



Ollscoil Chathair  
Bhaile Átha Cliath  
Dublin City University

# **DLSS Provision of Note taking Service Policy**

## Introduction

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

## Purpose

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

## Scope

This policy applies to all students registered with the DLSS who are eligible 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 & 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 approving the service.

The DLSS is 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 this service 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it become apparent that they have been sharing these with other students then the service will be reviewed and possibly withdrawn.

## Contact

Any queries regarding this policy should be directed to:

DCU Disability & Learning Support Service


E: [disability.service@dcu.ie](mailto:disability.service@dcu.ie)

Tel: (01) 7005927

## Policy Review

This policy will be reviewed by the Head of the Disability & Learning Support Service as and when required

## Version Control

<b>Policy Name</b>	DLSS Provision of Note Taking Service Policy		 Ollscoil Chathair Bhaile Átha Cliath Dublin City University
<b>Unit Owner</b>	Disability & Learning Support Service		
<b>Version Reference</b>	<b>Version – 3.0</b>	<b>Revised – 3.1</b>	
<b>Approved by</b>	Head of DLSS	Head of DLSS	
<b>Effective Date</b>	December 10 <sup>th</sup> 2020	November 28 <sup>th</sup> 2025	

End.