



Policy on the allocation of on campus accommodation for students with disabilities (undergraduate & postgraduate)

Submitted by DCU Campus Residence Ltd. & DCU Disability & Learning Support Service
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1.0 Policy Statement

Dublin City University is committed to providing equality of opportunity to people with disabilities. As part of this commitment, DCU operates a priority scheme for applicants with disabilities applying to Campus Residence Limited, for on-campus accommodation.

The purpose of this policy is to state the University's procedure in relation to this scheme, and to provide information within the University.

2.0 Definition of Disability

Under the Equal Status Act 2000, disability is defined as:

1. the total or partial absence of a person's bodily or mental functions, including the absence of a part of a person's body.
2. the presence in the body of organisms causing, or likely to cause, chronic disease or illness.
3. the malfunction, malformation or disfigurement of a part of a person's body.
4. a condition or malfunction, which results in a person learning differently from a person without the condition or malfunction
5. a condition, illness or disease, which affects a person's thought process, perception of reality, emotions or judgement or which results in disturbed behaviour.

3.0 Room availability for students with Disabilities (Undergraduate & Postgraduate)

There are currently 691 campus rooms available for DCU undergraduate students. Of this number, 4 ½ % are available to students with disabilities. Of these, 3 are wheelchair accessible. Wheelchair accessible rooms will only be held by Campus Residence Limited until 01st September each year.

A further 103 campus rooms are available to postgraduate students within the dedicated postgraduate block. Of this number 5 residences are currently held for postgraduate students with disabilities. Of these, three are wheelchair accessible.

4.0 Priority Allocation

All applicants with disabilities are considered under this scheme. However, as part of the decision process, priority allocation will be given to applicants who are wheelchair users or who have significant mobility difficulties, applicants who are blind or visually impaired, applicants who have significant medical conditions (e.g. Cystic Fibrosis, M.E. HIV etc).

5.0 Application Procedure:

All undergraduate and postgraduate applicants with a disability who wish to apply for on campus accommodation through this scheme must complete the Campus Residence Limited on-line " Undergraduate / Postgraduate Accommodation Application Form" (www.roomsatdcu.com). They must tick the relevant box that reads:

"I wish to apply as a student with a disability. I am registered with the DCU Disability & Learning Support Service and have already submitted my medical documentation"

Or

I wish to apply as a student with a disability. I am NOT registered with the DCU Disability & Learning Support Service and have NOT previously submitted my medical documentation" (see Appendix 1)

All applicants who indicate that they are not registered with the DCU Disability & Learning Support Service will be sent, by post, an additional form by Campus Residence Limited, entitled "Supplementary Information Form for On-Campus Accommodation" (see Appendix 2). This will also include an "Evidence of Disability Form". The latter form must be completed by a Consultant / Specialist, and is relevant to all applicants, with the exception of those with Specific Learning Difficulty (e.g. Dyslexia). Applicants with Specific Learning Difficulty should attach a copy of their Educational Psychologists' report to the back of the Evidence of Disability Form. Educational Psychologist reports must be current, i.e. within the last 5 years.

If medical documentation is not attached, application forms will not be considered under the priority scheme. General Practitioner (G.P.) letters will NOT be accepted as suitable evidence.

On-line application forms are available from Campus Residence Limited on the following dates;

1. CAO Applicants : available from DCU Open Day
2. Current Undergraduates: available in February
3. Transfer Students: available on DCU Open Day
4. Postgraduate Students: available all year

All supplementary information forms and completed Evidence of Disability Forms, if applicable, must be returned directly to Campus Residence Limited by the following deadlines;

1. CAO Applicants: 01st July
2. Current Undergraduates: 03rd March
3. Transfer Students (first years): CAO 01st July
4. Transfer Students (other years): 03rd March
5. Postgraduate Students : 19th July

6.0 Assessment of Disability:

Campus Residence Limited will collect all supplementary information forms and supporting medical evidence, and only after the relevant deadlines have been met, will forward copies of the original information forms to the Disability & Learning Support Service . The Disability & Learning Support Service will then assess each form on an individual basis, and submit recommendations to the Campus Residence Assessment Group .

7.0 Decision Process:

The Campus Residence Assessment Group will meet 3 times per year to consider each application, namely;

1. Current students: March
2. CAO applicants: Late June
3. Postgraduates: July

Applications will then be examined by the Campus Residence Assessment Group. A record of offer / no offer will be noted, and signed off by the group.

After records have been signed off, the names of those unsuccessful applicants will be forwarded to the Campus Residence general lottery.

All applicants who are neither successful in their application through the priority scheme or through the Campus Residence general lottery, will be placed on a priority list. In the event that a residence under the priority scheme becomes available during the course of the academic year, the list will be re-viewed by the Campus Residence Assessment Group and vacancies filled. All applicants will be contacted regarding the outcome of the priority list in early September. Applicants will be advised to contact the Off Campus Co-ordinator at this point.

Queries or complaints from students who are unsuccessful in their application will be dealt with solely by the DCU Disability & Learning Support Service, and not by Campus Residence Limited. Additionally, applicants who are unsuccessful will be advised to contact the Disability & Learning Support Service, who will meet with them, assess their Evidence of Disability Form / Educational Psychologists Report and if relevant, will put their names on the priority list. The Disability & Learning Support Service in turn will notify Campus Residence Limited of any additions to this list. Applicants who miss deadlines will not be considered.

The Campus Residence Assessment Group will meet during the week prior to the 01st of September to assess the priority list. All applicants will be contacted regarding the outcome of the priority list in early September, by Campus Residence Limited.

8.0 Offers & Confirmation of Offers:

Residence offers will be made to applicants on the following dates:

1. CAO Applicants: Mid July
2. Current Undergraduates: Early May
3. Transfer Students (first years): CAO Mid July
4. Transfer Students (other years): Early May
5. Postgraduate Students: Late July

Confirmation of all undergraduate and postgraduate places accepted, as well as information regarding the applicants name, room number, and telephone extension number, will be forwarded by Campus Residence Limited to the Disability & Learning Support Service on the 31st August of each year.

9.0 Off Campus Accommodation

For information on off-campus accommodation, applicants can contact the Off-Campus Accommodation Co-ordinator, through the Campus Residence Limited offices.

10.0 Confidentiality

The Disability & Learning Support Service and Campus Residence Limited are committed to ensuring confidentiality at all times, and adheres strictly to DCU's "Contact With Third Parties" policy (www.dcu.ie/info/pdfs/tp.pdf)

11.0 Minor Building Modifications

If a student requires any building modification to their room, the Disability & Learning Support Service will assess the request in relation to the student's disability. In cases where minor modifications are made, Campus Residence Limited will cover the cost up to €500.00. Where more significant building modifications are required, the Disability & Learning Support Service will take responsibility for sourcing funding alternatives. Funding from Campus Residence Limited will be used for minor modifications only.

12.0 User Friendly Guide

A user-friendly guide based on this policy is available to students with disabilities (see Appendix 3)