.ie)

Students are also welcome to avail of the DS Solutions Drop-In from 11am - 3pm Monday to Friday during term time. Typical issues students call to the DS Solutions Drop-In for include:

- Questions about the DS registration process.
- Queries about appropriate evidence of disability.
- Queries about exam accommodations or exam venues.
- Queries about what steps to follow if the student's accommodation needs have changed but the deadline for registering for exam accommodations has passed.

Additionally, drop-in can serve as an initial path into other services provided by Trinity Disability Service such as case management, occupational therapy, or other disability supports. Staff members are available to work one-to-one carrying out solution-focused brief interventions, as well as give referrals to Trinity support programmes.

## The Disability Service



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Andrew Costello  
Disability Officer and  
Assistive Technology Officer.  
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Senior Occupational Therapist  
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Tel: (087) 274 3879



James Brady, Case Coordinator  
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Clare Malone  
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Tel: (085) 7585835



Cecily Roche,  
Occupational Therapist  
E-mail: [unilink1@tcd.ie](mailto:unilink1@tcd.ie)  
Tel: 086 3955 212



## Disability Liaison Officer

A Disability Liaison Officer (DLO) acts as the point of communication between your department and the Disability Service. This is done by circulating the Learning Educational Needs Summary (LENS) reports, a report carried out by the Disability Service to assess your learning needs when you commence your academic life. This information is only passed to those who have to know, such as course directors, course coordinators, year coordinators, etc.

List of contacts, see <https://www.tcd.ie/disability/current/ALO-info.php>

## DS Student Ambassadors

The DS Ambassador Programme is a group of students who act as representatives for the DS, promoting Trinity life and sharing their experiences of their university journey. Ambassadors are involved in an array of DS activities including orientation programmes, training workshops and activities within the community. Ambassadors also have access to a series of rolling monthly workshops aimed at promoting personal growth and leadership skills. You have an opportunity to become an Ambassador at any point from the second year of your student journey onward and you can contact your DO for further information or review the DS website at:

<http://www.tcd.ie/disability/ambass/>

As an ambassador I have been able to embrace my own disability and encourage others to view their disability as a means to building their story and growing on personal and professional levels."

"Engaging in group activities that were aimed at improving disability awareness and that required team effort and focus was beneficial in my view. - I learned to be more confident when participating in group work and when speaking in front of my peers. "

I feel that my participation and engagement in the Ambassador programme has had a significant impact on my enjoyment of my time in Trinity. Through contact with other ambassadors and the general public, I have felt connected and useful. I especially enjoyed the outreach activities. The discussion and the training were also enjoyable. Fundamentally, I believe that the Ambassador programme has given me more confidence, made me more connected and taught me additional skills (e.g., presentation, listening etc)."

As an ambassador I feel I have grown in confidence, not only in my ability to connect with people and speak publicly but also in being able to take pride in my work and resilience as a person with a disability. It has thus fostered in me a newfound openness in regards to my disability that has allowed me to reach out to others."



## Disability Service Events

The Disability Service runs many different training and information sessions, as well as group support sessions, during the academic year. All events will be posted on the Disability Service Calendar which can be found on the Disability Service website page:

<http://www.tcd.ie/disability/>





# Other Useful Information



## Other Useful Contacts

### Accommodation Office

Address:

Regent House, Trinity College Dublin

Telephone: 00353 1 896 1177

E-mail: [residences@tcd.ie](mailto:residences@tcd.ie)

Web: [www.tcd.ie/accommodation/#](http://www.tcd.ie/accommodation/#)

### Admissions Office

Address: Academic Registry,

Watts Building,

Trinity College Dublin

Telephone: 00353 1 896 4500

E-mail: [academic.registry@tcd.ie](mailto:academic.registry@tcd.ie)

Web: <https://www.tcd.ie/academicregistry/admissions/>

### Careers Advisory Service

Address: 7-9 South Leinster Street,  
Dublin 2

Telephone: 00353 1 896 1721/1705

E-mail: [careers@tcd.ie](mailto:careers@tcd.ie)

Web: [www.tcd.ie/Careers](http://www.tcd.ie/Careers)

### Examinations Office

Address: Watts Building,

Trinity College Dublin

Telephone: 00353 1 896 2345 / 3710

E-mail: [ASKEXAMS@tcd.ie](mailto:ASKEXAMS@tcd.ie)

Web: <https://www.tcd.ie/academicregistry/exams/>



## Other Useful Contacts

### **Fees Office**

Address: Academic Registry,  
Watts Building,  
Trinity College Dublin  
Telephone: 00353 1 896 4500  
E-mail: [academic.registry@tcd.ie](mailto:academic.registry@tcd.ie)  
Web: <https://www.tcd.ie/academic/registry/fees-payments/>

### **Senior Tutor's Office**

Address: House 27, Trinity College  
Dublin  
Telephone: 00353 1 896 2551  
E-mail: [stosec@tcd.ie](mailto:stosec@tcd.ie) Web:  
[www.tcd.ie/Senior\\_Tutor](http://www.tcd.ie/Senior_Tutor)

### **Student Counselling Service**

Address: Third Floor,  
7-9 South Leinster Street,  
Dublin 2  
Telephone: 00353 1 896 1407  
E-mail: [student-counselling@tcd.ie](mailto:student-counselling@tcd.ie)  
Web:  
[www.tcd.ie/Student\\_Counselling](http://www.tcd.ie/Student_Counselling)

### **Student Health Centre**

Address: House 47, Trinity College,  
Dublin 2  
Telephone: 00353 1 896 1556  
Web: [www.tcd.ie/College\\_Health/](http://www.tcd.ie/College_Health/)

### **Trinity Students Union**

Address: House 6, Trinity College  
Dublin  
Telephone: 00353 1 646 8431  
E-mail: [frontoffice@tcdsu.org](mailto:frontoffice@tcdsu.org)  
Web: <http://www.tcdsu.org/>



