

# Policy on the allocation of on-campus accommodation for students with disabilities

## Purpose

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 Ltd., 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.

## Scope

This policy applies to all DCU students who have a disabilities as defined:

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.

## Policy Statement

There are currently 691 campus rooms available for DCU undergraduate students. Of this number 40 rooms are available to students with disabilities – 20 allocated for 1<sup>st</sup> year students and 20 allocated for continuing students.

Of these, 3 are wheelchair accessible. Wheelchair accessible rooms will only be held by Campus Residence Ltd. 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.

All applicants with disabilities and registered with the Disability & Learning Support Service (DLSS) 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 with sensory difficulties ( Blind/Visual difficulties, Deaf/Hard of Hearing),
- applicants who have significant medical conditions (e.g. Cystic Fibrosis, M.E. etc).
- applicants with Asperger's or mental health difficulties

For incoming first year students proof of disability will be required either through their CAO record or directly sent to the DLSS.

## **Roles and Responsibilities**

### ***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 Ltd. on-line " Undergraduate / Postgraduate Accommodation Application Form" ([www.roomsatdcu.com](http://www.roomsatdcu.com)). They must tick the relevant box that reads:

**I wish to apply as a student with a disability**

All applicants will be sent, by email, an additional form by Campus Residence Ltd. This will provide Campus Accommodation with additional information in relation to what rooms would be suitable for an applicant.

Continuing students must be registered with the DLSS to avail of priority accommodation.

### ***Decision Process:***

A representative from the Campus Residence Ltd. and the DLSS will review all applications submitted under the Disability route.

A record of offer / no offer will be noted, and signed off.

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 DLSS, and not by Campus Residence Ltd. Additionally, applicants who are unsuccessful will be advised to contact the DLSS.

The DLSS in turn will notify Campus Residence Ltd. Of any additions to this list. Applicants who miss deadlines will not be considered.

### ***Offers Process:***

Residence offers will be made through Campus Residence Ltd. to applicants on the following dates:

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

### **Contacts**

Anne O'Connor	Head, Disability & Learning Support Service.	<a href="mailto:anne.oconnor@dcu.ie">anne.oconnor@dcu.ie</a>
Patricia Barry	Office Manager, Campus Residence Ltd.	<a href="mailto:patricia.barry@dcu.ie">patricia.barry@dcu.ie</a>

### **Policy Review**

This policy will be reviewed annually

### **Version Control**

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