



Policy on the Provision of Note taking

The DCU Disability & Learning Support Service (DLSS) is committed to providing a range of support services in line with best practice for students registered with the DLSS.

Purpose

The purpose of this document is to outline how students registered with the DLSS can avail of the note-taking service.

Scope

This policy applies to all students registered with the DLSS who wish to avail of the note-taking service.

Policy Statement

The DLSS coordinates a note-taking service for students whose documented disabilities impact on their ability to take notes.

This service is provided as a necessary academic reasonable accommodation and is not considered a substitute for a student's full participation in each class/lecture.

Roles and Responsibilities

A designated member of the DLSS is responsible for meeting with the student seeking to avail of the note-taking service, reviewing appropriate documentation and informing the external note-taking company of our requirements. The DLSS are responsible for ensuring that the notes provided are of the highest quality and fit for purpose.

Students are responsible for providing the DLSS with their timetable within the first week of semester. Students must notify the DLSS of lecture changes or if a note taker is no longer required. Students must also inform the DLSS if they are not happy with the standard of notes.

Sanctions

The notes provided to students are for their own use, should it become apparent that they have been sharing these with other students then the service will be reviewed and possibly withdrawn.

Related Documentation

- [DLSS Code of Practice for Students](#)

Contacts

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Policy Review

This policy will be reviewed annually.

Version Control

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